

**Ministry of Higher Education and Scientific Research  
Scientific Supervision and Scientific Evaluation Apparatus  
Directorate of Quality Assurance and Academic Accreditation  
Accreditation Department**



# **Academic Program and Course Description Guide Office management**

**2024–2025**

## **Introduction:**

The educational program is a well-planned set of courses that include procedures and experiences arranged in the form of an academic syllabus. Its main goal is to improve and build graduates' skills so they are ready for the job market. The program is reviewed and evaluated every year through internal or external audit procedures and programs like the External Examiner Program.

The academic program description is a short summary of the main features of the program and its courses. It shows what skills students are working to develop based on the program's goals. This description is very important because it is the main part of getting the program accredited, and it is written by the teaching staff together under the supervision of scientific committees in the scientific departments.

This guide, in its second version, includes a description of the academic program after updating the subjects and paragraphs of the previous guide in light of the updates and developments of the educational system in Iraq, which included the description of the academic program in its traditional form (annual, quarterly), as well as the adoption of the academic program description circulated according to the letter of the Department of Studies T 3/2906 on 3/5/2023 regarding the programs that adopt the Bologna Process as the basis for their work.

In this regard, we can only emphasize the importance of writing an academic programs and course description to ensure the proper functioning of the educational process.

## **Concepts and terminology:**

**Academic Program Description:** The academic program description provides a brief summary of its vision, mission and objectives, including an accurate description of the targeted learning outcomes according to specific learning strategies.

**Course Description:** Provides a brief summary of the most important characteristics of the course and the learning outcomes expected of the students to achieve, proving whether they have made the most of the available learning opportunities. It is derived from the program description.

**Program Vision:** An ambitious picture for the future of the academic program to be sophisticated, inspiring, stimulating, realistic and applicable.

**Program Mission:** Briefly outlines the objectives and activities necessary to achieve them and defines the program's development paths and directions.

**Program Objectives:** They are statements that describe what the academic program intends to achieve within a specific period of time and are measurable and observable.

**Curriculum Structure:** All courses / subjects included in the academic program according to the approved learning system (quarterly, annual, Bologna Process) whether it is a requirement (ministry, university, college and scientific department) with the number of credit hours.

**Learning Outcomes:** A compatible set of knowledge, skills and values acquired by students after the successful completion of the academic program and must determine the learning outcomes of each course in a way that achieves the objectives of the program.

**Teaching and learning strategies:** They are the strategies used by the faculty members to develop students' teaching and learning, and they are plans that are followed to reach the learning goals. They describe all classroom and extra-curricular activities to achieve the learning outcomes of the program.

## Academic Program Description Form

University Name: Southern Technical University

Faculty/Institute: Technical and Administrative Institute / Basrh

Scientific Department: Office management techniques

Academic or Professional Program Name: diploma

Final Certificate Name: Diploma in Office Management Techniques

Academic System: Course system

Description Preparation Date: 5/10/2024

File Completion Date: 14/11/2024

  
Signature: Wael Hatem  
Head of Department Name:

Date: 14/11/2024

  
Signature:  
Scientific Associate Name:

Date:

The file is checked by:

Department of Quality Assurance and University Performance

Director of the Quality Assurance and University Performance Department:

Date:

Signature: 





Approval of the Dean

أ.ذ.إيمان عسكر حاوي  
العميد

## **1. Program Vision**

Excellence and competitiveness in line with the requirements of the local and international labor market, based on the knowledge economy, entrepreneurial approach, and innovative ideas that enhance community partnership and sustainable development.

## **2. Program Mission**

Contributing to human development through the development of intermediate cadres that contribute to the advancement of the local and international reality by relying on the provision of a high-quality academic program based on innovative teaching methods and modern technical means to communicate ideas that focus on sustainable development, cultural heritage, and the civilization of Iraq.

## **3. Program Objectives**

1. Empowering young talents with the knowledge and skills necessary to succeed in their academic and professional lives within their field of specialization.
2. Developing plans and programs that keep pace with environmental changes, enhancing students' knowledge and intellectual capital.
3. Strengthening the position of the Technical Institute and the Southern Technical University in Iraq and internationally.
4. Attracting human resources with the capacity for development and innovation.
5. Focusing on the quality of university performance to ensure competitiveness and the development of scientific research and skills to serve the labor market.
6. Adopting an efficient administrative system that provides its services with transparency and integrity.

## **4. Program Accreditation**

(AACSB) accredited by the Ministry of Higher Education and Scientific Research

### 5. Other external influences

Is there a sponsor for the program? nothing

### 6. Program Structure

Program Structure	Number of Courses	Credit hours	Percentage	Reviews*
Institution Requirements				
College Requirements				
Department Requirements	<b>33</b>	<b>108</b>	<b>100%</b>	
Summer Training	There is summer training for the first stage			
Other				

\* This can include notes whether the course is basic or optional.

### 7. Program Description

Year/Level	Course Code	Course Name	Credit Hours	
			theoretical	practical
2024-2025// first stage		Course system		
2024-2025// first stage	Principles of Management	Course system	2	3
2024-2025// first stage	Archives Management/1	Course system	2	3
2024-2025// first stage	Public Relations/1	Course system	1	2
2024-2025// first stage	Report Writing/1	Course system	2	2
2024-2025// first stage	Information Technology	Course system	1	3
2024-2025// first stage	English Readings	Course system	2	2
2024-2025// first stage	Report and Research Writing/2	Course system	2	2
2024-2025// first stage	Information Systems Management	Course system	1	3
2024-2025// first stage	English Specialist	Course system	2	2

	Readings/2			
2024-2025// first stage	Electronic Management	Course system	2	3
2024-2025// first stage	Public Relations/2	Course system	1	2
2024-2025// first stage	Archives Management/2	Course system	2	3
2024-2025// first stage	Arabic Language/2	Course system	2	
2024-2025// first stage	English Language/2	Course system	2	
2024-2025// first stage	Human Rights	Course system	2	
2024-2025// first stage	Computer Basics/1	Course system		2
2024-2025// scored stage	Office Organization/1	Course system	2	2
2024-2025// scored stage	Business Correspondence/1	Course system	2	2
2024-2025// scored stage	Organizational Behavior	Course system	1	2
2024-2025// scored stage	Time Management/1	Course system	2	2
2024-2025// scored stage	Human Resources Management/1	Course system	2	2
2024-2025// scored stage	Civil Service Legislation/1	Course system	1	2
2024-2025// scored stage	Graduation Project	Annual system		2
2024-2025// scored stage	Office Organization/2	Course system	2	2
2024-2025// scored stage	Business Correspondence/2	Course system	2	2
2024-2025// scored stage	Ceremonial Management	Course system	1	2
2024-2025// scored stage	Time Management/2	Course system	2	2
2024-2025// scored stage	Human Resources Management/2	Course system	2	2
2024-2025// scored stage	Civil Service Legislation/2	Course system	1	2
2024-2025// scored stage	Ba'ath Party Crimes	Course system	2	
2024-2025// scored stage	English Language/2	Course system	2	
2024-2025// scored stage	Research Project	Course system		4
2024-2025// scored stage	Human Resources Management/2	Course system	2	2

## 8. Expected learning outcomes of the program

### Knowledge

- A1- Enabling the student to understand the most important tools that can be used in managing the human resource within an organization.
- A2- Enabling the student to learn the most important methods and programs that can be used within the organization during work.
- A3- Acquiring the most important methods and knowledge that can

Learning Outcomes  
Statement 1

contribute to increasing knowledge and innovation within organizations in the public and private sectors.		
A4- Introducing the student to other types of incoming messages and assisting the student in learning to research and identify administrative tools that contribute to organizing, planning, and directing during work.		
<b>Skills</b>		
B- Program Skill Objectives		
B1- Manage relationships, meetings, and data through archiving using the most prominent information organization programs for later use.		Learning Outcomes Statement 3
B2- Prepare and prepare for meetings and conferences, and work to manage discussions that serve the organization and the business.		
<b>Ethics</b>		
Developing students' ability to share ideas		
• Part 1: Enhancing student self-confidence through learning and understanding a foreign language.		
• Part 2: Encouraging students to take responsibility for accurately translating a text.		
• Part 3: Encouraging students to work as a team and collaborate.		
• Part 4: Instilling a love of language and learning in students.		

<b>9. Teaching and Learning Strategies</b>
<ol style="list-style-type: none"> <li>1. Theoretical lectures</li> <li>2. Individual and group practical exercises</li> <li>3. Presentation of ready-made models and illustrative examples</li> <li>4. Referring to websites and forums on the Internet for further information</li> <li>5. Using teamwork and group work to solve exercises</li> <li>6. Homework</li> </ol>

<b>10. Evaluation methods</b>
<ul style="list-style-type: none"> <li>• Weekly, monthly, daily, and final exams.</li> <li>• Daily and annual reports and research submitted by the student.</li> <li>• Academic activities and visits.</li> <li>• Online and in-person attendance.</li> <li>• Discussions and seminars that may be held, and interaction and responses to</li> </ul>

the ideas presented.

## 11. Faculty

### Faculty Members

Academic Rank	Specialization		Special Requirements/ Skills (if applicable)		Number of the teaching staff	
	General	Special			Staff	Lecturer
Lecturer	Business Administration	Quality Management			1	
Assistant Lecturer	Public Administration	Human Resource Management			1	
Assistant Lecturer	Business Administration	Marketing Management			1	
Assistant Lecturer	Information Science	Information and Library Science			1	
Assistant Professor	Business Administration	Organization Theory			1	
Professor	Business Administration	Operations			1	
Lecturer	English Literature	Criticism			1	
Assistant Lecturer	Business Administration	Internationalism			1	
Assistant Lecturer	Education Psychology	Behavioral			1	
Assistant Lecturer	Business Administration	Strategic Management			1	
Proofreader	Law	Criminal Law			1	
Programmer	Arabic Language Literature	Criticism			1	
Assistant Lecturer	Computer Science	Computer Science			1	
Lecturer	Business Administration	Quality				1

### Professional Development

#### Mentoring new faculty members

Orientation of New Faculty Members:

1. Continuously encourage reading and using the internet.
2. Review books and research in this field.
3. Emphasize scientific developments.

#### Professional development of faculty members

Briefly describe the academic and professional development plan and arrangements for faculty such as teaching and learning strategies, assessment of learning outcomes, professional

development, etc.

## 12. Acceptance Criterion

According to the approved controls for central admission, based on what was determined by the Ministry and the controls approved by the formation (Technical Administrative Institute/Basra), depending on the department's capacity.

## 13. The most important sources of information about the program

- The Holy Quran.
- The latest textbooks and related research.
- The Internet and conferences.

## 14. Program Development Plan

1. A scientific symposium on the most prominent tools and emerging topics in management science.
2. Utilizing modern communication methods.
3. Communicating with other departments at international universities to keep pace with any developments or updates that can be utilized within the Iraqi environment.
4. A discussion panel discussing ways to develop and modernize in line with scientific advancements.
5. A workshop for students and faculty members.

### Program Skills Outline

				Required program Learning outcomes											
Year/Level	Course Code	Course Name	Basic or optional	Knowledge				Skills				Ethics			
				A1	A2	A3	A4	B1	B2	B3	B4	C1	C2	C3	C4
2024-2025// first stage		Principles of Management	Specialized			1	1	1	1		1	1		1	
		Archives Management/1	Specialized	1		1	1			1	1		1		1
2024-2025// first stage		Public Relations/1	Specialized	1	1		1		1		1		1	1	1
		Report Writing/1	Assistant		1		1	1		1	1		1	1	1
2024-2025// first stage		Information Technology	Specialized	1	1	1		1		1	1			1	1
		English Readings	Assistant	1	1	1		1		1	1		1		1
2024-2025// first stage		Report and Research Writing/2	Specialized		1		1	1		1	1		1	1	1
		Information Systems Management	Specialized	1	1	1		1		1	1			1	1
2024-2025// first stage		English Specialist Readings/2	Specialized	1		1	1		1		1	1		1	1
2024-2025// first stage		Electronic Management	Specialized	1		1	1			1	1		1		1

2024-2025// first stage		Public Relations/2	General	1	1		1		1		1		1	1	1
2024-2025// first stage		Archives Management/2	General			1	1	1	1		1	1		1	
2024-2025// first stage		Arabic Language/2	Assistant	1	1	1		1		1	1			1	1
2024-2025// first stage		English Language/2	General	1		1		1		1	1		1		1
2024-2025// first stage		Human Rights	Specialized		1	1		1		1		1	1	1	
2024-2025// first stage		Computer Basics/1	Specialized	1	1		1		1		1	1		1	1
2024-2025// scorned stage		Office Organization/1	Specialized	1	1	1			1	1	1		1	1	1
2024-2025// scorned stage		Business Correspondence/1	Assistant		1		1	1	1	1		1	1	1	
2024-2025// scorned stage		Organizational Behavior	Specialized	1		1	1	1		1		1	1		1
2024-2025// scorned stage		Time Management/1	Specialized	1	1			1	1	1		1		1	1
2024-2025// scorned stage		Human Resources Management/1	Assistant	1		1		1	1	1	1		1		1
2024-2025// scorned stage		Civil Service Legislation/1	General	1	1	1		1		1		1	1	1	

2024-2025// scorned stage		Graduation Project	General	1	1		1	1		1		1		1	1
2024-2025// scorned stage		Office Organization/2	Specialized	1		1	1		1		1	1		1	1
2024-2025// scorned stage		Business Correspondence/2	Specialized		1	1		1		1	1		1	1	
2024-2025// scorned stage		Ceremonial Management	Specialized		1		1		1		1	1		1	1
2024-2025// scorned stage		Time Management/2	Specialized	1	1			1	1			1		1	1
2024-2025// scorned stage		Human Resources Management/2	Assistant	1	1			1		1	1	1	1		1
2024-2025// scorned stage		Civil Service Legislation/2	Specialized			1		1	1		1	1		1	1
2024-2025// scorned stage		Ba'ath Party Crimes	Assistant		1	1		1	1		1	1		1	
2024-2025// scorned stage		English Language/2	Specialized	1		1		1		1	1		1		1
2024-2025// scorned stage		Research Project	Specialized	1	1		1	1		1		1		1	1
2024-2025// scorned stage		Human Resources Management/2	Specialized												

- Please tick the boxes corresponding to the individual program learning outcomes under evaluation.

## Course Description Form

<b>1. Course Name:</b>					
Electronic management					
<b>2. Course Code:</b>					
The second course					
<b>3. Semester / Year: first stage //2024/2025</b>					
Semester system					
<b>4. Description Preparation Date: 5/10/2024</b>					
<b>5. Available Attendance Forms:</b>					
In person // Online					
<b>6. Number of Credit Hours (Total) / Number of Units (Total)</b>					
75 hours : five hours a week					
<b>7. Course administrator's name (mention all, if more than one name)</b>					
Name: Amal farhan soady					
Email: <a href="mailto:Amal.soady@gmail.com">Amal.soady@gmail.com</a>					
<b>8. Course Objectives</b>					
<b>Course Objectives</b>		<p>Introducing the student to the duties of managing archives in the facility, classification, arrangement, indexing processes, and the use of office devices and equipment.</p> <p>Providing students with the opportunity to enhance their functional abilities by placing them in the right place.</p> <p>Developing the student's personal skills that enable him to compete with others in the labor market</p>			
<b>9. Teaching and Learning Strategies</b>					
<b>Strategy</b>		<ol style="list-style-type: none"> <li>1. Theoretical and practical lectures</li> <li>2. Case studies (questions and tests)</li> <li>3. Using modern means of communication</li> <li>4. Student Participation Applications</li> </ol>			
<b>10. Course Structure</b>					
<b>Week</b>	<b>Hours</b>	<b>Required Learning Outcomes</b>	<b>Unit or subject name</b>	<b>Learning method</b>	<b>Evaluation method</b>
1	5 hours	Alphabetical, numerical, thematic and geographical preservation procedures	Traditional management concept, The concept of electronic management. Comparison between traditional and electronic concepts	Theoretical lectures, practical issues and modern means of	
2	5 hours				
3	5 hours				

4	5 hours		E-management, concept, importance, objectives	communication	
5	5 hours		Historical development of e-government, The emergence of e-administration, reasons for the transition to e-administration		
6	5 hours		Advantages of e-administration, for public administrations, for business organizations		
7	5 hours		KCharacteristics of electronic administration, requirements of electronic administration		
8	5 hours		Shift to e-management		
9	5 hours		E-management patterns		
10	5 Hours		Elements of electronic management		
11	5 hours		- Electronic management functions		
12	5 hours		E-management application		
13	5 hours		Stages of transformation to e-management		
14			E-management, concept, importance, objectives		
15			E-Governance Project Requirements		
			Application areas of e-management, Steps to implement e-management		
			Organizational and administrative implications of the application of e-management.		
			- Potential negatives of implementing e-government.		
			Obstacles to e-management- Factors for the success of electronic management.		

## 11. Course Evaluation

Distributing the score out of 50 according to the tasks assigned to the student such as daily preparation, daily oral, monthly, or written exams, reports .... etc

## 12. Learning and Teaching Resources

Required textbooks (curricular books, if any)	
Main references (sources)	
Recommended books and references (scientific journals, reports...)	
Electronic References, Websites	

## Course Description Form

<b>13. Course Name:</b>					
English language					
<b>14. Course Code:</b>					
The first course					
<b>15. Semester / Year: first stage // 2024/2025</b>					
courses system					
<b>16. Description Preparation Date: 5/10/2024</b>					
<b>17. Available Attendance Forms:</b>					
In person // Online					
<b>18. Number of Credit Hours (Total) / Number of Units (Total)</b>					
30 hours : 2 hours a week					
<b>19. Course administrator's name (mention all, if more than one name)</b>					
Name: ali hamied					
Email: <a href="mailto:ali_19984@gmail.com">ali_19984@gmail.com</a>					
<b>20. Course Objectives</b>					
<b>Course Objectives</b>		<p><b>Introducing the student to various types of reports and research, and raising awareness of how to write them, especially the typical ones used in administrative organizations in official and semi-official departments.</b></p> <p><b>The student acquires practices related to preparing and editing various reports, correspondence, and meeting minutes, in a practical and thoughtful manner that is consistent with the work and needs of government departments and public institutions.</b></p>			
<b>21. Teaching and Learning Strategies</b>					
<b>Strategy</b>	<ol style="list-style-type: none"> <li>1. Theoretical and practical lectures</li> <li>2. Case studies (questions and tests)</li> <li>3. Using modern means of communication</li> <li>4. Student Participation Applications</li> </ol>				
<b>22. Course Structure</b>					
<b>Week</b>	<b>Hours</b>	<b>Required Learning Outcomes</b>	<b>Unit or subject name</b>	<b>Learning method</b>	<b>Evaluation method</b>

1	2 hours	Alphabetical, numerical, thematic and geographical preservation procedures	Unit one :getting to know you, tenses, Questions, Questions words	Public relations programs with the organization's audiences
2	2 hours		Unit two :thrive, Present tenses, Present simple, Present continuous Have /have got	Public relations with employees (internal audience)
3	2 hours		Unit three: it all went tenses, wrong, Past Past simple, Past continuous	Public relations with consumers
4	2 hours		Unit four :let'sshopping, Quantity, Much and many, Some and any, Something, anyone, nobody, everywhere A few, a little, a lot of, Articles	Public relations with stakeholders, public relations with suppliers
5	2 hours		Unit Five what do you want to do, Past tenses, Verb patterns, Future intentions, Going to and will	Public relations with stakeholders, public relations with suppliers
6	2 hours		Unit six: tell me! What's it like?, What's it like?, Comparative and superlative Adjectives	Public relations with stakeholders, public relations with suppliers
7	2 hours		Unit seven :fame, perfect and Present past simple, For and since, Tense revision	Public relations with stakeholders, public relations with suppliers
8	2 hours		Unit eight: do's and don'ts, Have(got)to, Should, must	Public relations with stakeholders, public relations with suppliers
9	2 hours		Unit nine: going places, Time and conditional clauses what if....?	Public relations with stakeholders, public relations with suppliers
10	2 hours		Unit ten: scared to death, Verbs patterns, Infinitives, What, etc. +infinitive, Something, etc. + Infinitive	Public relations with stakeholders, public relations with suppliers
11	2 hours		Unit eleven things that changed the world, Passives	Public relations with stakeholders, public relations with suppliers
12	2 hours		Unit twelve :dreams and reality, Second conditional might	Public relations in judicial institutions
13	2 hours		hirteen Unit :earning living, Present perfect continuous, Present perfect simple versus, Continuous	Public relations in health institutions
14	2 hours		Unit fourteen: Present perfect and past perfect and clarification	Public Relations
15	2 hours		Reported statements Revision	Activities Calendar Public Rel Activities Caler

### 23. Course Evaluation

Daily written exams  
Daily evaluation  
Midterm exams  
Annual Exam

Distributing the score out of 50 according to the tasks assigned to the student such as daily preparation, daily oral, monthly, or written exams, reports .... etc

### 24. Learning and Teaching Resources

Required textbooks (curricular books, if any)	
Main references (sources)	
Recommended books and references (scientific journals, reports...)	
Electronic References, Websites	

## Course Description Form

25. Course Name:	Writing reports and research
26. Course Code:	

The first course					
27. Semester / Year: first stage// 2024/2025					
courses system					
28. Description Preparation Date: 5/10/2025					
29. Available Attendance Forms:					
In person // Online					
30. Number of Credit Hours (Total) / Number of Units (Total)					
60 hours : 4 hours a week					
31. Course administrator's name (mention all, if more than one name)					
Name: Wael abudal.wahab					
Email: <a href="mailto:abudal.wahab@stu.edu.iq">abudal.wahab@stu.edu.iq</a>					
32. Course Objectives					
<b>Course Objectives</b>		<p><b>Introducing the student to various types of reports and research, and raising awareness of how to write them, especially the typical ones used in administrative organizations in official and semi-official departments.</b></p> <p><b>The student acquires practices related to preparing and editing various reports, correspondence, and meeting minutes, in a practical and thoughtful manner that is consistent with the work and needs of government departments and public institutions.</b></p>			
33. Teaching and Learning Strategies					
<b>Strategy</b>		<ol style="list-style-type: none"> <li>1. Theoretical and practical lectures</li> <li>2. Case studies (questions and tests)</li> <li>3. Using modern means of communication</li> <li>4. Student Participation Applications</li> </ol>			
34. Course Structure					
<b>Week</b>	<b>Hours</b>	<b>Required Learning Outcomes</b>	<b>Unit or subject name</b>	<b>Learning method</b>	<b>Evaluation method</b>
1	4 hours	Alphabetical, numerical, thematic and geographical preservation procedures	The importance of reports, their function, who writes reports, characteristics of a report writer	Theoretical lectures, practical issues and modern means of communication	
2	4 hours		Basic principles of report writing		
3	4 hours		Types of reports, periodic, workflow, questionnaire		
4	4 hours		Analytical reports, conclusions, minutes of meetings, minutes of meetings reports		
5	4 hours				

6	4 hours		Stages of the report, stages of preparing the report		
7	4 hours		Diagnose the case and choose the appropriate type of report		
8	4 hours		Report writing techniques		
9	4 hours		represent (the technical aspects of writing a report) which represent		
10	4 hours		(paper, printing, ink used, restoration, spacing, final output)		
11	4 hours		Samples of report contents, general plan, introduction, conclusion, final summary		
12	4 hours		Report Writing How to Gather Information for a Report After Determining the Objective		
13	4 hours		How to Write Long Reports, Introductory Part		
14	4 hours		Writing long reports, report content		
15	4 hours		Writing long reports, report appendices		
			Typical Report Features		
			Organize and arrange		
			Planning ahead		

### 35. Course Evaluation

Daily written exams

Daily evaluation

Midterm exams

Annual Exam

Distributing the score out of 50 according to the tasks assigned to the student such as daily preparation, daily oral, monthly, or written exams, reports .... etc

### 36. Learning and Teaching Resources

Required textbooks (curricular books, if any)	
Main references (sources)	
Recommended books and references (scientific journals, reports...)	
Electronic References, Websites	

## Course Description Form

37. Course Name:

Writing reports and research/2

38. Course Code:

Second course

39. Semester / Year: 2024/2025					
courses system					
40. Description Preparation Date: 5/10/2025					
41. Available Attendance Forms:					
In person // Online					
42. Number of Credit Hours (Total) / Number of Units (Total)					
60 hours : 4 hours a week					
43. Course administrator's name (mention all, if more than one name)					
Name: Wael abudal.wahab					
Email: <a href="mailto:abudal.wahab@stu.edu.iq">abudal.wahab@stu.edu.iq</a>					
44. Course Objectives					
<b>Course Objectives</b>		<p><b>Introducing the student to various types of reports and research, and raising awareness of how to write them, especially the typical ones used in administrative organizations in official and semi-official departments.</b></p> <p><b>The student acquires practices related to preparing and editing various reports, correspondence, and meeting minutes, in a practical and thoughtful manner that is consistent with the work and needs of government departments and public institutions.</b></p>			
45. Teaching and Learning Strategies					
<b>Strategy</b>		<ol style="list-style-type: none"> <li>Theoretical and practical lectures</li> <li>Case studies (questions and tests)</li> <li>Using modern means of communication</li> <li>Student Participation Applications</li> </ol>			
46. Course Structure					
Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1	4 hours	Alphabetical, numerical, thematic and geographical preservation procedures	cohesion and coherence Short reports (memos) (internal letters) External messages (correspondence) (from the organization to and from outside it) and external correspondence according to the powers granted to each organization meeting, minutes of meeting Types of meeting minutes (periodic - exceptional) How to prepare the report and its content	Theoretical lectures, practical issues and modern means of communication	
2	4 hours				
3	4 hours				
4	4 hours				
5	4 hours				
6	4 hours				

7	4 hours		Editing results, decisions, opinions and implementing bodies		
8	4 hours		Minutes writing style		
9	4 hours		Minutes writing, introduction, date of meeting, attendance, agenda		
10	4 hours		Content of the minutes, presentation of the results of the matters discussed on the agenda		
11	4 hours		Scientific research: the concept of research, definition of research, opposing opinion and reasons		
12	4 hours		Scientific research methods is the role of the secretary (office manager in presenting and displaying the report)		
13	4 hours		Determine the topic of scientific research (hypotheses)		
14	4 hours		Types of research, and how to write it		
15	4 hours		View examples of scientific research and how to build its steps		

#### 47. Course Evaluation

Daily written exams

Daily evaluation

Midterm exams

Annual Exam

Distributing the score out of 50 according to the tasks assigned to the student such as daily preparation, daily oral, monthly, or written exams, reports .... etc

#### 48. Learning and Teaching Resources

Required textbooks (curricular books, if any)	
Main references (sources)	
Recommended books and references (scientific journals, reports...)	
Electronic References, Websites	

## Course Description Form

49. Course Name:	Information Technology
50. Course Code:	First Course
51. Semester / Year: 2024/2025	Semester system
52. Description Preparation Date: 5/10/2024	
53. Available Attendance Forms:	

In-person/ online					
54. Number of Credit Hours (Total) / Number of Units (Total)					
60 hours : 4 hours a week					
55. Course administrator's name (mention all, if more than one name)					
Name: sarah mislim					
Email: sarah <a href="mailto:sarah.mislim.1984@stu.edu.iq">mislim.1984@stu.edu.iq</a>					
56. Course Objectives					
Course Objectives		<p><b>Introducing the student to the types of general information technologies and how to deal with them</b></p> <p><b>Identifying modern technologies in the field of information sciences and their importance in administrative work</b></p>			
57. Teaching and Learning Strategies					
Strategy		<ol style="list-style-type: none"> <li>1. Theoretical and practical lectures</li> <li>2. Case studies (questions and tests)</li> <li>3. Using modern means of communication</li> <li>4. Student Participation Applications</li> </ol>			
58. Course Structure					
Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1	4 hours	Alphabetical, numerical, thematic and geographical preservation procedures	Basic concepts - data - information - documents	Theoretical lectures, practical issues and modern means of communication	
2			Introduction to Information Systems - A Historical Overview of Informatics - Its Importance in Historical Development		
3			The emergence and development of the idea of information systems		
4			- factors that contributed to the emergence of the idea of information systems		
5			Definition of information system for a number of researchers and writers - Information system specifications		
6			What is meant by the system - General nutrition of systems - Expert systems		
7			The concept of management information system - components of management information system		
8			Elements of the Management Information System - Requirements for Building the Management Information System		
9			Management Information System Objectives		
10			Types of applications of		
11					
12					
13					
14					
15					

			management information systems in organizations Management Information System Management Types of management information systems Management Information System Development Course - Concept - Importance Stages of the Management Information System Development Cycle - Study of the Existing System Alternatives evaluation stage - designing the new system - implementing it - evaluating it The importance of information technology - the concept of technology		
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**59. Course Evaluation**

- Daily written exams
- Daily evaluation
- Midterm exams
- Annual Exam

Distributing the score out of 50 according to the tasks assigned to the student such as daily preparation, daily oral, monthly, or written exams, reports .... etc

**60. Learning and Teaching Resources**

Required textbooks (curricular books, if any)	
Main references (sources)	
Recommended books and references (scientific journals, reports...)	
Electronic References, Websites	

**Course Description Form**

<b>61. Course Name:</b>
Information Systems Management
<b>62. Course Code:</b>
Second Course
<b>63. Semester / Year: first stage //2024/2025</b>
Semester system
<b>64. Description Preparation Date: 5/10/2024</b>
<b>65. Available Attendance Forms:</b>
In-person/ online

66. Number of Credit Hours (Total) / Number of Units (Total)					
60 hours : 4 hours a week					
67. Course administrator's name (mention all, if more than one name)					
Name: sarah mislim					
Email: sarah <a href="mailto:mislim.1984@stu.edu.iq">mislim.1984@stu.edu.iq</a>					
68. Course Objectives					
Course Objectives		<p>Introducing the student to the types of general information technologies and how to deal with them</p> <p>Identifying modern technologies in the field of information sciences and their importance in administrative work</p>			
69. Teaching and Learning Strategies					
Strategy	<ol style="list-style-type: none"> <li>Theoretical and practical lectures</li> <li>Case studies (questions and tests)</li> <li>Using modern means of communication</li> <li>Student Participation Applications</li> </ol>				
70. Course Structure					
Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1	4 hours	Alphabetical, numerical, thematic and geographical preservation procedures	Processing and reporting techniques	Theoretical lectures, practical issues and modern means of communication	
2			The importance of the computer and its role in processing operations - its definition - its importance - its characteristics		
3			Computer components		
4			Types of computers		
5			Storage and retrieval techniques - What is meant by information retrieval system?		
6			Complete storage and retrieval operations		
7			Traditional methods of storing and retrieving information		
8			Modern methods of storing and retrieving information		
9			Basic concepts - data - information - documents		
10			Basic concepts - data - information - documents		
11			Internet - Concept - Development		
12			Internet - Concept - Development		
13			Internet services		
14			Internet services		

			Internet services Case studies of management information technology		
<b>71. Course Evaluation</b>					
Daily written exams					
Daily evaluation					
Midterm exams					
Annual Exam					
Distributing the score out of 50 according to the tasks assigned to the student such as daily preparation, daily oral, monthly, or written exams, reports .... etc					
<b>72. Learning and Teaching Resources</b>					
Required textbooks (curricular books, if any)					
Main references (sources)					
Recommended books and references (scientific journals, reports...)					
Electronic References, Websites					

### Course Description Form

<b>73. Course Name:</b>
Computer Fundamentals
<b>74. Course Code:</b>
First Course
<b>75. Semester / Year: first stage //2024/2025</b>
courses system
<b>76. Description Preparation Date: 5/10/2025</b>
<b>77. Available Attendance Forms:</b>
In-parson// online
<b>78. Number of Credit Hours (Total) / Number of Units (Total)</b>
30 hours : 2 hours a week
<b>79. Course administrator's name (mention all, if more than one name)</b>
Name: sahar_mohamad
Email: <a href="mailto:sahar_mohamad@stu.edu.iq">sahar_mohamad@stu.edu.iq</a>
<b>80. Course Objectives</b>

<b>Course Objectives</b>	<p><b>Introducing the student to various types of reports and research, and raising awareness of how to write them, especially the typical ones used in administrative organizations in official and semi-official departments.</b></p> <p><b>The student acquires practices related to preparing and editing various reports, correspondence, and meeting minutes, in a practical and thoughtful manner that is consistent with the work and needs of government departments and public institutions.</b></p>
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### 81. Teaching and Learning Strategies

<b>Strategy</b>	<ol style="list-style-type: none"> <li>1. Theoretical and practical lectures</li> <li>2. Case studies (questions and tests)</li> <li>3. Using modern means of communication</li> <li>4. Student Participation Applications</li> </ol>
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### 82. Course Structure

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1	2 hours	Alphabetical, numerical, thematic and geographical preservation procedures	E-mail and its programs / e-mail features / e-mail spam / how to create an e-mail / how e-mail works / e-mail addresses / running the Internet browser program (Internet Explorer) Create an email account on the Yahoo website / Postal account window features / Modify settings / Customize toolbar / Search methods Basic search and advanced search by file type / Advanced search engines / Browse messages / Sort messages / Put a follow up flag for an email message and delete it Open and compress the files attached to the message / create a new message / attach a file to the message attach files / reply to e-mail / resend mail to another party Delete files attached to the message / close the connection with the Internet / Drafting the message signature / Delete mail / Print mail Search for a message Create email folders / address book Introduction to Power Point / How to run Power Point / P.P window components / Entering the P.P application / Exit the P.P application / P.P application interface / Create presentations / Store presentations Recall previously stored presentations / enter data and text / specify the size, shape and color of the font / slides / arrange slides / slideshow Insert a new slide / Move a slide / Scan a slide / Numbering slides / Animations and sound effects / Add animation effects to slide elements / Change the motion effect / cancel the motion effect / use buttons and actions Arrange paragraphs within the slide / hide the slide / add time on the slide /	Teaching the student on the skills of working on the calculator and using its ready-made applications and the Internet in the field of specialization in line with the development of the needs of the labor market Teaching the student on the skills of working on the calculator and using ready-made applications and the Internet in the field of specialization in line with the development of the needs of the labor market Teaching the student on the skills of working on the calculator and using ready-made applications and the Internet in the field of specialization in line with the development of the needs of the labor market Teaching the student on the skills of working on the calculator and using ready-made applications and the Internet in the field of specialization in line with the development of the needs of the labor market Teaching the student on the skills of working on the calculator and using ready-made applications and the Internet in the field of specialization in line with the development of the needs of the labor market Teaching the student on the skills of working on the calculator and using ready-made applications and the Internet in the field of specialization in line with the development of the needs of the labor market Teaching the student on the skills of working on the calculator and using ready-made applications and the Internet in the field of specialization in line with the development of the needs of the labor market Teaching the student on the skills of working on the calculator and using ready-made applications and the Internet in the field of specialization in line with the development of the needs of the labor market Teaching the student on the skills of working on the calculator and using ready-made applications and the Internet in the field of specialization in line with the development of the needs of the labor market Teaching the student on the skills of working on the calculator and using ready-made applications and the Internet in the field of specialization in line with the development of the needs of the labor market Teaching the student on the skills of working on the calculator and using ready-made applications and the Internet in the field of specialization in line with the development of the needs of the labor market Teaching the student on the skills of working on the calculator and using ready-made applications and the Internet in the field of specialization in line with the development of the needs of the labor market Teaching the student on the skills of working on the calculator and using ready-made applications and the Internet in the field of specialization in line with the development of the needs of the labor market Teaching the student on the skills of working on the calculator and using ready-made applications and the Internet in the field of specialization in line with the development of the needs of the labor market Teaching the student on the skills of working on the calculator and using ready-made applications and the Internet in the field of specialization in line with the development of the needs of the labor market	
2					
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		<p>add music to the slide / create a project in Power Point</p> <p>Introduction / Run Excel / Excel window components / Bilingual worksheet and orientation in Excel / Insert data in worksheet / Modify input data</p> <p>Function library: insert function / autosum / recently used elements / financial / logical (if statement / text / date and time / search and sign / mathematics and trigonometry / additional functions</p> <p>Workbook views: print layout / full screen reading / web layout / outline / draft</p> <p>Show and hide: Ruler / Gridlines / Formula Bar / Message Bar / Addresses</p> <p>Zoom in and out : 100%</p> <p>/ Arrange All / Freeze Parts / Split / Hide / Show / Side-by-Side View / Reset Frame Position / Save Workspace / Switch Frames</p>	<p>applications and the Internet in the field of specialization in line with the development of the needs of the labor market</p>
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### 83. Course Evaluation

Daily written exams  
Daily evaluation  
Midterm exams  
Annual Exam

Distributing the score out of 50 according to the tasks assigned to the student such as daily preparation, daily oral, monthly, or written exams, reports .... etc

### 84. Learning and Teaching Resources

Required textbooks (curricular books, if any)	
Main references (sources)	
Recommended books and references (scientific journals, reports...)	
Electronic References, Websites	

## Course Description Form

85. Course Name:					
Human Rights and Democracy					
86. Course Code:					
First Course					
87. Semester / Year: first stage// 2024/2025					
courses system					
88. Description Preparation Date: 5/10/2024					
89. Available Attendance Forms:					
In-parson/online					
90. Number of Credit Hours (Total) / Number of Units (Total)					
30 hours : 2 hours a week					
91. Course administrator's name (mention all, if more than one name)					
Name: Basim Abdul-Azize					
Email: <a href="mailto:abdul-azize@stu.edu.iq">abdul-azize@stu.edu.iq</a>					
92. Course Objectives					
Course Objectives		<p><b>Introducing the student to various types of reports and research, and raising awareness of how to write them, especially the typical ones used in administrative organizations in official and semi-official departments.</b></p> <p><b>The student acquires practices related to preparing and editing various reports, correspondence, and meeting minutes, in a practical and thoughtful manner that is consistent with the work and needs of government departments and public institutions.</b></p>			
93. Teaching and Learning Strategies					
Strategy	<ol style="list-style-type: none"> <li>1. Theoretical and practical lectures</li> <li>2. Case studies (questions and tests)</li> <li>3. Using modern means of communication</li> <li>4. Student Participation Applications</li> </ol>				
94. Course Structure					
Week	Hours	Required Learning	Unit or subject name	Learning method	Evaluation method

		Outcomes			
1		Alphabetical, numerical, thematic and geographical preservation procedures	The historical development of human rights. Human rights in ancient civilizations (Mesopotamian civilization, and other ancient civilizations. Human rights in heavenly laws with a focus on human rights in the world. Human rights in the Middle Ages and modern. Regional recognition of human rights at the European, American, African, Islamic and Arab levels. Non-governmental organizations and their role in human rights (International Committee of the Red Cross, Amnesty International, Human Rights Watch, Arab Organization for Human Rights).  Human rights in international and regional conventions and national legislation. Human rights in international conventions (Universal Declaration of Human Rights, International Covenants on Human Rights). Human rights in regional conventions (European Convention on Human Rights, American Convention on Human Rights, African Charter on Human Rights, Arab Charter on Human Rights). Human rights in national legislation (Iraqi Constitution). Forms and generations of human rights: Forms of human rights (individual rights, collective rights). Human Rights Generations (First Generation: Civil and Political Rights), (Second Generation: Economic and Social Rights), (Third Generation: Modern Human Rights), Water and Environmental Awareness. Human rights guarantees and protection at the national level: Constitutional, judicial and political guarantees. Guarantees and protection of human rights at the regional and international levels (The role of the United Nations, the role of regional organizations), the crime of genocide. Classification of public freedoms: (Political and individual freedoms: freedom of security and a sense of security, freedom to go and return, personal freedom) Intellectual and cultural freedoms: (freedom of opinion, freedom of belief, freedom of education). Freedom of the press, freedom of assembly, freedom of association Economic and social freedoms (freedom of work, freedom of ownership, freedom of trade and industry).	Public relations programs with the organization's audiences Public relations with employees (internal audience) Public relations with consumers Public relations with stakeholders, public relations with suppliers Public relations in health institutions Public Relations Activities Calendar Public Relations Activities Calendar	
2	2 hours				
3	2 hours				
4	2 hours				
5	2 hours				
6	2 hours				
7	2 hours				
8	2 hours				
9	2 hours				
10	2 hours				
11	2 hours				
12	2 hours				
13	2 hours				
14	2 hours				
15	2 hours				
95. Course Evaluation					
Daily written exams					
Daily evaluation					

Midterm exams Annual Exam	
Distributing the score out of 50 according to the tasks assigned to the student such as daily preparation, daily oral, monthly, or written exams, reports .... etc	
96. Learning and Teaching Resources	
Required textbooks (curricular books, if any)	
Main references (sources)	
Recommended books and references (scientific journals, reports...)	
Electronic References, Websites	

### Course Description Form

97. Course Name:	
Public Relations	
98. Course Code:	
First Course	
99. Semester / Year: first stage //2024/2025	
courses system	
100. Description Preparation Date: 5/10/2024	
101. Available Attendance Forms:	
In-parson//online	
102. Number of Credit Hours (Total) / Number of Units (Total)	
45 hours : 3 hours a week	
103. Course administrator's name (mention all, if more than one name)	
Name: Jihan_ali	
Email: <a href="mailto:Jihan.ali.1993@gmail.com">Jihan.ali.1993@gmail.com</a>	
104. Course Objectives	
Course Objectives	<p>Introducing the student to various types of reports and research, and raising awareness of how to write them, especially the typical ones used in administrative organizations in official and semi-official departments.</p> <p>The student acquires practices related to preparing and editing various reports, correspondence, and meeting minutes, in a practical and</p>

thoughtful manner that is consistent with the work and needs of government departments and public institutions.

### 105. Teaching and Learning Strategies

<b>Strategy</b>	<ol style="list-style-type: none"> <li>1. Theoretical and practical lectures</li> <li>2. Case studies (questions and tests)</li> <li>3. Using modern means of communication</li> <li>4. Student Participation Applications</li> </ol>
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### 106. Course Structure

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1	3 hours	Alphabetical, numerical, thematic and geographical preservation procedures	Classroom discussions in business correspondence	Public relations programs with the organization's audiences	
2			Readings on selected topics in the field of information technology and systems	Public relations with employees (internal audience)	
3			Practical uses of terms in the field of information technology and systems	Public relations with consumers	
4			Classroom discussions in the field of information technology and systems	Public relations with stakeholders, public relations with suppliers	
5			Readings on selected topics in the field of ceremonies	Public relations with stakeholders, public relations with suppliers	
6			Practical uses of terms in the field of protocol	Public relations with stakeholders, public relations with suppliers	
7			Classroom discussions on protocol	Public relations with stakeholders, public relations with suppliers	
8			Readings on selected topics in the field of abbreviation	Public relations with stakeholders, public relations with suppliers	
9			Practical uses of abbreviation terms	Public relations with stakeholders, public relations with suppliers	
10			Dialogues on selected topics in the field of abbreviation	Public relations with stakeholders, public relations with suppliers	
11			Readings on selected topics in the field of the Internet and electronic computers	Public relations with stakeholders, public relations with suppliers	
12			Practical uses of terms in the field of the Internet and computers	Public relations with stakeholders, public relations with suppliers	
13			Dialogues on selected topics in the field of the Internet and electronic computers	Public relations with stakeholders, public relations with suppliers	
14			Readings on confusing topics in the field of report writing	Public relations in judicial institutions	
15			Practical uses of terms and dialogues for selected topics in the field of report writing.	Public relations in health institutions Public Relations Activities Calendar Public Relations Activities Calendar	

### 107. Course Evaluation

Daily written exams  
Daily evaluation  
Midterm exams  
Annual Exam

Distributing the score out of 50 according to the tasks assigned to the student such as daily preparation, daily oral, monthly, or written exams, reports .... etc

### 108. Learning and Teaching Resources

Required textbooks (curricular books, if any)	
Main references (sources)	
Recommended books and references (scientific journals, reports...)	
Electronic References, Websites	

## Course Description Form

109. Course Name:	
Public Relations/2	
110. Course Code:	
Second Course	
111. Semester / Year: first stage //2024/2025	
courses system	
112. Description Preparation Date: 5/10/2024	
113. Available Attendance Forms:	
In-parson//online	
114. Number of Credit Hours (Total) / Number of Units (Total)	
45 hours : 3 hours a week	
115. Course administrator's name (mention all, if more than one name)	
Name: Jihan_ali	
Email: <a href="mailto:jihan.ali.1993@gmail.com">jihan.ali.1993@gmail.com</a>	
116. Course Objectives	
<b>Course Objectives</b>	<p><b>Introducing the student to various types of reports and research, and raising awareness of how to write them, especially the typical ones used in administrative organizations in official and semi-official departments.</b></p> <p><b>The student acquires practices related to preparing and editing various reports, correspondence, and meeting minutes, in a practical and thoughtful manner that is consistent with the work and needs of government departments and public institutions.</b></p>
117. Teaching and Learning Strategies	
<b>Strategy</b>	<ol style="list-style-type: none"> <li>1. Theoretical and practical lectures</li> <li>2. Case studies (questions and tests)</li> </ol>

3. Using modern means of communication
4. Student Participation Applications

### 118. Course Structure

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1	4 hours	Alphabetical, numerical, thematic and geographical preservation procedures	Classroom discussions in business correspondence	Public relations programs with the organization's audiences Public relations with employees (internal audience) Public relations with consumers Public relations with stakeholders, public relations with suppliers Public relations in judicial institutions Public relations in health institutions Public Relations Activities Calendar Public Relations Act Calendar	
2	3 hours		Readings on selected topics in the field of information technology and systems		
3	3 hours		Practical uses of terms in the field of information technology and systems		
4	3 hours		Classroom discussions in the field of information technology and systems		
5	3 hours		Readings on selected topics in the field of ceremonies		
6	3 hours		Practical uses of terms in the field of protocol		
7	3 hours		Classroom discussions on protocol		
8	3 hours		Readings on selected topics in the field of abbreviation		
9	3 hours		Practical uses of abbreviation terms		
10	3 hours		Dialogues on selected topics in the field of abbreviation		
11	3 hours		Readings on selected topics in the field of the Internet and electronic computers		
12	3 hours		Practical uses of terms in the field of the Internet and computers		
13	3 hours		Dialogues on selected topics in the field of the Internet and electronic computers		
14	3 hours		Readings on confusing topics in the field of report writing		
15	3 hours		Practical uses of terms and dialogues for selected topics in the field of report writing.		

### 119. Course Evaluation

Daily written exams  
Daily evaluation  
Midterm exams  
Annual Exam

Distributing the score out of 50 according to the tasks assigned to the student such as daily preparation, daily oral, monthly, or written exams, reports .... etc

### 120. Learning and Teaching Resources

Required textbooks (curricular books, if any)	
Main references (sources)	
Recommended books and references (scientific journals, reports...)	
Electronic References, Websites	

## Course Description Form

121. Course Name:					
English readings/1					
122. Course Code:					
First Course					
123. Semester / Year: first stage 2024/2025					
courses system					
124. Description Preparation Date: 5/10/2025					
125. Available Attendance Forms:					
In-person/online					
126. Number of Credit Hours (Total) / Number of Units (Total)					
60 hours : 4 hours a week					
127. Course administrator's name (mention all, if more than one name)					
Name: meroa-najiem abod					
Email: <a href="mailto:meroa_najiem@gmail.com">meroa najiem@gmail.com</a>					
128. Course Objectives					
Course Objectives		<p><b>Introducing the student to various types of reports and research, and raising awareness of how to write them, especially the typical ones used in administrative organizations in official and semi-official departments.</b></p> <p><b>The student acquires practices related to preparing and editing various reports, correspondence, and meeting minutes, in a practical and thoughtful manner that is consistent with the work and needs of government departments and public institutions.</b></p>			
129. Teaching and Learning Strategies					
Strategy	<ol style="list-style-type: none"> <li>1. Theoretical and practical lectures</li> <li>2. Case studies (questions and tests)</li> <li>3. Using modern means of communication</li> <li>4. Student Participation Applications</li> </ol>				
130. Course Structure					
Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method

1		Alphabetical, numerical, thematic and geographical preservation procedures	Introduction to English terms related to the core topics/specialties of the Office Administration Department: Administration, Office Management, Time Management, Archives Culture	Theoretical lectures, practical issues and modern means of communication
2	4 hours		Business Correspondence, Information Divisions and Organization, Protocol, Shorthand	
3	4 hours		Readings on selected topics in the field of management	
4	4 hours		Practical uses of management terms	
5	4 hours		Classroom discussions on management	
6	4 hours		Readings on selected topics in the field of office management	
7	4 hours		Practical uses of office management terms	
8	4 hours		Classroom discussions on office management	
9	4 hours		Readings on selected topics in the field of office management	
10	4 hours		Practical assignments of office management terms	
11	4 hours		Classroom discussions on time management	
12	4 hours		Readings on selected topics in the field of archives culture	
13	4 hours		Practical uses of archives culture terms	
14	4 hours		Classroom discussions on archives culture	
15	4 hours		Readings on various topics in business correspondence	
	4 hours	Practical uses of business correspondence terms		
	4 hours	Introduction to English terms related to the core topics/specialties of the Administration Department Office: Administration, Office Management, Time Management, Archives Culture		
	4 hours	Business Correspondence, Information Divisions and Organization, Protocol, Shorthand		

### 131. Course Evaluation

Daily written exams

Daily evaluation

Midterm exams

Annual Exam

Distributing the score out of 50 according to the tasks assigned to the student such as daily preparation, daily oral, monthly, or written exams, reports .... etc

### 132. Learning and Teaching Resources

Required textbooks (curricular books, if any)	
Main references (sources)	
Recommended books and references (scientific journals, reports...)	
Electronic References, Websites	

## Course Description Form

133. Course Name:					
English readings/2					
134. Course Code:					
Second Course					
135. Semester / Year: first stage 2024/2025					
courses system					
136. Description Preparation Date: 5/10/2025					
137. Available Attendance Forms:					
In-person/online					
138. Number of Credit Hours (Total) / Number of Units (Total)					
60 hours : 4 hours a week					
139. Course administrator's name (mention all, if more than one name)					
Name: meroa-najiem abod					
Email: <a href="mailto:meroa_najiem@gmail.com">meroa najiem@gmail.com</a>					
140. Course Objectives					
Course Objectives		<p><b>Introducing the student to various types of reports and research, and raising awareness of how to write them, especially the typical ones used in administrative organizations in official and semi-official departments.</b></p> <p><b>The student acquires practices related to preparing and editing various reports, correspondence, and meeting minutes, in a practical and thoughtful manner that is consistent with the work and needs of government departments and public institutions.</b></p>			
141. Teaching and Learning Strategies					
Strategy		<ol style="list-style-type: none"> <li>1. Theoretical and practical lectures</li> <li>2. Case studies (questions and tests)</li> <li>3. Using modern means of communication</li> <li>4. Student Participation Applications</li> </ol>			
142. Course Structure					
<b>Week</b>	<b>Hours</b>	<b>Required Learning Outcomes</b>	<b>Unit or subject name</b>	<b>Learning method</b>	<b>Evaluation method</b>

1	4 hours	Alphabetical, numerical, thematic and geographical preservation procedures	Classroom discussions in business correspondence	Theoretical lectures, practical issues and modern means of communication	
2	4 hours		Readings on selected topics in the field of information technology and systems		
3	4 hours		Practical uses of terms in the field of information technology and systems		
4	4 hours		Classroom discussions in the field of information technology and systems		
5	4 hours		Readings on selected topics in the field of ceremonies		
6	4 hours		Practical uses of terms in the field of protocol		
7	4 hours		Classroom discussions on protocol		
8	4 hours		Readings on selected topics in the field of abbreviation		
9	4 hours		Practical uses of abbreviation terms		
10	4 hours		Dialogues on selected topics in the field of abbreviation		
11	4 hours		Readings on selected topics in the field of the Internet and electronic computers		
12	4 hours		Practical uses of terms in the field of the Internet and computers		
13	4 hours		Dialogues on selected topics in the field of the Internet and electronic computers		
14	4 hours		Readings on confusing topics in the field of report writing		
15	4 hours		Practical uses of terms and dialogues for selected topics in the field of report writing.		

### 143. Course Evaluation

Daily written exams  
Daily evaluation  
Midterm exams  
Annual Exam

Distributing the score out of 50 according to the tasks assigned to the student such as daily preparation, daily oral, monthly, or written exams, reports .... etc

### 144. Learning and Teaching Resources

Required textbooks (curricular books, if any)	
Main references (sources)	
Recommended books and references (scientific journals, reports...)	
Electronic References, Websites	

## Course Description Form

145. Course Name:					
Principles of management					
146. Course Code:					
The second course					
147. Semester / Year: first stage //2024/2025					
Semester system					
148. Description Preparation Date: 5/10/2024					
149. Available Attendance Forms:					
In person // Online					
150. Number of Credit Hours (Total) / Number of Units (Total)					
75 hours : five hours a week					
151. Course administrator's name (mention all, if more than one name)					
Name: Amal farhan soady					
Email: <a href="mailto:Amal.soady@gmail.com">Amal.soady@gmail.com</a>					
152. Course Objectives					
<b>Course Objectives</b>		<p>Introducing the student to the duties of managing archives in the facility, classification, arrangement, indexing processes, and the use of office devices and equipment.</p> <p>Providing students with the opportunity to enhance their functional abilities by placing them in the right place.</p> <p>Developing the student's personal skills that enable him to compete with others in the labor market</p>			
153. Teaching and Learning Strategies					
<b>Strategy</b>		<ol style="list-style-type: none"> <li>1. Theoretical and practical lectures</li> <li>2. Case studies (questions and tests)</li> <li>3. Using modern means of communication</li> <li>4. Student Participation Applications</li> </ol>			
154. Course Structure					
<b>Week</b>	<b>Hours</b>	<b>Required Learning Outcomes</b>	<b>Unit or subject name</b>	<b>Learning method</b>	<b>Evaluation method</b>
1 2	5 hours 5 hours	Alphabetical, numerical, thematic and geographical preservation	The edARah: concept, importance, pillars, activities, development Introduction to the study of management and its fields:	Theoretical lectures, practical issues	

3	5 hours	procedures	business administration and public administration	and modern means of communication
4	5 hours		Management functions and facility functions: concept, relationship, characteristics	
5	5 hours		Management in a changing environment: concept, types, components, management interaction with the environment	
6	5 hours		Schools of administrative thought: types, reasons for the emergence of administrative schools	
7	5 hours		Scientific Management School: Ideas and Beliefs, Prominent Pioneers and Their Most Notable Contributions	
8	5 hours		Humanism: Ideas and Beliefs, Prominent Pioneers and Their Most Notable Contributions	
9	5 hours		Criticisms of the traditional school and the humanist school	
10	5 hours		School of Systems: Ideas, Elements, Properties, Evaluation	
11	5 hours		Quantitative school: ideas, sub-trends, most prominent methods	
12	5 hours		Other schools: Social System School, Experimental School	
13	5 hours		Planning: Concept and Importance, Basic Nature of Planning (Planning Facts)	
14	5 hours		Planning and forecasting: the importance and benefits of forecasting, forecasting cases	
15	5 hours		Responsibility for planning and forecasting, organizational components of planning practice	

			importance, need, motive and incentive, types of incentives Leadership: Concept and Importance, Leadership Study Methods, Theories and Patterns Communication: concept, importance, elements Effective communication, communication trends Control: concept and importance, principles, types, steps Facility functions: general concepts and sub-functions		
<b>155. Course Evaluation</b>					
Distributing the score out of 50 according to the tasks assigned to the student such as daily preparation, daily oral, monthly, or written exams, reports .... etc					
<b>156. Learning and Teaching Resources</b>					
Required textbooks (curricular books, if any)					
Main references (sources)					
Recommended books and references (scientific journals, reports...)					
Electronic References, Websites					

### Course Description Form

<b>157. Course Name:</b>
Archives Management/1
<b>158. Course Code:</b>
First Course
<b>159. Semester / Year: first stage //2024/2025</b>
Semester system
<b>160. Description Preparation Date: 5/10/2025</b>
<b>161. Available Attendance Forms:</b>
In-person//online
<b>162. Number of Credit Hours (Total) / Number of Units (Total)</b>
75 hours : five hours a week
<b>163. Course administrator's name (mention all, if more than one name)</b>
Name: Basim Abdul-Azize
Email: <a href="mailto:abdul-azize@sti.edu.iq">abdul-azize@sti.edu.iq</a>

## 164. Course Objectives

<b>Course Objectives</b>	<p><b>Introducing the student to the duties of managing archives in the facility, classification, arrangement, indexing processes, and the use of office devices and equipment.</b></p> <p><b>Providing students with the opportunity to enhance their functional abilities by placing them in the right place.</b></p> <p><b>Developing the student's personal skills that enable him to compete with others in the labor market</b></p>
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## 165. Teaching and Learning Strategies

<b>Strategy</b>	<ol style="list-style-type: none"> <li>1. Theoretical and practical lectures</li> <li>2. Case studies (questions and tests)</li> <li>3. Using modern means of communication</li> <li>4. Student Participation Applications</li> </ol>
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## 166. Course Structure

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1		Incoming and outgoing mail	Oral tests	Information management	
2		Incoming and outgoing mail	Written tests	- its importance	
3		Incoming and outgoing mail	Discussion sessions	- data and information	
4		Secret mail and classification	Practical and applied cases	- the difference between information and data	
5		Secret mail and classification	Oral tests	Objectives and duties of archives management	
6	5 hours	Secret mail and classification	Written tests	- methods of archives supervision	
7	5 hours	Indexing and document preservation	Discussion sessions	Inbox - Concept - Importance	
8	5 hours	Indexing and document preservation	Practical and applied cases	Procedures	
9	5 hours	Indexing and document preservation	Oral tests	Inbox - Concept - Importance	
10	5 hours	Alphabetical, numerical, thematic and geographical conservation procedures	Written tests	Procedures	
11	5 hours	Alphabetical, numerical, thematic and geographical conservation procedures	Discussion sessions	Outgoing mail - concept - importance	
12	5 hours	Alphabetical, numerical, thematic and geographical conservation procedures	Practical and applied cases	procedures	
13	5 hours		Oral tests	Outgoing mail - concept - importance	
14	5 hours		Written tests	procedures	
15	5 hours		Discussion sessions	Secret mail - its concept - its importance	
	5 hours		Practical and applied cases	Secret mail - its concept - its importance	
	5 hours		Oral tests	Classification - Concept - Classification Methods	
	5 hours		Written tests	Indexing - Concept - Arabic and English Indexing Rules	
	5 hours		Discussion sessions	Indexing - Concept - Arabic and English Indexing Rules	
	5 hours		Practical and applied cases	Document preservation - preservation technology - files - index cards	
	5 hours		Oral tests	Organizing archives management - Stages of	
	5 hours		Written tests		

			Discussion sessions Practical and applied cases Oral tests Written tests Discussion sessions Practical and applied cases	organization - Simplifying work procedures - Description and distribution of work - Archives guide - Dividing the archives site Memorization systems include procedures and steps for memorizing each of the alphabetical memorization systems. Number of reservation system proceduresY	
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### 167. Course Evaluation

Distributing the score out of 50 according to the tasks assigned to the student such as daily preparation, daily oral, monthly, or written exams, reports .... etc

### 168. Learning and Teaching Resources

Required textbooks (curricular books, if any)	
Main references (sources)	
Recommended books and references (scientific journals, reports...)	
Electronic References, Websites	

## Course Description Form

169.	Course Name:
	Archives Management/2
170.	Course Code:
	Second Course
171.	Semester / Year: first stage //2024/2025
	Semester system
172.	Description Preparation Date: 5/10/2025
173.	Available Attendance Forms:

In-person//online

174. Number of Credit Hours (Total) / Number of Units (Total)

75 hours : five hours a week

175. Course administrator's name (mention all, if more than one name)

Name: Basim Abdul-Azize

Email: [abdul-azize@sti.edu.iq](mailto:abdul-azize@sti.edu.iq)

176. Course Objectives

**Course Objectives**

Introducing the student to the duties of managing archives in the facility, classification, arrangement, indexing processes, and the use of office devices and equipment.

Providing students with the opportunity to enhance their functional abilities by placing them in the right place.

Developing the student's personal skills that enable him to compete with others in the labor market

177. Teaching and Learning Strategies

**Strategy**

1. Theoretical and practical lectures
2. Case studies (questions and tests)
3. Using modern means of communication
4. Student Participation Applications

178. Course Structure

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1		Alphabetical, numerical, thematic	Numerical conservation sys procedures	Information management - its importance - data and information - the difference between information and data	
2	5 hours		Alphanumeric storage sys procedures	Objectives and duties of archives management - methods of archives supervision	
3	5 hours	geographical preservation procedures	Procedures of the storage system	Inbox - Concept - Importance - Procedures	
4	5 hours		Geographical preservation system procedures	Inbox - Concept - Importance - Procedures	
5	5 hours		Archive migration consumption	Outgoing mail - concept - importance - procedures	
6	5 hours		Archive migration consumption	Outgoing mail - concept - importance - procedures	
7	5 hours		Programs and objectives developing and distribution workers in the field of archive management	Secret mail - its concept - its importance	
8	5 hours		Indexes Its types	Secret mail - its concept - its importance	
9	5 hours		Archives Handling and Follow up - Procedures	Classification - Concept - Classification Methods	
10	5 hours		Planning and designing archives location	Indexing - Concept - Arabic and English Indexing Rules	
11	5 hours		Equipment and automatic devices used in the field preservation	Indexing - Concept - Arabic and English Indexing Rules	
12	5 hours		The importance of e-mail storing and communication		
13	5 hours				
14	5 hours				
15	5 hours				

			How to use electr accounting in the arch management system How to use electr accounting in the arch management system Archives maintenance	Document preservation - preservation technology - files - index cards Organizing archives management - Stages of organization - Simplifying work procedures - Description and distribution of work - Archives guide - Dividing the archives site Memorization systems include procedures and steps for memorizing each of the alphabetical memorization systems. Number of reservation system proceduresY	
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### 179. Course Evaluation

Distributing the score out of 50 according to the tasks assigned to the student such as daily preparation, daily oral, monthly, or written exams, reports .... etc

### 180. Learning and Teaching Resources

Required textbooks (curricular books, if any)	
Main references (sources)	
Recommended books and references (scientific journals, reports...)	
Electronic References, Websites	

## Course Description Form

181. Course Name:	Information Technology
182. Course Code:	Chapter One
183. Semester / Year: 2024/2025	Semester system
184. Description Preparation Date: 5/10/2024	
185. Available Attendance Forms:	
186. Number of Credit Hours (Total) / Number of Units (Total)	

60 hours : 4 hours a week

187. Course administrator's name (mention all, if more than one name)

Name: Basim Abdul-Azize

Email:

188. Course Objectives

<b>Course Objectives</b>	<p><b>Introducing the student to the types of general information technologies and how to deal with them</b></p> <p><b>Identifying modern technologies in the field of information sciences and their importance in administrative work</b></p>
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189. Teaching and Learning Strategies

<b>Strategy</b>	<ol style="list-style-type: none"> <li>1. Theoretical and practical lectures</li> <li>2. Case studies (questions and tests)</li> <li>3. Using modern means of communication</li> <li>4. Student Participation Applications</li> </ol>
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190. Course Structure

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1	4 hours	Alphabetical, numerical, thematic and geographical preservation procedures	Basic concepts - data - information - documents	Theoretical lectures, practical issues and modern means of communication	
2			Introduction to Information Systems - A Historical Overview of Informatics - Its Importance in Historical Development		
3			The emergence and development of the idea of information systems		
4			- factors that contributed to the emergence of the idea of information systems		
5			Definition of information system for a number of researchers and writers - Information system specifications		
6			What is meant by the system - General nutrition of systems - Expert systems		
7			The concept of management information system - components of management information system		
8			Elements of the Management Information System - Requirements for Building the Management Information System		
9			Management Information System Objectives		
10			Types of applications of management information systems in organizations		
11			Management Information System		
12					
13					
14					
15					

			Management Types of management information systems Management Information System Development Course - Concept - Importance Stages of the Management Information System Development Cycle - Study of the Existing System Alternatives evaluation stage - designing the new system - implementing it - evaluating it The importance of information technology - the concept of technology		
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### 191. Course Evaluation

Daily written exams

Daily evaluation

Midterm exams

Annual Exam

Distributing the score out of 50 according to the tasks assigned to the student such as daily preparation, daily oral, monthly, or written exams, reports .... etc

### 192. Learning and Teaching Resources

Required textbooks (curricular books, if any)	
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Main references (sources)	
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Recommended books and references (scientific journals, reports...)	
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Electronic References, Websites	
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**Ministry of Higher Education and Scientific Research  
Scientific Supervision and Scientific Evaluation Apparatus  
Directorate of Quality Assurance and Academic Accreditation  
Accreditation Department**



# **Academic Program and Course Description Guide Office management**

**2024–2025**

## Course Description Form

193. Course Name:					
Civil Service Legislation/1					
194. Course Code:					
First Course					
195. Semester / Year: 2024/2025					
courses system					
196. Description Preparation Date: 5/10/2024					
197. Available Attendance Forms:					
In-person// online					
198. Number of Credit Hours (Total) / Number of Units (Total)					
45 hours : 3 hours a week					
199. Course administrator's name (mention all, if more than one name)					
Name: Basim Abdul-Azize					
Email: <a href="mailto:abdul-azize@stu.edu.iq">abdul-azize@stu.edu.iq</a>					
200. Course Objectives					
Course Objectives		<p><b>Introducing the student to the most important laws, regulations and instructions in force and in effect in the field of public service, which is destined for popularization, combat and practical practice.</b></p> <p><b>Raising the student's ability to apply laws, regulations and instructions related to public office, as well as raising his ability to interpret them in order to achieve the correct and accurate application of the laws in a manner consistent with the philosophy of their legislation.</b></p>			
201. Teaching and Learning Strategies					
Strategy	<ol style="list-style-type: none"> <li>1. Theoretical and practical lectures</li> <li>2. Case studies (questions and tests)</li> <li>3. Using modern means of communication</li> <li>4. Student Participation Applications</li> </ol>				
202. Course Structure					
Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method

1		Alphabetical, numerical, thematic and geographical preservation procedures	Historical overview of Iraqi civil service legislation	Public relations programs with the organization's audiences
2			General legal system, general function concept	
3	3 hours		The importance of studying the legal system of the public service, factors for the success of the public service system	Public relations with employees (internal audience)
4	3 hours		The concept of a public employee, the definition of a public employee	Public relations with consumers
5	3 hours		Distinctive elements of a public employee	Public relations with stakeholders, public relations with suppliers
6	3 hours		The nature of the employee's mark in the state, the contractual theory	Public relations with stakeholders, public relations with suppliers
7	3 hours		Organizational theory	Public relations with stakeholders, public relations with suppliers
8	3 hours		General employment, general rules for employment	Public relations with stakeholders, public relations with suppliers
9	3 hours		Conditions for assuming public office	Public relations with stakeholders, public relations with suppliers
10	3 hours		Employee Selection Methods	Public relations with stakeholders, public relations with suppliers
11	3 hours		Appointment	Public relations with stakeholders, public relations with suppliers
12	3 hours		Objective conditions for the validity of the appointment, the legal nature of the validity of the appointment and its effects	Public relations with stakeholders, public relations with suppliers
13	3 hours		Direct and trial period	Public relations with stakeholders, public relations with suppliers
14	3 hours		Duties of a public employee, duties related to obligating the employee to work	Public relations with stakeholders, public relations with suppliers
15	3 hours		Obligatory duties of the employee to refrain from certain behavioral acts	Public relations with stakeholders, public relations with suppliers

### 203. Course Evaluation

Daily written exams  
Daily evaluation  
Midterm exams  
Annual Exam

Distributing the score out of 50 according to the tasks assigned to the student such as daily preparation, daily oral, monthly, or written exams, reports .... etc

### 204. Learning and Teaching Resources

Required textbooks (curricular books, if any)	
Main references (sources)	
Recommended books and references (scientific journals, reports...)	
Electronic References, Websites	

## Course Description Form

205. Course Name:
Civil Service Legislation/2
206. Course Code:

Second Course					
207. Semester / Year: 2024/2025					
courses system					
208. Description Preparation Date: 5/10/2024					
209. Available Attendance Forms: In-person// online					
210. Number of Credit Hours (Total) / Number of Units (Total) 45 hours : 3 hours a week					
211. Course administrator's name (mention all, if more than one name) Name: Basim Abdul-Azize  Email: <a href="mailto:abdul-azize@stu.edu.iq">abdul-azize@stu.edu.iq</a>					
212. Course Objectives					
<b>Course Objectives</b>		<p><b>Introducing the student to the most important laws, regulations and instructions in force and in effect in the field of public service, which is destined for popularization, combat and practical practice.</b></p> <p><b>Raising the student's ability to apply laws, regulations and instructions related to public office, as well as raising his ability to interpret them in order to achieve the correct and accurate application of the laws in a manner consistent with the philosophy of their legislation.</b></p>			
213. Teaching and Learning Strategies					
<b>Strategy</b>		<ol style="list-style-type: none"> <li>Theoretical and practical lectures</li> <li>Case studies (questions and tests)</li> <li>Using modern means of communication</li> <li>Student Participation Applications</li> </ol>			
214. Course Structure					
Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1	3 hours	Alphabetical, numerical, thematic and geographical preservation procedures	Employee rights, salary, allowances, bonus and promotion	Public relations programs with the organization's audiences Public relations with employees (internal audience) Public relations with consumers	
2	3 hours		Job promotion, vacations, accompanying leave		
3	3 hours		Pension, benefits, moral and long-term benefits, employee guarantees		
4	3 hours		Disciplinary system in the public service, disciplinary and criminal offense		
5	3 hours		Disciplinary sanctions		

6	3 hours		Disciplinary authorities, procedures for imposing disciplinary sanctions	Public relations with stakeholders, public relations with suppliers	
7	3 hours		hand pull	Public relations with suppliers	
8	3 hours		Appealing decisions to impose penalties, the historical phase of the General Disciplinary Council	Public relations with stakeholders, public relations with suppliers	
9	3 hours		Powers of the General Disciplinary Council, the Council's jurisdiction to consider the appeal	Public relations with stakeholders, public relations with suppliers	
10	3 hours		Cancellation of penalty, the effect of the employee receiving thanks for the penalty and its effects	Public relations with stakeholders, public relations with suppliers	
11	3 hours		Monitor, organize and train staff	Public relations with stakeholders, public relations with suppliers	
12	3 hours		Transfer and secondment of employees	Public relations with stakeholders, public relations with suppliers	
13	3 hours		Termination of employment relationship, resignation	Public relations with stakeholders, public relations with suppliers	
14	3 hours		job termination, layoff, incompetent employee	Public relations with stakeholders, public relations with suppliers	
15			Retirement, dismissal and removal from service	Public relations with stakeholders, public relations with suppliers	

### 215. Course Evaluation

Daily written exams  
Daily evaluation  
Midterm exams  
Annual Exam

Distributing the score out of 50 according to the tasks assigned to the student such as daily preparation, daily oral, monthly, or written exams, reports .... etc

### 216. Learning and Teaching Resources

Required textbooks (curricular books, if any)	
Main references (sources)	
Recommended books and references (scientific journals, reports...)	
Electronic References, Websites	

## Course Description Form

217. Course Name:

Office organization/1					
218. Course Code:					
First Course					
219. Semester / Year: 2024/2025					
courses system					
220. Description Preparation Date: 5/10/2025					
221. Available Attendance Forms:					
In-person//online					
222. Number of Credit Hours (Total) / Number of Units (Total)					
60 hours : 4 hours a week					
223. Course administrator's name (mention all, if more than one name)					
Name: ali.mahmod abdul					
Email: <a href="mailto:ali.mahmod@stu.edu.iq">ali.mahmod@stu.edu.iq</a>					
224. Course Objectives					
Course Objectives		<p><b>Introducing the student to the most important laws, regulations and instructions in force and in effect in the field of public service, which is destined for popularization, combat and practical practice.</b></p> <p><b>Raising the student's ability to apply laws, regulations and instructions related to public office, as well as raising his ability to interpret them in order to achieve the correct and accurate application of the laws in a manner consistent with the philosophy of their legislation.</b></p>			
225. Teaching and Learning Strategies					
Strategy	<ol style="list-style-type: none"> <li>1. Theoretical and practical lectures</li> <li>2. Case studies (questions and tests)</li> <li>3. Using modern means of communication</li> <li>4. Student Participation Applications</li> </ol>				
226. Course Structure					
Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1	3 hours	Alphabetical, numerical, thematic and geographical	The concept of the office, its definition, the definition of office management, the importance of the office, the relationship of the office to other departments	The student should be able to present the concept of the office. Determine the	
2	3 hours		The emergence and development of office work, factors that contributed to the development of office work		
3	3 hours				



				are the duties of a secretary. The student can learn about secretarial work, define its concept, divisions, types of secretarial work, what qualifications are required for a secretary, and what are the duties of a secretary.	
<b>227. Course Evaluation</b>					
Daily written exams					
Daily evaluation					
Midterm exams					
Annual Exam					
Distributing the score out of 50 according to the tasks assigned to the student such as daily preparation, daily oral, monthly, or written exams, reports .... etc					
<b>228. Learning and Teaching Resources</b>					
Required textbooks (curricular books, if any)					
Main references (sources)					
Recommended books and references (scientific journals, reports...)					
Electronic References, Websites					

### Course Description Form

<b>229. Course Name:</b>
Office organization/2
<b>230. Course Code:</b>
Second Course
<b>231. Semester / Year: 2024/2025</b>
courses system
<b>232. Description Preparation Date: 5/10/2024</b>
<b>233. Available Attendance Forms:</b>
In-person// online
<b>234. Number of Credit Hours (Total) / Number of Units (Total)</b>

60 hours : 4 hours a week

235. Course administrator's name (mention all, if more than one name)

Name: ali.mahmod abdul

Email: [ali.mahmod@stu.edu.iq](mailto:ali.mahmod@stu.edu.iq)

236. Course Objectives

<b>Course Objectives</b>	<p><b>Introducing the student to the most important laws, regulations and instructions in force and in effect in the field of public service, which is destined for popularization, combat and practical practice.</b></p> <p><b>Raising the student's ability to apply laws, regulations and instructions related to public office, as well as raising his ability to interpret them in order to achieve the correct and accurate application of the laws in a manner consistent with the philosophy of their legislation.</b></p>
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237. Teaching and Learning Strategies

<b>Strategy</b>	<ol style="list-style-type: none"> <li>1. Theoretical and practical lectures</li> <li>2. Case studies (questions and tests)</li> <li>3. Using modern means of communication</li> <li>4. Student Participation Applications</li> </ol>
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238. Course Structure

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1	3 hours	Alphabetical, numerical, thematic and geographical preservation procedures	The concept of the office, its definition, the definition of office management, the importance of the office, the relationship of the office to other departments	The student should be able to present the concept of the office. Determine the importance of the office, its objectives and basic functions, and how to develop the office mission. The student should be able to present the concept of the office. Determine the importance of the office, its objectives and basic functions, and how to develop the office mission. The student should be able to present the concept of the office. Determine the importance of the office, its objectives	
2	3 hours		The emergence and development of office work, factors that contributed to the development of office work		
3	3 hours		Office functions A- Specialized functions B- Organizational functions 1- Planning office work 2- Organizing office work 3- Directing office work 4- Supervising office work		
4	3 hours		Standardization and standardization of office work, setting standards, clarifying the concept of the standard, types of standards, how to set the model standard for office work.		
5	3 hours		Office business development, concept of business development, steps to develop office work, difficulties that hinder the development of office work, use of charts in developing office work		
6	3 hours		Office location and design, things to consider when choosing an office location, design concept, design objectives, office design principles		
7	3 hours		Cases of reconsidering the office location and design 8 types of offices A- Open offices B- Closed offices (private, office furnishing, conditions that must be met in good furnishing)		
8	3 hours		Communication in the office: the concept of communication, its types, means of communication, factors that determine the means of communication, components of the communication process, obstacles to effective communication.		
9	3 hours		Reports as a means of communication in office work, types of reports, basic considerations in preparing reports, stages of preparing reports, characteristics of a good report		
10	3 hours		Office models, reasons for using models, steps for evaluating models, considerations		
11	3 hours		Secretarial: The concept of secretarial		
12	3 hours		The qualitative division of secretarial work: A- Special secretarial work B- General secretarial work		
13	3 hours				
14	3 hours				
15	3 hours				

		<p>C- Specialized secretarial work  Qualifications that the secretary must possess: A- Academic qualifications B- Personal qualifications C- Practical qualifications  The bodies that prepare the secretary in the country, the position of the secretary in the organizational structure  Secretary duties (secretary work) A Administrative duties B Organizational duties.</p> <p>specifications of the office and the cases that require reconsidering the website design and methods of communication in the office  Introducing the student to the most important specifications of the office and the cases that require reconsidering the website design and methods of communication in the office  The student can learn about secretarial work, define its concept, divisions, types of secretarial work, what qualifications are required for a secretary, and what are the duties of a secretary.  The student can learn about secretarial work, define its concept, divisions, types of secretarial work, what qualifications are required for a secretary, and what are the duties of a secretary.  The student can learn about secretarial work, define its concept, divisions, types of secretarial work, what qualifications are required for a secretary, and what are the duties of a secretary.  The student can learn about secretarial work, define its concept, divisions, types of secretarial work, what qualifications are required for a secretary, and what are the duties of a secretary.  The student can learn about secretarial work, define its concept, divisions, types of secretarial work, what qualifications are required for a secretary, and what are the duties of a secretary.</p>	<p>and basic functions, and how to develop the office mission.  The student should be able to present the concept of the office.  Determine the importance of the office, its objectives and basic functions, and how to develop the office mission.  The student should be able to present the concept of the office.  Determine the importance of the office, its objectives and basic functions, and how to develop the office mission.  Introducing the student to the most important specifications of the office and the cases that require reconsidering the website design and methods of communication in the office  Introducing the student to the most important specifications of the office and the cases that require reconsidering the website design and methods of communication in the office  Introducing the student to the most important specifications of the office and the cases that require reconsidering the website design and methods of communication in the office  Introducing the student to the most important specifications of the office and the cases that require reconsidering the website design and methods of communication in the office</p>	
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**239. Course Evaluation**

- Daily written exams
- Daily evaluation
- Midterm exams
- Annual Exam

Distributing the score out of 50 according to the tasks assigned to the student such as daily preparation, daily oral, monthly, or written exams, reports .... etc

### 240. Learning and Teaching Resources

Required textbooks (curricular books, if any)	
Main references (sources)	
Recommended books and references (scientific journals, reports...)	
Electronic References, Websites	

## Course Description Form

241. Course Name:

Computer Applications

242. Course Code:

Second Course

243. Semester / Year: 2024/2025

courses system

244. Description Preparation Date: 5/10/2024

245. Available Attendance Forms:

In-person// online

246. Number of Credit Hours (Total) / Number of Units (Total)

30 hours : 2 hours a week

247. Course administrator's name (mention all, if more than one name)

Name: sahar\_mohamad

Email: [sahar\\_mohamad@stu.edu.iq](mailto:sahar_mohamad@stu.edu.iq)

248. Course Objectives

Course Objectives	<p>Introducing the student to the most important laws, regulations and instructions in force and in effect in the field of public service, which is destined for popularization, combat and practical practice.</p> <p>Raising the student's ability to apply laws, regulations and instructions related to public office, as well as raising his ability to interpret them in order to achieve the correct and accurate application of the laws in a manner consistent with the philosophy of their legislation.</p>
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## 249. Teaching and Learning Strategies

<b>Strategy</b>	<ol style="list-style-type: none"> <li>1. Theoretical and practical lectures</li> <li>2. Case studies (questions and tests)</li> <li>3. Using modern means of communication</li> <li>4. Student Participation Applications</li> </ol>
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## 250. Course Structure

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1	2 hours	Alphabetical, numerical, thematic and geographical preservation procedures	2 online And e-mail E-mail and its programs / advantages / email spam / how to create / how his / headlines / Run Internet browser program (internet explorer) Aanchae an e-mail account at yahoo / properties postal account window / Edit Settings / customizable tools / research methods / basic search and advanced search bar by file type / advanced search engines / review messages / sort the messages / tick follow-up e- mails and delete / Open attached to the letter and the pressure / creation of a new / attach a file to the message attach files message files -mail and its programs / advantages / email spam / how to create / how his / headlines / Run Internet browser program (internet explorer) / / reply to e-mail / resubmit / delete attached files / shut down Internet connection / drafting signing messages / Delete e / Print e / Search for messages / Address book / Add to my address book / Create Group / literature / network messaging options	The student should be able to give the concept of human resources, its importance, objectives and main functions. The student should be aware of the obstacles and challenges facing human resources management. specifications of human resources managers. The student is able to give the concept of workforce investigation, its importance and objectives. The student identifies the steps of the selection and appointment process. The student can give an understanding of the analysis and description of jobs and tasks. Writing a job description for any job It enables the student to give the concept of recruitment, selection and appointment. The student identifies the steps of the selection and appointment process.	
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## 251. Course Evaluation

Daily written exams  
 Daily evaluation  
 Midterm exams  
 Annual Exam

Distributing the score out of 50 according to the tasks assigned to the student such as daily preparation, daily oral, monthly, or written exams, reports .... etc

## 252. Learning and Teaching Resources

Required textbooks (curricular books, if any)

Main references (sources)	
Recommended books and references (scientific journals, reports...)	
Electronic References, Websites	

## Course Description Form

253. Course Name:	
Correspondence - in English//1	
254. Course Code:	
First Course	
255. Semester / Year: 2024/2025	
courses system	
256. Description Preparation Date: 5/10/2024	
257. Available Attendance Forms:	
In-person//online	
258. Number of Credit Hours (Total) / Number of Units (Total)	
60 hours : 4 hours a week	
259. Course administrator's name (mention all, if more than one name)	
Name: narice farise abudall	
Email: <a href="mailto:narice.1966@stu.edu.iq">narice.1966@stu.edu.iq</a>	
260. Course Objectives	
<b>Course Objectives</b>	<p><b>Introducing the student to various types of reports and research, and raising awareness of how to write them, especially the typical ones used in administrative organizations in official and semi-official departments.</b></p> <p><b>The student acquires practices related to preparing and editing various reports, correspondence, and meeting minutes, in a practical and thoughtful manner that is consistent with the work and needs of government departments and public institutions.</b></p>
261. Teaching and Learning Strategies	
<b>Strategy</b>	<ol style="list-style-type: none"> <li>1. Theoretical and practical lectures</li> <li>2. Case studies (questions and tests)</li> </ol>

3. Using modern means of communication
4. Student Participation Applications

## 262. Course Structure

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1	4 hours	Alphabetical, numerical, thematic and geographical preservation procedures	Definition of correspondence its types, the Importance of business letters, Type of letters, characteristics of commercial messages Definition of correspondence its types, the Importance of business letters, Type of letters, characteristics of commercial messages The Enquiry letter: Definition, opening and ending sentences in writing Enquiry letters. The Enquiry letter: Definition, opening and ending sentences in writing Enquiry letters. The way of writing Inquiry letter with practical exercises. Pricing and terms used in pricing. An Answer letter to the inquiry (offer) and how to edit the message presentation with practical exercises. An Answer letter to the inquiry (offer) and how to edit the message presentation with practical exercises. Write a message rejected the offer and the method of editing or writing a message rejected the offer with practical exercises. Order letter: Introduction its types, the vocabulary used in implementing the order and the Rejection of the order. Order letter: Introduction its types, the vocabulary used in implementing the order and the Rejection of the order. Different designs for commercial messages. Invoice: Definition, Importance, its contents, types, way of writing the invoice. Letter of complaint: Definition, written reasons, edit mode, and practical exercises Letter of complaint: Definition, written reasons, edit mode, and practical exercises	Public relations programs with the organization's audiences Public relations with employees (internal audience) Public relations with consumers Public relations with stakeholders, public relations with suppliers Public relations with stakeholders, public relations with suppliers	
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## 263. Course Evaluation

- Daily written exams
- Daily evaluation
- Midterm exams
- Annual Exam

Distributing the score out of 50 according to the tasks assigned to the student such as daily preparation, daily oral, monthly, or written exams, reports .... etc

## 264. Learning and Teaching Resources

Required textbooks (curricular books, if any)	
Main references (sources)	
Recommended books and references (scientific journals, reports...)	
Electronic References, Websites	

## Course Description Form

265. Course Name:	
Correspondence - in English	
266. Course Code:	
Second Course	
267. Semester / Year: 2024/2025	
courses system	
268. Description Preparation Date: 5/10/2024	
269. Available Attendance Forms:	
In-person//online	
270. Number of Credit Hours (Total) / Number of Units (Total)	
60 hours : 4 hours a week	
271. Course administrator's name (mention all, if more than one name)	
Name: narice farise abudall	
Email: <a href="mailto:narice.1966@stu.edu.iq">narice.1966@stu.edu.iq</a>	
272. Course Objectives	
<b>Course Objectives</b>	<p><b>Introducing the student to various types of reports and research, and raising awareness of how to write them, especially the typical ones used in administrative organizations in official and semi-official departments.</b></p> <p><b>The student acquires practices related to preparing and editing various reports, correspondence, and meeting minutes, in a practical and thoughtful manner that is consistent with the work and needs of government departments and public institutions.</b></p>
273. Teaching and Learning Strategies	
<b>Strategy</b>	<ol style="list-style-type: none"> <li>1. Theoretical and practical lectures</li> <li>2. Case studies (questions and tests)</li> <li>3. Using modern means of communication</li> <li>4. Student Participation Applications</li> </ol>
274. Course Structure	

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1	4 hours	Alphabetical, numerical, thematic and geographical preservation procedures	Definition of correspondence its types, the Importance of business letters, Type of letters, characteristics of commercial messages Definition of correspondence its types, the Importance of business letters, Type of letters, characteristics of commercial messages The Enquiry letter: Definition, opening and ending sentences in writing Enquiry letters. The Enquiry letter: Definition, opening and ending sentences in writing Enquiry letters. The way of writing Inquiry letter with practical exercises. Pricing and terms used in pricing. An Answer letter to the inquiry (offer) and how to edit the message presentation with practical exercises. An Answer letter to the inquiry (offer) and how to edit the message presentation with practical exercises. Write a message rejected the offer and the method of editing or writing a message rejected the offer with practical exercises. Order letter: Introduction its types, the vocabulary used in implementing the order and the Rejection of the order. Order letter: Introduction its types, the vocabulary used in implementing the order and the Rejection of the order. Different designs for commercial messages. Invoice: Definition, Importance, its contents, types, way of writing the invoice. Letter of complaint: Definition, written reasons, edit mode, and practical exercises Letter of complaint: Definition, written reasons, edit mode, and practical exercises	Public relations programs with the organization's audiences Public relations with employees (internal audience) Public relations with consumers Public relations with stakeholders, public relations with suppliers Public relations with stakeholders, public relations with suppliers	

### 275. Course Evaluation

- Daily written exams
- Daily evaluation
- Midterm exams
- Annual Exam

Distributing the score out of 50 according to the tasks assigned to the student such as daily preparation, daily oral, monthly, or written exams, reports .... etc

### 276. Learning and Teaching Resources

Required textbooks (curricular books, if any)	
Main references (sources)	
Recommended books and references (scientific journals, reports...)	
Electronic References, Websites	

## Course Description Form

277. Course Name:	
Protocol Management	
278. Course Code:	
First Course	
279. Semester / Year: 2024/2025	
courses system	
280. Description Preparation Date: 5/10/2025	
281. Available Attendance Forms:	
In-person//online	
282. Number of Credit Hours (Total) / Number of Units (Total)	
45 hours : 3 hours a week	
283. Course administrator's name (mention all, if more than one name)	
Name: ahmad mzahim hadia	
Email: <a href="mailto:mzahim.hadia@stu.edu.iq">mzahim.hadia@stu.edu.iq</a>	
284. Course Objectives	
<b>Course Objectives</b>	<p><b>Introducing the student to the most important laws, regulations and instructions in force and in effect in the field of public service, which is destined for popularization, combat and practical practice.</b></p> <p><b>Raising the student's ability to apply laws, regulations and instructions related to public office, as well as raising his ability to interpret them in order to achieve the correct and accurate application of the laws in a manner consistent with the philosophy of their legislation.</b></p>
285. Teaching and Learning Strategies	
<b>Strategy</b>	<ol style="list-style-type: none"> <li>1. Theoretical and practical lectures</li> <li>2. Case studies (questions and tests)</li> <li>3. Using modern means of communication</li> <li>4. Student Participation Applications</li> </ol>

## 286. Course Structure

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1	3 hours	Alphabetical, numerical, thematic and geographical preservation procedures	What is protocol management: concept, importance, relationship of protocol management to management science Ceremony management between science and art, the relationship between ceremonies management and other sciences, the development of ceremonies Ceremonies in Arab civilization, ceremonies in the contemporary world Protocol, etiquette, protocol Administrative organization of the Protocol Department, location in the organizational structure, internal organization of the Protocol Department Specialties, staff specifications, training of staff in the Protocol Department Human behavior and professional ethics, the concept of importance Human behavior, motivation, perception Code of Conduct, Professional Ethics Types of Ceremonies, Entry and Exit Ceremonies - Elevator Ceremonies	The student should be able to give the concept of human resources, its importance, objectives and main functions. The student should be aware of the obstacles and challenges facing human resources management. specifications of human resources managers. The student is able to give the concept of workforce investigation, its importance and objectives. The student identifies the steps of the selection and appointment process. The student can give an understanding of the analysis and description of jobs and tasks. Writing a job description for any job It enables the student to give the concept of recruitment, selection and appointment. The student identifies the steps of the selection and appointment process.	
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## 287. Course Evaluation

Daily written exams  
 Daily evaluation  
 Midterm exams  
 Annual Exam

Distributing the score out of 50 according to the tasks assigned to the student such as daily preparation, daily oral, monthly, or written exams, reports .... etc

## 288. Learning and Teaching Resources

Required textbooks (curricular books, if any)	
Main references (sources)	
Recommended books and references (scientific journals, reports...)	
Electronic References, Websites	

## Course Description Form

289. Course Name:					
Human Resources Management					
290. Course Code:					
First Course					
291. Semester / Year: 2024/2025					
courses system					
292. Description Preparation Date: 5/10/2024					
293. Available Attendance Forms:					
In-person//online					
294. Number of Credit Hours (Total) / Number of Units (Total)					
60 hours : 4 hours a week					
295. Course administrator's name (mention all, if more than one name)					
Name: noor jmal ajial					
Email: <a href="mailto:noor.1997@stu.edu.iq">noor.1997@stu.edu.iq</a>					
296. Course Objectives					
<b>Course Objectives</b>		<p><b>Introducing the student to the most important laws, regulations and instructions in force and in effect in the field of public service, which is destined for popularization, combat and practical practice.</b></p> <p><b>Raising the student's ability to apply laws, regulations and instructions related to public office, as well as raising his ability to interpret them in order to achieve the correct and accurate application of the laws in a manner consistent with the philosophy of their legislation.</b></p>			
297. Teaching and Learning Strategies					
<b>Strategy</b>	<ol style="list-style-type: none"> <li>1. Theoretical and practical lectures</li> <li>2. Case studies (questions and tests)</li> <li>3. Using modern means of communication</li> <li>4. Student Participation Applications</li> </ol>				
298. Course Structure					
<b>Week</b>	<b>Hours</b>	<b>Required Learning</b>	<b>Unit or subject name</b>	<b>Learning method</b>	<b>Evaluation method</b>

		Outcomes		
1		Alphabetical, numerical, thematic and geographical preservation procedures	Introduction to Human Resources Management: Stages of development, importance, concept, objectives, identification of its main and sub-functions	The student should be able to give the concept of human resources, its importance, objectives and main functions.
2			Introduction to Human Resources Management: Stages of development, importance, concept, objectives, identification of its main and sub-functions	The student should be aware of the obstacles and challenges facing human resources management.
3			Obstacles and challenges facing human resources management	The student is able to draw an organizational structure for human resources management.
4			Centralization and decentralization in human resources management, the position of this management in the organizational structure of the organization, and the skills possessed by human resources managers	The student should be able to give the concept of human resources, its importance, objectives and main functions.
5			Centralization and decentralization in human resources management, the position of this management in the organizational structure of the organization, and the skills possessed by human resources managers	The student should be aware of the obstacles and challenges facing human resources management.
6			Human resource needs planning: concept and importance, who carries out the planning process, stages of needs planning, methods of estimating the demand for human resources, methods of analyzing their supply, and how to address the surplus or deficit in the workforce.	The student is able to draw an organizational structure for human resources management.
7			Human resource needs planning: concept and importance, who carries out the planning process, stages of needs planning, methods of estimating the demand for human resources, methods of analyzing their supply, and how to address the surplus or deficit in the workforce.	The student should be able to give the concept of human resources, its importance, objectives and main functions.
8			Job analysis and description: concept and steps of job analysis, objectives of analysis, concept and methods of job design, concept and importance of job description.	The student should be aware of the obstacles and challenges facing human resources management.
9			Job analysis and description: concept and steps of job analysis, objectives of analysis, concept and methods of job design, concept and importance of job description.	The student is able to draw an organizational structure for human resources management.
10			Recruitment, selection and appointment of human resources: concept and importance of recruitment and selection, sources of recruitment, steps of the selection process, concept of appointment.	The student should be able to give the concept of human resources, its importance, objectives and main functions.
11			Recruitment, selection and appointment of human resources: concept and importance of recruitment and selection, sources of recruitment, steps of the selection process, concept of appointment.	The student should be aware of the obstacles and challenges facing human resources management.
12	4 hours		Designing a wage and salary system: the concept of wage or salary, types of wages, the importance of wage systems, wage systems, steps for designing a wage system	The student is able to draw an organizational structure for human resources management.
13	4 hours		Designing a wage and salary system: the concept of wage or salary, types of wages, the importance of wage systems, wage systems, steps for designing a wage system	The student should be able to give the concept of human resources, its importance, objectives and main functions.
14	4 hours		Designing a wage and salary system: the concept of wage or salary, types of wages, the importance of wage systems, wage systems, steps for designing a wage system	The student should be aware of the obstacles and challenges facing human resources management.
15	4 hours		Human Resources Performance Evaluation: The concept of performance evaluation and its importance, the success and failure of performance evaluation systems, methods of performance evaluation, management and approval of evaluation results.	The student is able to draw an organizational structure for human resources management.
		The student identifies the steps of the selection and appointment process.	The student should be able to give the concept of human resources, its importance, objectives and main functions.	
		The student can give an understanding of the analysis and description of jobs and tasks.	The student should be aware of the obstacles and challenges facing human resources management.	
		Writing a job description for any job It enables the student to give the concept of recruitment, selection and appointment.	The student is able to draw an organizational structure for human resources management.	
		The student identifies the steps of the selection and appointment process.	The student should be able to give the concept of human resources, its importance, objectives and main functions.	
		The student can give an understanding of the analysis and description of jobs and tasks.	The student should be aware of the obstacles and challenges facing human resources management.	
		Writing a job description for any job It enables the student to give the concept of recruitment, selection and appointment.	The student is able to draw an organizational structure for human resources management.	
		The student identifies the steps of the selection and appointment	The student should be able to give the concept of human resources, its importance, objectives and main functions.	

			<p>process.</p> <p>The student can give an understanding of the analysis and description of jobs and tasks.</p> <p>Writing a job description for any job</p> <p>It enables the student to give the concept of recruitment, selection and appointment.</p> <p>The student identifies the steps of the selection and appointment process.</p>	<p>The student is able to draw an organizational structure for human resources management.</p> <p>The student learns about the most important specifications of human resources managers.</p> <p>The student is able to give the concept of workforce investigation, its importance and objectives.</p> <p>The student identifies the most important workforce required to work in the organization.</p> <p>The student learns about the most important specifications of human resources managers.</p> <p>The student is able to give the concept of workforce investigation, its importance and objectives.</p> <p>The student identifies the most important workforce required to work in the organization.</p> <p>The student learns about the most important specifications of human resources managers.</p> <p>The student is able to give the concept of workforce investigation, its importance and objectives.</p> <p>The student identifies the most important workforce required to work in the organization.</p> <p>The student learns about the most important specifications of human resources managers.</p> <p>The student is able to give the concept of workforce investigation, its importance and objectives.</p> <p>The student identifies the most important workforce required to work in the organization.</p> <p>The student learns about the most important specifications of human resources managers.</p> <p>The student is able to give the concept of workforce investigation, its importance and objectives.</p> <p>The student identifies the most important workforce required to work in the organization.</p>	
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				<p>The student learns about the most important specifications of human resources managers.</p> <p>The student is able to give the concept of workforce investigation, its importance and objectives.</p> <p>The student identifies the most important workforce required to work in the organization.</p> <p>The student can give an understanding of the analysis and description of jobs and tasks.</p> <p>Writing a job description for any job</p> <p>It enables the student to give the concept of recruitment, selection and appointment.</p> <p>The student identifies the steps of the selection and appointment process.</p> <p>The student can give an understanding of the analysis and description of jobs and tasks.</p> <p>Writing a job description for any job</p> <p>It enables the student to give the concept of recruitment, selection and appointment.</p>	
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### 299. Course Evaluation

Daily written exams  
Daily evaluation  
Midterm exams  
Annual Exam

Distributing the score out of 50 according to the tasks assigned to the student such as daily preparation, daily oral, monthly, or written exams, reports .... etc

### 300. Learning and Teaching Resources

Required textbooks (curricular books, if any)	
Main references (sources)	
Recommended books and references (scientific journals, reports...)	
Electronic References, Websites	

## Course Description Form

301. Course Name:					
Human Resources Management/2					
302. Course Code:					
Second Course					
303. Semester / Year: 2024/2025					
courses system					
304. Description Preparation Date: 5/10/2024					
305. Available Attendance Forms:					
In-person//online					
306. Number of Credit Hours (Total) / Number of Units (Total)					
60 hours : 4 hours a week					
307. Course administrator's name (mention all, if more than one name)					
Name: noor jmal ajial					
Email: <a href="mailto:noor.1997@stu.edu.iq">noor.1997@stu.edu.iq</a>					
308. Course Objectives					
<b>Course Objectives</b>		<p><b>Introducing the student to the most important laws, regulations and instructions in force and in effect in the field of public service, which is destined for popularization, combat and practical practice.</b></p> <p><b>Raising the student's ability to apply laws, regulations and instructions related to public office, as well as raising his ability to interpret them in order to achieve the correct and accurate application of the laws in a manner consistent with the philosophy of their legislation.</b></p>			
309. Teaching and Learning Strategies					
<b>Strategy</b>	<ol style="list-style-type: none"> <li>1. Theoretical and practical lectures</li> <li>2. Case studies (questions and tests)</li> <li>3. Using modern means of communication</li> <li>4. Student Participation Applications</li> </ol>				
310. Course Structure					
<b>Week</b>	<b>Hours</b>	<b>Required Learning Outcomes</b>	<b>Unit or subject name</b>	<b>Learning method</b>	<b>Evaluation method</b>

1		Alphabetical, numerical, thematic and geographical preservation procedures	Introduction to Human Resources Management: Stages of development, importance, concept, objectives, identification of its main and sub-functions	The student should be able to give the concept of human resources, its importance, objectives and main functions.
2			Introduction to Human Resources Management: Stages of development, importance, concept, objectives, identification of its main and sub-functions	The student should be aware of the obstacles and challenges facing human resources management.
3			Obstacles and challenges facing human resources management	The student is able to draw an organizational structure for human resources management.
4			Centralization and decentralization in human resources management, the position of this management in the organizational structure of the organization, and the skills possessed by human resources managers	The student should be able to give the concept of human resources, its importance, objectives and main functions.
5			Centralization and decentralization in human resources management, the position of this management in the organizational structure of the organization, and the skills possessed by human resources managers	The student should be aware of the obstacles and challenges facing human resources management.
6			Human resource needs planning: concept and importance, who carries out the planning process, stages of needs planning, methods of estimating the demand for human resources, methods of analyzing their supply, and how to address the surplus or deficit in the workforce.	The student is able to draw an organizational structure for human resources management.
7			Human resource needs planning: concept and importance, who carries out the planning process, stages of needs planning, methods of estimating the demand for human resources, methods of analyzing their supply, and how to address the surplus or deficit in the workforce.	The student should be able to give the concept of human resources, its importance, objectives and main functions.
8			Human resource needs planning: concept and importance, who carries out the planning process, stages of needs planning, methods of estimating the demand for human resources, methods of analyzing their supply, and how to address the surplus or deficit in the workforce.	The student should be aware of the obstacles and challenges facing human resources management.
9			Job analysis and description: concept and steps of job analysis, objectives of analysis, concept and methods of job design, concept and importance of job description.	The student is able to draw an organizational structure for human resources management.
10			Job analysis and description: concept and steps of job analysis, objectives of analysis, concept and methods of job design, concept and importance of job description.	The student should be able to give the concept of human resources, its importance, objectives and main functions.
11	4 hours		Recruitment, selection and appointment of human resources: concept and importance of recruitment and selection, sources of recruitment, steps of the selection process, concept of appointment.	The student should be aware of the obstacles and challenges facing human resources management.
12	4 hours		Recruitment, selection and appointment of human resources: concept and importance of recruitment and selection, sources of recruitment, steps of the selection process, concept of appointment.	The student is able to draw an organizational structure for human resources management.
13	4 hours		Recruitment, selection and appointment of human resources: concept and importance of recruitment and selection, sources of recruitment, steps of the selection process, concept of appointment.	The student should be able to give the concept of human resources, its importance, objectives and main functions.
14	4 hours		Designing a wage and salary system: the concept of wage or salary, types of wages, the importance of wage systems, wage systems, steps for designing a wage system	The student should be aware of the obstacles and challenges facing human resources management.
15	4 hours		Designing a wage and salary system: the concept of wage or salary, types of wages, the importance of wage systems, wage systems, steps for designing a wage system	The student is able to draw an organizational structure for human resources management.
	4 hours	Designing a wage and salary system: the concept of wage or salary, types of wages, the importance of wage systems, wage systems, steps for designing a wage system	The student should be able to give the concept of human resources, its importance, objectives and main functions.	
	4 hours	Human Resources Performance Evaluation: The concept of performance evaluation and its importance, the success and failure of performance evaluation systems, methods of performance evaluation, management and approval of evaluation results.	The student should be aware of the obstacles and challenges facing human resources management.	
	4 hours	Writing a job description for any job It enables the student to give the concept of recruitment, selection and appointment. The student identifies the steps of the selection and appointment process. The student can give an understanding of the analysis and description of jobs and tasks. Writing a job description for any job It enables the student to give the concept of recruitment, selection and appointment. The student identifies the steps of the selection and appointment process. The student can give an understanding of the analysis and description of jobs and tasks. Writing a job description for any job It enables the student to give the concept of recruitment, selection and appointment.	The student is able to draw an organizational structure for human resources management.	



				<p>important specifications of human resources managers. The student is able to give the concept of workforce investigation, its importance and objectives. The student identifies the most important workforce required to work in the organization. The student can give an understanding of the analysis and description of jobs and tasks. Writing a job description for any job It enables the student to give the concept of recruitment, selection and appointment. The student identifies the steps of the selection and appointment process. The student can give an understanding of the analysis and description of jobs and tasks.</p>	
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### 311. Course Evaluation

Daily written exams  
Daily evaluation  
Midterm exams  
Annual Exam

Distributing the score out of 50 according to the tasks assigned to the student such as daily preparation, daily oral, monthly, or written exams, reports .... etc

### 312. Learning and Teaching Resources

Required textbooks (curricular books, if any)	
Main references (sources)	
Recommended books and references (scientific journals, reports...)	
Electronic References, Websites	

## Course Description Form

313. Course Name:
Time management/1
314. Course Code:

First Course					
315. Semester / Year: 2024/2025					
courses system					
316. Description Preparation Date: 5/10/2024					
317. Available Attendance Forms: In-person//online					
318. Number of Credit Hours (Total) / Number of Units (Total) 60 hours : 4 hours a week					
319. Course administrator's name (mention all, if more than one name) Name: sbahh noory  Email: <a href="mailto:sbahh@stu.edu.iq">sbahh@stu.edu.iq</a>					
320. Course Objectives					
<b>Course Objectives</b>		<p><b>Introducing the student to various types of reports and research, and raising awareness of how to write them, especially the typical ones used in administrative organizations in official and semi-official departments.</b></p> <p><b>The student acquires practices related to preparing and editing various reports, correspondence, and meeting minutes, in a practical and thoughtful manner that is consistent with the work and needs of government departments and public institutions.</b></p>			
321. Teaching and Learning Strategies					
<b>Strategy</b>		<ol style="list-style-type: none"> <li>1. Theoretical and practical lectures</li> <li>2. Case studies (questions and tests)</li> <li>3. Using modern means of communication</li> <li>4. Student Participation Applications</li> </ol>			
322. Course Structure					
Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1	4 hours	Alphabetical, numerical, thematic and geographical preservation procedures	Concept of time - Characteristics of time	Public relations programs with the organization's audiences  Public relations with employees (internal audience)  Public relations with consumers	
2	4 hours		Time and management theories		
3	4 hours		Time and management functions		
4	4 hours		Vision Time Orientation - Assumptions about time		
5	4 hours		Time management and basic operations		
			Time planning - priority - flexibility		
			Time planning - the importance of planning - the organized product for time planning		
			Time Recording - Types of Records		
			Setting goals and priorities - The importance of setting goals		

6	4 hours		Goals Task - Writing Goals Personal, professional and organizational goals	Public relations with stakeholders, public relations with suppliers	
7	4 hours		Time management	Public relations with stakeholders, public relations with suppliers	
8	4 hours		Delegation - a method of time management	Public relations with stakeholders, public relations with suppliers	
9	4 hours		Developing delegation skills	Public relations with stakeholders, public relations with suppliers	
10	4 hours		Obstacles to delegation	Public relations with stakeholders, public relations with suppliers	
11	4 hours			Public relations with stakeholders, public relations with suppliers	
12	4 hours			Public relations with stakeholders, public relations with suppliers	
13	4 hours			Public relations with stakeholders, public relations with suppliers	
14	4 hours			Public relations with stakeholders, public relations with suppliers	
15	4 hours			Public relations with stakeholders, public relations with suppliers	

### 323. Course Evaluation

Daily written exams  
Daily evaluation  
Midterm exams  
Annual Exam

Distributing the score out of 50 according to the tasks assigned to the student such as daily preparation, daily oral, monthly, or written exams, reports .... etc

### 324. Learning and Teaching Resources

Required textbooks (curricular books, if any)	
Main references (sources)	
Recommended books and references (scientific journals, reports...)	
Electronic References, Websites	

## Course Description Form

325. Course Name:	
Time management/2	
326. Course Code:	
second Course	
327. Semester / Year: 2024/2025	
courses system	
328. Description Preparation Date: 5/10/2024	

329. Available Attendance Forms:

In-person//online

330. Number of Credit Hours (Total) / Number of Units (Total)

60 hours : 4 hours a week

331. Course administrator's name (mention all, if more than one name)

Name: sbahh noory

Email: [sbahh@stu.edu.iq](mailto:sbahh@stu.edu.iq)

332. Course Objectives

**Course Objectives**

**Introducing the student to various types of reports and research, and raising awareness of how to write them, especially the typical ones used in administrative organizations in official and semi-official departments.**

**The student acquires practices related to preparing and editing various reports, correspondence, and meeting minutes, in a practical and thoughtful manner that is consistent with the work and needs of government departments and public institutions.**

333. Teaching and Learning Strategies

**Strategy**

1. Theoretical and practical lectures
2. Case studies (questions and tests)
3. Using modern means of communication
4. Student Participation Applications

334. Course Structure

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1	4 hours	Alphabetical, numerical, thematic and geographical preservation procedures	Wasting time or lost time - concept importance	Public relations programs with the organization's audiences Public relations with employees (internal audience) Public relations with consumers Public relations with stakeholders, public relations with suppliers Public relations with stakeholders, public relations with suppliers Public relations with	
2	4 hours		How to control time wasting		
3	4 hours		Factors leading to wasted time		
4	4 hours		Social Management - Its Importance and Types		
5	4 hours		Preparing for the meeting		
6	4 hours		Lead the discussion		
7	4 hours		Meeting Evaluation		
8	4 hours		Social problems and ways to overcome them		
9	4 hours		Leadership - Concept and Importance		
10	4 hours		Leadership styles - types		
			Leadership Styles and How to Control Time Wasters		
			Leadership styles and their relationship to time management processes		
			Work Measurement - Concept and Importance		
			Work Measurement Methods - Mathematical Models		
			Work Measurement Methods - Mathematical Models		

11	4 hours			stakeholders, public relations with suppliers	
12	4 hours			Public relations with stakeholders, public relations with suppliers	
13	4 hours			Public relations with stakeholders, public relations with suppliers	
14	4 hours			Public relations with stakeholders, public relations with suppliers	
15	4 hours			Public relations with stakeholders, public relations with suppliers	

### 335. Course Evaluation

Daily written exams

Daily evaluation

Midterm exams

Annual Exam

Distributing the score out of 50 according to the tasks assigned to the student such as daily preparation, daily oral, monthly, or written exams, reports .... etc

### 336. Learning and Teaching Resources

Required textbooks (curricular books, if any)	
Main references (sources)	
Recommended books and references (scientific journals, reports...)	
Electronic References, Websites	