

**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  
Business Administration  
Techniques**

**2026-2025**

## **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: Business administration techniques

Academic or Professional Program Name: diploma

Final Certificate Name: Diploma in Business administration Techniques

Academic System: Course system

Description Preparation Date: 5/10/2024

File Completion Date: 5/02/2025

Signature:



Head of Department Name:

Karim Ghazi Zaidan

Date:

Signature:



Scientific Associate Name:

Date:

The file is checked by:

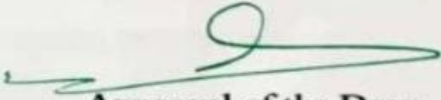
Department of Quality Assurance and University Performance

Director of the Quality Assurance and University Performance Department:

Date:

Signature:



  
Approval of the Dean

## **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
2026-2025// first stage		Course system		
2026-2025// first stage	Principles of Management	Course system	2	3
2026-2025// first stage	Archives Management/1	Course system	2	3
2026-2025// first stage	Public Relations/1	Course system	1	2
2026-2025// first stage	Accounting basics	Course system	2	2
2026-2025// first stage	Information Technology	Course system	1	3
2026-2025// first stage	English Readings	Course system	2	2
2026-2025// first stage	Principles of Statistics	Course system	2	2
2026-2025// first stage	Information Systems Management	Course system	1	3
2026-2025// first stage	English Specialist Readings/2	Course system	2	2

2026-2025// first stage	Electronic Management	Course system	2	3
2026-2025// first stage	Public Relations/2	Course system	1	2
2026-2025// first stage	Archives Management/2	Course system	2	3
2026-2025// first stage	Arabic Language/2	Course system	2	
2026-2025// first stage	English Language/2	Course system	2	
2026-2025// first stage	Human Rights	Course system	2	
2026-2025// first stage	Computer Basics/1	Course system		2
2026-2025// scored stage	Office Organization/1	Course system	2	2
2026-2025// scored stage	Business Correspondence/1	Course system	2	2
2026-2025// scored stage	Organizational Behavior	Course system	1	2
2026-2025// scored stage	Time Management/1	Course system	2	2
2026-2025// scored stage	Human Resources Management/1	Course system	2	2
2026-2025// scored stage	Civil Service Legislation/1	Course system	1	2
2026-2025// scored stage	Graduation Project	Annual system		2
2026-2025// scored stage	Office Organization/2	Course system	2	2
2026-2025// scored stage	Business Correspondence/2	Course system	2	2
2026-2025// scored stage	Ceremonial Management	Course system	1	2
2026-2025// scored stage	Time Management/2	Course system	2	2
2026-2025// scored stage	Human Resources Management/2	Course system	2	2
2026-2025// scored stage	Civil Service Legislation/2	Course system	1	2
2026-2025// scored stage	Ba'ath Party Crimes	Course system	2	
2026-2025// scored stage	English Language/2	Course system	2	
2026-2025// scored stage	Research Project	Course system		4
2026-2025// 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 contribute to increasing knowledge and innovation within organizations in

Learning Outcomes  
Statement 1

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 the ideas presented.</li> </ul>

## 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
2026-2025// first stage		Principles of Management	Specialized	1		1	1	1	1		1	1		1	
		Archives Management/1	Specialized	1		1	1			1	1		1		1
2026-2025// first stage		Communications and Relationship Management/1	Specialized	1	1		1		1		1		1	1	1
		Accounting basics	Assistant		1		1	1		1	1		1	1	1
2026-2025// first stage		Information Systems Management	Specialized	1	1	1		1		1	1			1	1
		English Readings	Assistant	1	1	1		1		1	1		1		1
2026-2025// first stage		Principles of Statistics	Specialized		1		1	1		1	1		1	1	1
		Information Systems Management	Specialized	1	1	1		1		1	1			1	1
2026-2025// first stage		English Specialist Readings/2	Specialized	1		1	1		1		1	1		1	1

2026-2025// first stage		Electronic Management	Specialized	1		1	1			1	1		1		1
2026-2025// first stage		Communications and Relationship Management/2	General	1	1		1		1		1		1	1	1
2026-2025// first stage		Archives Management/2	General	1		1	1	1	1		1	1		1	
2026-2025// first stage		Arabic Language/2	Assistant	1	1	1		1		1	1			1	1
2026-2025// first stage		English Language/2	General	1		1		1		1	1		1		1
2026-2025// first stage		Human Rights	Specialized		1	1		1		1		1	1	1	
2026-2025// first stage		Computer Basics/1	Specialized	1	1		1		1		1	1		1	1
2026-2025//second stage		Office Organization/1	Specialized	1	1	1			1	1	1		1	1	1
2026-2025//second stage		Business Correspondence/1	Assistant		1		1	1	1	1		1	1	1	
2026-2025//second stage		Organizational Behavior	Specialized	1		1	1	1		1		1	1		1
2026-2025//second stage		Time Management/1	Specialized	1	1			1	1	1		1		1	1
2026-2025// scorned stage		Human Resources Management/1	Assistant	1		1		1	1	1	1		1		1

2026-2025// scorned stage		Civil Service Legislation/1	General	1	1	1		1		1		1	1	1	
2026-2025// scorned stage		Graduation Project	General	1	1		1	1		1		1		1	1
2026-2025// scorned stage		Office Organization/2	Specialized	1		1	1		1		1	1		1	1
2026-2025// scorned stage		Business Correspondence/2	Specialized		1	1		1		1	1		1	1	
2026-2025// scorned stage		Ceremonial Management	Specialized		1		1		1		1	1		1	1
2026-2025// scorned stage		Time Management/2	Specialized	1	1			1	1			1		1	1
2026-2025// scorned stage		Human Resources Management/2	Assistant	1	1			1		1	1	1	1		1
2026-2025// scorned stage		Civil Service Legislation/2	Specialized			1		1	1		1	1		1	1
2026-2025// scorned stage		Ba'ath Party Crimes	Assistant		1	1		1	1		1	1		1	
2026-2025// scorned stage		English Language/2	Specialized	1		1		1		1	1		1		1
2026-2025// scorned stage		Research Project	Specialized	1	1		1	1		1		1		1	1
2026-2025// 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>					
Civil Service Legislation/1					
<b>2. Course Code:</b>					
First Course					
<b>3. Semester / Year: 2024/2025</b>					
courses 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>					
45 hours : 3 hours a week					
<b>7. Course administrator's name (mention all, if more than one name)</b>					
Name: Muntaha Kamel Rasen					
Email: <a href="mailto:abdul-azize@stu.edu.iq">abdul-azize@stu.edu.iq</a>					
<b>8. Course Objectives</b>					
<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>			
<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	3 hours	Alphabetical,	Historical overview of Iraqi civil service legislation	Public relations programs with the	

2	3 hours	numerical, thematic and geographical preservation procedures	General legal system, general function concept	organization's audiences
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

### 11. 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

### 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

13. Course Name:

Civil Service Legislation/2

14. Course Code:

Second Course

15. Semester / Year: 2024/2025					
courses system					
16. Description Preparation Date: 5/10/2024					
17. Available Attendance Forms:					
In-person// online					
18. Number of Credit Hours (Total) / Number of Units (Total)					
45 hours : 3 hours a week					
19. Course administrator's name (mention all, if more than one name)					
Name: Muntaha Kamel Rasen					
Email: <a href="mailto:abdul-azize@stu.edu.iq">abdul-azize@stu.edu.iq</a>					
20. 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>			
21. 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>			
22. 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 Public relations with stakeholders, public	
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 hand pull		

7	3 hours		Appealing decisions to impose penalties, the historical phase of the General Disciplinary Council	relations with suppliers	
8	3 hours		Powers of the General Disciplinary Council, the Council's jurisdiction to consider the appeal	Public relations with stakeholders, public relations with suppliers	
9	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	
10	3 hours		Monitor, organize and train staff	Public relations with stakeholders, public relations with suppliers	
11	3 hours		Transfer and secondment of employees	Public relations with stakeholders, public relations with suppliers	
12	3 hours		Termination of employment relationship, resignation	Public relations with stakeholders, public relations with suppliers	
13	3 hours		job termination, layoff, incompetent employee	Public relations with stakeholders, public relations with suppliers	
14	3 hours		Retirement, dismissal and removal from service	Public relations with stakeholders, public relations with suppliers	
15				Public relations with stakeholders, public relations with suppliers	

### 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:

Office organization/1

26. Course Code:

First Course					
27. Semester / Year: 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: ali.mahmod abdul Email: <a href="mailto:ali.mahmod@stu.edu.iq">ali.mahmod@stu.edu.iq</a> Name: Nour Jamal Email: <a href="mailto:noorj2@stu.edu.iq">noorj2@stu.edu.iq</a>					
32. 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>			
33. 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>				
34. Course Structure					
Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1	3 hours	Alphabetical, numerical,	<p>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</p> <p>The emergence and development of office work, factors that contributed to the development of office work</p> <p>Office functions A- Specialized functions B- Organizational functions 1- Planning office work 2- Organizing office work 3- Directing office work 4- Supervising office work</p>	<p>The student should be able to present the concept of the office.</p> <p>Determine the importance of the office, its objectives</p>	
2	3 hours	thematic and			
3	3 hours	geographical preservation			
4	3 hours	procedures			

5	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.	and basic functions, and how to develop the office mission.
6	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	The student should be able to present the concept of the office.
7	3 hours	Office location and design, things to consider when choosing an office location, design concept, design objectives, office design principles	Determine the importance of the office, its objectives and basic functions, and how to develop the office mission.
8	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)	The student should be able to present the concept of the office.
9	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.	Determine the importance of the office, its objectives and basic functions, and how to develop the office mission.
10	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	The student should be able to present the concept of the office.
11	3 hours	Office models, reasons for using models, steps for evaluating models, considerations	Determine the importance of the office, its objectives and basic functions, and how to develop the office mission.
12	3 hours	Secretarial: The concept of secretarial	The student should be able to present the concept of the office.
13	3 hours	The qualitative division of secretarial work: A- Special secretarial work B- General secretarial work C- Specialized secretarial work	Determine the importance of the office, its objectives and basic functions, and how to develop the office mission.
14	3 hours	Qualifications that the secretary must possess: A- Academic qualifications B- Personal qualifications C- Practical qualifications	The student should be able to present the concept of the office.
15	3 hours	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	Determine the importance of the office, its objectives and basic functions, and how to develop the office mission.
		specifications of the office and the cases that require reconsidering the website design and methods of communication in the office	The student should be able to present the concept of 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	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	The student should be able to present the concept of 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	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	The student should be able to present the concept of 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.	Determine the importance of the office, its objectives and basic functions, and how to develop the office mission.
		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 should be able to present the concept of 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.	Determine the importance of the office, its objectives and basic functions, and how to develop the office mission.

				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>35. 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>36. 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>37. Course Name:</b>
Office organization/2
<b>38. Course Code:</b>
Second Course
<b>39. Semester / Year: 2024/2025</b>
courses system
<b>40. Description Preparation Date: 5/10/2024</b>
<b>41. Available Attendance Forms:</b>
In-person// online
<b>42. Number of Credit Hours (Total) / Number of Units (Total)</b>
60 hours : 4 hours a week
<b>43. Course administrator's name (mention all, if more than one</b>

name)

Name: ali.mahmod abdul

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

Name: Nour Jamal

Email: [noorj2@stu.edu.iq](mailto:noorj2@stu.edu.iq)

#### 44. 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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#### 45. 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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#### 46. 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	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 and basic functions, and how to develop the office mission.	
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 C- Specialized secretarial work		
13	3 hours		Qualifications that the secretary must possess: A-		
14	3 hours				
15	3 hours				

		<p>Academic qualifications B- Personal qualifications C- Practical qualifications</p> <p>The bodies that prepare the secretary in the country, the position of the secretary in the organizational structure</p> <p>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</p> <p>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> <p>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>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>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>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>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 how to develop the office mission.</p> <p>The student should be able to present the concept of the office.</p> <p>Determine the importance of the office, its objectives and basic functions, and how to develop the office mission.</p> <p>The student should be able to present the concept of the office.</p> <p>Determine the importance of the office, its objectives and basic functions, and how to develop the office mission.</p> <p>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> <p>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> <p>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> <p>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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#### 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

<b>48. 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>49. Course Name:</b>	
Computer Applications	
<b>50. Course Code:</b>	
Second Course	
<b>51. Semester / Year: 2024/2025</b>	
courses system	
<b>52. Description Preparation Date: 5/10/2024</b>	
<b>53. Available Attendance Forms:</b>	
In-person// online	
<b>54. Number of Credit Hours (Total) / Number of Units (Total)</b>	
30 hours : 2 hours a week	
<b>55. Course administrator's name (mention all, if more than one name)</b>	
Name: Sahar Jabbar Mohamad	
Email: <a href="mailto:sahar_mohamad@stu.edu.iq">sahar_mohamad@stu.edu.iq</a>	
<b>56. Course Objectives</b>	
<b>Course Objectives</b>	<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>

## 57. 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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## 58. 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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## 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

61. Course Name:	
Correspondence - in English//1	
62. Course Code:	
First Course	
63. Semester / Year: 2024/2025	
courses system	
64. Description Preparation Date: 5/10/2024	
65. Available Attendance Forms:	
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: Narges Fares Abdullah	
Email: <a href="mailto:narice.1966@stu.edu.iq">narice.1966@stu.edu.iq</a>	
68. 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>
69. 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> </ol>

## 4. Student Participation Applications

## 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	Definition of correspondence its types, the Importance of business letters, Type of letters, characteristics of commercial messages	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 stakeholders, public relations with suppliers Public relations with stakeholders, public relations with suppliers Public relations with stakeholders, public relations with suppliers Public relations with stakeholders, public relations with suppliers Public relations with stakeholders, public relations with suppliers Public relations with stakeholders, public relations with suppliers Public relations with stakeholders, public relations with suppliers Public relations with stakeholders, public relations with suppliers Public relations with stakeholders, public relations with suppliers Public relations with stakeholders, public relations with suppliers	
2			Definition of correspondence its types, the Importance of business letters, Type of letters, characteristics of commercial messages		
3			The Enquiry letter: Definition, opening and ending sentences in writing Enquiry letters.		
4			The Enquiry letter: Definition, opening and ending sentences in writing Enquiry letters.		
5			The way of writing Inquiry letter with practical exercises.		
6			Pricing and terms used in pricing.		
7			An Answer letter to the inquiry (offer) and how to edit the message presentation with practical exercises.		
8			An Answer letter to the inquiry (offer) and how to edit the message presentation with practical exercises.		
9			Write a message rejected the offer and the method of editing or writing a message rejected the offer with practical exercises.		
10			Order letter: Introduction its types, the vocabulary used in implementing the order and the Rejection of the order.		
11			Order letter: Introduction its types, the vocabulary used in implementing the order and the Rejection of the order.		
12			Different designs for commercial messages.		
13			Invoice: Definition, Importance, its contents, types, way of writing the invoice.		
14			Letter of complaint: Definition, written reasons, edit mode, and practical exercises		
15			Letter of complaint: Definition, written reasons, edit mode, and practical exercises		

## 71. 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

## 72. 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>73. Course Name:</b>					
Correspondence - in English					
<b>74. Course Code:</b>					
Second Course					
<b>75. Semester / Year: 2024/2025</b>					
courses system					
<b>76. Description Preparation Date: 5/10/2024</b>					
<b>77. Available Attendance Forms:</b>					
In-person//online					
<b>78. Number of Credit Hours (Total) / Number of Units (Total)</b>					
60 hours : 4 hours a week					
<b>79. Course administrator's name (mention all, if more than one name)</b>					
Name: Narges Fares Abdullah Email: <a href="mailto:narice.1966@stu.edu.iq">narice.1966@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>			
<b>81. 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>82. Course Structure</b>					
<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	Definition of correspondence its types, the Importance of business letters, Type of letters, characteristics of commercial messages	Public relations programs with the organization's audiences	
2	4 hours		Definition of correspondence its types, the Importance of business letters, Type of letters, characteristics of commercial messages	Public relations with employees (internal audience)	
3	4 hours		The Enquiry letter: Definition, opening and ending sentences in writing Enquiry letters.	Public relations with consumers	
4	4 hours		The Enquiry letter: Definition, opening and ending sentences in writing Enquiry letters.	Public relations with stakeholders, public relations with suppliers	
5	4 hours		The way of writing Inquiry letter with practical exercises.	Public relations with stakeholders, public relations with suppliers	
6	4 hours		Pricing and terms used in pricing.	Public relations with stakeholders, public relations with suppliers	
7	4 hours		An Answer letter to the inquiry (offer) and how to edit the message presentation with practical exercises.	Public relations with stakeholders, public relations with suppliers	
8	4 hours		An Answer letter to the inquiry (offer) and how to edit the message presentation with practical exercises.	Public relations with stakeholders, public relations with suppliers	
9	4 hours		Write a message rejected the offer and the method of editing or writing a message rejected the offer with practical exercises.	Public relations with stakeholders, public relations with suppliers	
10	4 hours		Order letter: Introduction its types, the vocabulary used in implementing the order and the Rejection of the order.	Public relations with stakeholders, public relations with suppliers	
11	4 hours		Order letter: Introduction its types, the vocabulary used in implementing the order and the Rejection of the order.	Public relations with stakeholders, public relations with suppliers	
12	4 hours		Different designs for commercial messages.	Public relations with stakeholders, public relations with suppliers	
13	4 hours		Invoice: Definition, Importance, its contents, types, way of writing the invoice.	Public relations with stakeholders, public relations with suppliers	
14	4 hours		Letter of complaint: Definition, written reasons, edit mode, and practical exercises	Public relations with stakeholders, public relations with suppliers	
15	4 hours		Letter of complaint: Definition, written reasons, edit mode, and practical exercises	Public relations with stakeholders, public relations with suppliers	

### 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

<b>85. Course Name:</b>					
Protocol Management					
<b>86. Course Code:</b>					
First Course					
<b>87. Semester / Year: 2024/2025</b>					
courses system					
<b>88. Description Preparation Date: 5/10/2025</b>					
<b>89. Available Attendance Forms:</b>					
In-person//online					
<b>90. Number of Credit Hours (Total) / Number of Units (Total)</b>					
45 hours : 3 hours a week					
<b>91. Course administrator's name (mention all, if more than one name)</b>					
Name: ahmad mzahim hadia					
Email: <a href="mailto:mzahim.hadia@stu.edu.iq">mzahim.hadia@stu.edu.iq</a>					
<b>92. Course Objectives</b>					
<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>			
<b>93. 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>94. Course Structure</b>					
<b>Week</b>	<b>Hours</b>	<b>Required</b>	<b>Unit or subject name</b>	<b>Learning</b>	<b>Evaluation</b>

		Learning Outcomes		method	method
1		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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3	3 hours				
4	3 hours				
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9	3 hours				
10	3 hours				
11	3 hours				
12	3 hours				
13	3 hours				
14	3 hours				
15	3 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:					
Human Resources Management					
98. Course Code:					
First Course					
99. Semester / Year: 2024/2025					
courses system					
100. Description Preparation Date: 5/10/2024					
101. Available Attendance Forms:					
In-person//online					
102. Number of Credit Hours (Total) / Number of Units (Total)					
60 hours : 4 hours a week					
103. Course administrator's name (mention all, if more than one name)					
Name: Ezz El-Din Sakban Email: <a href="mailto:ezdeen44@gmail.com">ezdeen44@gmail.com</a>					
104. 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>			
105. 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>				
106. Course Structure					
Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1	4 hours	Alphabetical, numerical,	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	

2	4 hours	thematic and geographical preservation procedures	Introduction to Human Resources Management: Stages of development, importance, concept, objectives, identification of its main and sub-functions	of human resources, its importance, objectives and main functions.
3	4 hours		Obstacles and challenges facing human resources management	The student should be aware of the obstacles and challenges facing human resources management.
4	4 hours		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 is able to draw an organizational structure for human resources management.
5	4 hours		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 is able to draw an organizational structure for human resources management.
6	4 hours		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.
7	4 hours		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.
8	4 hours		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.
9	4 hours		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.
10	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.
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 is able to draw an organizational structure for 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 should be able to give the concept of human resources, its importance, objectives and main functions.
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 aware of the obstacles and challenges facing human resources management.
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 is able to draw an organizational structure for 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 should be able to give the concept of human resources, its importance, objectives and main functions.



				<p>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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### 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

<b>109. Course Name:</b>					
Human Resources Management/2					
<b>110. Course Code:</b>					
Second Course					
<b>111. Semester / Year: 2024/2025</b>					
courses system					
<b>112. Description Preparation Date: 5/10/2024</b>					
<b>113. Available Attendance Forms:</b>					
In-person//online					
<b>114. Number of Credit Hours (Total) / Number of Units (Total)</b>					
60 hours : 4 hours a week					
<b>115. Course administrator's name (mention all, if more than one name)</b>					
Name: Ezz El-Din Sakban Email: <a href="mailto:ezdeen44@gmail.com">ezdeen44@gmail.com</a>					
<b>116. Course Objectives</b>					
<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>			
<b>117. 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>118. 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>
<b>1</b>	<b>4 hours</b>	Alphabetical,	Introduction to Human Resources Management: Stages of development, importance, concept, objectives, identification of its main and sub-	The student should be able to give the concept	

2	4 hours	numerical, thematic and geographical preservation procedures	functions	of human resources, its importance, objectives and main functions.
3	4 hours		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.
4	4 hours		Obstacles and challenges facing human resources management	The student is able to draw an organizational structure for human resources management.
5	4 hours		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.
6	4 hours		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.
7	4 hours		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.
8	4 hours		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.
9	4 hours		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.
10	4 hours		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.
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 able to give the concept of human resources, its importance, objectives and main functions.
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 should be aware of the obstacles and challenges facing 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 is able to draw an organizational structure for human resources management.
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 able to give the concept of human resources, its importance, objectives and main functions.
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 should be aware of the obstacles and challenges facing human resources management.
				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.
			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.	The student should be able to give the concept of human resources, its importance, objectives and main functions.
			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.	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 identifies the steps of the selection and appointment process. The student can give an understanding of the analysis and description of jobs and tasks.	The student is able to draw an organizational structure for 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 identifies the steps of the selection and appointment process. The student can give an understanding of the analysis and description of jobs and tasks.	The student should be able to give the concept of human resources, its importance, objectives and main functions.
			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.	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 identifies the steps of the selection and appointment process. The student can give an understanding of the analysis and description of jobs and tasks.	The student is able to draw an organizational structure for human resources management.



				<p>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>	
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### 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:
Time management/1
122. Course Code:
First Course

123. Semester / Year: 2024/2025					
courses system					
124. Description Preparation Date: 5/10/2024					
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: sbahh noory Email: <a href="mailto:sbahh@stu.edu.iq">sbahh@stu.edu.iq</a>					
128. 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>			
129. 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>			
130. 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	Concept of time - Characteristics of time	Public relations programs with the organization's audiences	
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		
6	4 hours		Time planning - priority - flexibility		
7	4 hours		Time planning - the importance of planning - the organized product for time planning		
		Time Recording - Types of Records	Public relations with employees (internal audience)		
		Setting goals and priorities - The importance of setting goals	Public relations with consumers		
		Goals Task - Writing Goals	Public relations with stakeholders, public relations with suppliers		
		Personal, professional and organizational goals			
		Time management			

8	4 hours		Delegation - a method of time management Developing delegation skills Obstacles to delegation	Public relations with stakeholders, public relations with suppliers	
9	4 hours			Public relations with stakeholders, public relations with suppliers	
10	4 hours			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	

### 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:

Time management/2

134. Course Code:

second Course

135. Semester / Year: 2024/2025

courses system

136. Description Preparation Date: 5/10/2024

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: sbahh noory					
Email: <a href="mailto:sbahh@stu.edu.iq">sbahh@stu.edu.iq</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					
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	
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		
11	4 hours		Leadership Styles and How to Control Time Wasters		
12	4 hours		Leadership styles and their relationship to time management processes		
			Work Measurement - Concept and Importance	Public relations with stakeholders, public relations with suppliers	
			Work Measurement Methods - Mathematical Models	Public relations with stakeholders, public relations with suppliers	
			Work Measurement Methods - Mathematical Models	Public relations with stakeholders, public relations with suppliers	
			Mathematical Models	Public relations with stakeholders, public relations with suppliers	

13	4 hours			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	
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: Organizational Behavior
	organizational behavior
146.	Course Code:
	second Course
147.	Semester / Year: 2024/2025
	courses system
148.	Description Preparation Date: 2025/10/5
149.	Available Attendance Forms:
	In-person//online
150.	Number of Credit Hours (Total) / Number of Units (Total)

45 hours : 4 hours a week

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

Name : Ahmed Muzahim Hadi

Email: Ahmad.1966@gmail.com

151. Course Objectives

..... ..... .....	A1- Ceremonies in Arab Civilization as well as the Contemporary World A2- The administrative organization of organizational behavior A3- Priority in conferences A4- Relationships and Ceremonies A5- Enabling the student to understand the nature, importance, and uses of organizational behavior
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152. Teaching and Learning Strategies

1- .Learning strategy: planning the collaborative concept 2- .Brainstorming teaching strategy 3- Learning strategy: series of observations	strategy
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153. Course Structure

Evaluation Method	Learning method	Unit or topic name	Required learning outcomes	Hours	Week
Weekly , monthly, daily, written, and end- of-term . exams	Theoretical lectures Individual and group practical exercises Displaying ready-made templates and illustrative examples Turning to websites and forums on the internet for further information Using teamwork and group work	What is organizational behavior: concept, importance, and the relationship of organizational behavior .to management science Organizational behavior between science and art, the relationship of organizational behavior to other sciences, the evolution of rituals Ceremonies in Arab Civilization, Ceremonies in the Contemporary World Protocol, etiquette, formalities The administrative	Administrative organization – Social behavior – Employee training Administrative organization – Social behavior – Employee training Administrative organization – Social behavior – Employee training Administrative organization – Social behavior – Employee training Administrative organization – Social behavior – Employee training Administrative organization – Social behavior – Employee training Administrative organization – Social behavior – Employee training Administrative organization – Social behavior – Employee training Administrative organization – Social behavior – Employee training Administrative organization – Social behavior – Employee training Administrative organization – Social behavior – Employee training Administrative organization – Social behavior – Employee training	hours 3	1
				hours 3	2
				hours 3	3
				hours 3	4
				hours 3	5
				hours 3	6
				hours 3	7
				hours 3	8
				hours 3	9
				hours 3	10
				hours 3	11
				hours 3	12
				hours 3	13

	methods to solve exercises Homework	organization of organizational behavior, position within the organizational structure, and the internal organization of .organizational behavior Responsibilities, employee qualifications, employee training in organizational behavior 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 Processional ceremonies, marching in processions, wreath-laying ceremonies Swearing-in ceremony, congratulatory ceremony, official guest reception ceremony Priority in conferences, priority in various events Priority for ministers and senior officials, priority for spouses, priority between countries Priority in conferences, priority in various events	behavior – Employee training Administrative organization – Social behavior – Employee training Administrative organization – Social behavior – Employee training Administrative organization – Social behavior – Employee training Types of ceremonies – The secret of processions – Priority of invitations Types of ceremonies – The secret of processions – Priority of invitations Types of ceremonies – The secret of processions – Priority of invitations Types of ceremonies – The secret of processions – Priority of invitations Types of ceremonies – The secret of processions – Priority of invitations Types of ceremonies – The secret of processions – Priority of invitations Types of ceremonies – The secret of processions – Priority of invitations Types of ceremonies – The secret of processions – Priority of invitations Types of ceremonies – The secret of processions – Priority of invitations Types of ceremonies – The secret of processions – Priority of invitations	hours 3 hours 3 hours 3 hours 3 hours 3	14 15 vacatio
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**154. Course Evaluation**

The distribution is as follows : 25 marks for monthly and daily exams for the first semester . 25 .marks for monthly and daily exams for the second semester . 50 marks for the final exam

**155. Learning and Teaching Resources**

<u><a href="#">Etiquette, protocol, and etiquette</a></u>	Required textbooks (methodology, if applicable)
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Armstrong, Isobel. <i>Victorian Poetry: Poetry, poetics and politics</i> . Routledge, 2019	Main references (sources)
Hussein, & Al-Samani Abdullah Abdul-Nour. (2018 ). <i>The role of protocol and etiquette in promoting tourism services in Sudan (with application to tourism and official institutions in Khartoum State</i> (Doctoral dissertation, Jaafar Muhammad Mustafa Abu Zaid).	Recommended supporting books and references (scientific journals, reports...)
Munadil Al-Tayeb Suleiman Bin. (2023). The role of protocol and etiquette in promoting tourism services in Sudan. <i>Journal of Human and Natural Sciences</i> , 4 (1), 533-559.	
<a href="https://zlibrary-asia.se/">https://zlibrary-asia.se/</a> <a href="https://www.researchgate.net/">https://www.researchgate.net/</a>	Electronic references, websites

## Course Description Form

156.	Course Name: Arabic Language\2
	Arabic language\2
157.	Course code
	Second Course
158.	Semester / Year: 2025/2026
	courses system
159.	Description Preparation Date: 2025/10/5
160.	Available Attendance Forms:
	In-person//online
161.	Number of Credit Hours (Total) / Number of Units (Total)
	30 hours: 2 hours a week
162.	Course administrator's name (mention all, if more than one name)
	Name: Haider Yahya Majbal Email : <a href="mailto:lhayder.1989@gmail.com">lhayder.1989@gmail.com</a>



Jundi, M., & Ali, I. (2023). Arabic Language Textbook Tenth Grade, High School: Analysis Based on the Theory of Textbook Preparation by Nasser Abdullah Ghali. <i>JURNAL AL-IHDA: Media Ilmiah Bahasa Arab</i> 11 (2).	Main references (sources)
Zulhannan, Z. (2015). Elements of the Arab Language: Its Objectives and Steps for Teaching <i>Jurnal Al Bayan: Jurnal Jurusan Pendidikan Bahasa Arab</i> , 7 (1).	Recommended supporting books and references (scientific journals, reports...)
<a href="https://zlibrary-asia.se/">https://zlibrary-asia.se/</a> <a href="https://www.researchgate.net/">https://www.researchgate.net/</a>	Electronic references, websites

## Course Description Form

168. Course Name: Electronic Management
Electronic Management
169. Course code
170. Semester / Year: 2024/2025
courses system
171. Description Preparation Date: 5/10/2025
172. Available Attendance Forms:
In-person//online
173. Number of Credit Hours (Total) / Number of Units (Total)
75 hours : 5 hours a week
174. Course administrator's name (mention all, if more than one name)
Name: M. Amal Farhan Sawadi Email: <a href="mailto:Sbahh.1973@gmail.com">Sbahh.1973@gmail.com</a>
175. Course Objectives
<ul style="list-style-type: none"> <li>• .... To familiarize the student with the duties of the archives management department within institution, including classification, arrangement, and indexing processes, and the use .office equipment</li> <li>• .... Providing students with the opportunity to enhance their professional skills through work .placing them in the right environment</li> <li>• .... Developing the student's personal skills that enable them to compete with others in the market</li> <li>Engaging with all segments of society by involving them in training courses, whether in st .institutions or private companies</li> <li>Focus on developing the institute's staff through courses and workshops</li> <li>Incoming and outgoing mail</li> <li>Confidential mail and classification</li> <li>Indexing and document archiving</li> <li>Procedures for alphabetical, numerical, thematic, and geographical memorization</li> </ul>
176. Teaching and learning strategies
1- .Learning strategy: planning the collaborative concept
strategy

2- .Brainstorming teaching strategy  
 3- Learning strategy: series of observations

177. Course structure

Evaluation Method	Learning method	Unit or topic name	Required learning outcomes	Hours	Weeks
of-term exams	7. Theoretical lectures	The concept of traditional management, - the concept .of electronic management	Procedures for alphabetical, numerical, thematic, and geographical memorization	hour 5	1
	8. Individual and group practical exercises	Comparison between the traditional and electronic concepts E-government: concept, importance, and objectives	Procedures for alphabetical, numerical, thematic, and geographical memorization	hour 5	2
	9. Displaying ready-made templates and illustrative examples	The historical development of e-government, the emergence of e-government, and the reasons for the shift to e-government	Transfer and consumption of archives	hour 5	3
	10. Turning to websites and forums on the internet for further information	Advantages of e-government for public administrations and business organizations	Transfer and consumption of archives	hour 5	4
	1. Using team work and group work methods to solve exercises	Characteristics of e-government, requirements of e-government	Transfer and consumption of archives	hour 5	5
	2. Homework	Transition to e-government	Transfer and consumption of archives	hour 5	6
		Electronic management elements	Transfer and consumption of archives	hour 5	7
		Electronic management functions	Transfer and consumption of archives	hour 5	8
		Electronic Management Application	Indexes, equipment, and devices used in preservation	hour 5	9
		Stages of transition to e-government	Indexes, equipment, and devices used in preservation	hour 5	10
		E-government: concept, importance, and objectives	Indexes, equipment, and devices used in preservation	hour 5	11
		E-government project requirements	Indexes, equipment, and devices used in preservation	hour 5	12
		Areas of application of e-government, steps for implementing e-government	How to use a computer for saving tasks	hour 5	13
		The organizational and administrative implications of implementing e-government	How to use a computer for saving tasks	hour 5	14
		Potential disadvantages of - .implementing e-government	How to use a computer for saving tasks	hour 5	15
	Obstacles to e-government.	How to use a computer for saving tasks	hour 5		
	Factors for the success of e-government	How to use a computer for saving tasks	hour 5		

178. Course evaluation

The distribution is as follows : 50 The first semester's monthly and daily exams are worth 50 points . The final exams are worth 50 points

179. Learning and teaching resources

e-government	Required textbooks (methodology, if applicable)
Dr. Ayman Abdul Rahman Muhammad Ismail1	Main references (sources)

Hayel Abdul Mawla Ibrahim Tashtoush2 Researcher/Fahd bin Mansour bin Hamad Al-Riyami3. The Impact of Administrative Developments in .(20 Government Work on the Mechanism of Preservi Documents and Archives in the Sultanate of Oman Field Study at the Ministry of Heritage and Tourism. Ayman Abdul Rahman Muhammad Ismail1 Dr. Hay Abdul Mawla Ibrahim Tashtoush2 Researcher/Fahd Mansour bin Hamad Al-Riyami3. <i>Al-Andalus Journa Humanities and Social Sciences</i> , 11 (102).	
Salah Al-Sawy, A. (2018). National Archives Trainin Programs for Electronic Document Management: Th US National Archives as a Model. <i>Journal of Information Studies and Technology</i> , 2018 (1), 4 . Khafidhoh, R. (2022). <i>Pengelolaan Arsip Guna Menunjang Tertib Administrasi di Kantor Kementerian Agama Kota Malang</i> (Doctoral dissertation, Univers Islam Negeri Maulana Malik Ibrahim).	Recommended supporting books and references (scientific journals, reports...)
<a href="https://zlibrary-asia.se/">https://zlibrary-asia.se/</a> <a href="https://www.researchgate.net/">https://www.researchgate.net/</a>	Electronic references, websites

## Course Description Form

180. Course Name : Data Archiving/1
Data archiving/1
181. Course Code:
First Course
182. Semester / Year: 2025/2026
courses system
183. Description Preparation Date: 5/10/2025
184. Available Attendance Forms:
In-person//online
185. Number of Credit Hours (Total) / Number of Units (Total)
75 hours : 5 hours a week
186. Course administrator's name (mention all, if more than one name)
Name : Dr. Wael Hatem Email : <a href="mailto:Sbahh.1973@gmail.com">Sbahh.1973@gmail.com</a>
187. Course objectives
<ul style="list-style-type: none"> <li>● .... To familiarize the student with the duties of the archives management department within</li> <li>● .... institution, including classification, arrangement, and indexing processes, and the use</li> <li>● .... .office equipment</li> </ul>



			memorization		
<b>190. Course evaluation</b>					
The distribution is as follows : 50 The first semester's monthly and daily exams are worth 50 .points . The final exams are worth 50 points					
<b>191. Learning and teaching resources</b>					
Data archiving/1			Required textbooks (methodology, if applicable)		
Dr. Ayman Abdul Rahman Muhammad Ismail1 [ Hayel Abdul Mawla Ibrahim Tashtoush2 Researcher/Fahd bin Mansour bin Hamad Al-Riyam The Impact of Administrative Developments in .(20 Government Work on the Mechanism of Preservi Documents and Archives in the Sultanate of Oman Field Study at the Ministry of Heritage and Tourism. Ayman Abdul Rahman Muhammad Ismail1 Dr. Hay Abdul Mawla Ibrahim Tashtoush2 Researcher/Fahd Mansour bin Hamad Al-Riyami3. <i>Al-Andalus Journa Humanities and Social Sciences</i> , 11 (102).			Main references (sources)		
Salah Al-Sawy, A. (2018). National Archives Trainin Programs for Electronic Document Management: Th US National Archives as a Model. <i>Journal of Information Studies and Technology</i> , 2018 (1), 4 . Khafidhoh, R. (2022). <i>Pengelolaan Arsip Guna Menunjang Tertib Administrasi di Kantor Kementerian Agama Kota Malang</i> (Doctoral dissertation, Univers Islam Negeri Maulana Malik Ibrahim).			Recommended supporting books and references (scientific journals, reports...)		
<a href="https://zlibrary-asia.se/">https://zlibrary-asia.se/</a> <a href="https://www.researchgate.net/">https://www.researchgate.net/</a>			Electronic references, websites		

## Course Description Form

<b>192. Course Name:</b>
Electronic data archiving/2
<b>193. Course Code:</b>
Second Course
<b>194. Semester / Year: 2025/2026</b>
courses system
<b>195. Description Preparation Date: 5/10/2025</b>
<b>196. Available Attendance Forms:</b>
In-person//online
<b>197. Number of Credit Hours (Total) / Number of Units (Total)</b>
75 hours :5 hours a week

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

Name : Dr. Wael Hatem  
 Email : [Sbahh.1973@gmail.com](mailto:Sbahh.1973@gmail.com)

**199. Course objectives**

- .... To familiarize the student with the duties of the archives management department within institution, including classification, arrangement, and indexing processes, and the use .office equipment
- .... Providing students with the opportunity to enhance their professional skills through work .placing them in the right environment
- .... Developing the student's personal skills that enable them to compete with others in the market
- .... Engaging with all segments of society by involving them in training courses, whether in st .institutions or private companies
- .... Focus on developing the institute's staff through courses and workshops
- .... Incoming and outgoing mail
- .... Confidential mail and classification
- .... Indexing and document archiving
- .... Procedures for alphabetical, numerical, thematic, and geographical memorization

**200. Teaching and learning strategies**

- |  |          |
|--|----------|
| 1- .Learning strategy: planning the collaborative concept<br>2- .Brainstorming teaching strategy<br>3- Learning strategy: series of observations | strategy |
|--|----------|

**201. Course structure**

Evaluation Method	Learning method	Unit or topic name	Required learning outcomes	Hours	Week
of-term exams	19.Theoretic al lectures 20.Individual and group practical exercises 21.Displayin g ready-made templates and illustrative examples 22.Turning to websites and forums on the internet for further information 23.Using teamwork and group work methods to solve	Numerical archiving system procedures	Procedures for alphabetical,	hour 5	1
		Procedures for the alphabetical-numerical memorization system	numerical, thematic, and geographical memorization	hour 5	2
		Procedures of the thematic preservation system	Procedures for alphabetical,	hour 5	3
		Geographic Conservation System Procedures	numerical, thematic, and geographical memorization	hour 5	4
		Transfer and consumption of archives	Transfer and consumption of archives	hour 5	5
		Transfer and consumption of archives	Transfer and consumption of archives	hour 5	6
		Programs and objectives for developing and deploying staff in the field of archives management	Transfer and consumption of archives	hour 5	7
		Indexes - their types	Transfer and consumption of archives	hour 5	8
		Handling and tracking archives - procedures	Transfer and consumption of archives	hour 5	9
		Planning and design of the archives space	Transfer and consumption of archives	hour 5	10
		Equipment and automated devices used in the field of preservation	Transfer and consumption of archives	hour 5	11
		The importance of email in storing and delivering information	Indexes, equipment, and devices used in preservation	hour 5	12
		How to use an electronic account in an archives management system	Indexes, equipment, and devices used in preservation	hour 5	13
		How to use an electronic account in an archives	Indexes, equipment, and devices used in	hour 5	14
					hour 5

	exercises 24.Homework	management system Archives maintenance	preservation Indexes, equipment, and devices used in preservation How to use a computer for saving tasks How to use a computer for saving tasks How to use a computer for saving tasks How to use a computer for saving tasks		
<b>202. Course evaluation</b>					
The distribution is as follows : 50 The first semester's monthly and daily exams are worth 50 points . The final exams are worth 50 points					
<b>203. Learning and teaching resources</b>					
Electronic data archiving/2			Required textbooks (methodology, if applicable)		
Dr. Ayman Abdul Rahman Muhammad Ismail1 Hayel Abdul Mawla Ibrahim Tashtoush2 Researcher/Fahd bin Mansour bin Hamad Al-Riyami3 The Impact of Administrative Developments in .(20 Government Work on the Mechanism of Preservi Documents and Archives in the Sultanate of Oman Field Study at the Ministry of Heritage and Tourism. Ayman Abdul Rahman Muhammad Ismail1 Dr. Hay Abdul Mawla Ibrahim Tashtoush2 Researcher/Fahd Mansour bin Hamad Al-Riyami3. <i>Al-Andalus Journal Humanities and Social Sciences</i> , 11 (102).			Main references (sources)		
Salah Al-Sawy, A. (2018). National Archives Trainin Programs for Electronic Document Management: Th US National Archives as a Model. <i>Journal of Information Studies and Technology</i> , 2018 (1), 4 . Khafidhoh, R. (2022). <i>Pengelolaan Arsip Guna Menunjang Tertib Administrasi di Kantor Kementerian Agama Kota Malang</i> (Doctoral dissertation, Univers Islam Negeri Maulana Malik Ibrahim).			Recommended supporting books and references (scientific journals, reports... )		
<a href="https://zlibrary-asia.se/">https://zlibrary-asia.se/</a>  <a href="https://www.researchgate.net/">https://www.researchgate.net/</a>			Electronic references, websites		

## Course Description Form

204. : Course Name
English Language/1
205. Course Code:
First Course

206. Semester / Year: 2025/2026					
courses system					
207. Description Preparation Date: 5/10/2025					
208. Available Attendance Forms:					
In-person//online					
209. Number of Credit Hours (Total) / Number of Units (Total)					
30 hours:2 hours a week					
210. Course administrator's name (mention all, if more than one name)					
Name : Ali Hamid Hashim : Email <a href="mailto:ali_19984@gmail.com">ali_19984@gmail.com</a>					
211. Course Objectives					
Introducing students to various types of reports and research papers, and raising awareness about how .write them, especially the standard and commonly used reports in administrative departments Official and semi-official The main objective is to develop students' skills in understanding and learning the English language in its aspects. The different skills (conversation, writing, reading) and motivating them to learn .New vocabulary to master Learn a new language and culture					
212. Teaching and learning strategies					
1- .Learning strategy: planning the collaborative concept 2- .Brainstorming teaching strategy 3- Learning strategy: series of observations					strategy
213. Course structure					
Evaluation Method	Learning method	Unit or topic name	Required learning outcomes	Hours	Week
of-term exams	25.Theoretical lectures 26.Individual and group practical exercises 27.Displaying ready-made templates and illustrative examples 28.Turning to websites and forums on the internet for further information 29.Using teamwork and group work methods to solve	Unit one:getting to know you, tenses, questions, questions words Unit two: the live, Present tenses, Present simple, Present continuous Have /have got Unit three: it all went tenses, wrong, Past Past simple, Past continuous Unit four: let's shopping, Quantity, Much and many, Some and any, Something, anyone, nobody, everywhere A few, a little, a lot of, Articles Unit Five what do you want to do, Past tenses, Verb patterns, Future intentions, Going to and will Unit six: tell me! What's it like?, What's it like?, Comparative and superlative Adjectives Unit seven: fame, perfect and present past simple, For and since, Tense revision Unit eight: do's and don'ts, Have(got)to, Should, must Unit nine: going places, Time and conditional clauses what if.....? Unit ten: scared to death, Verbs patterns, Infinitives, What, etc. +infinitive, something, etc. + Infinitive Unit eleven things that changed the world, Passives Unit twelve: dreams and reality, Second conditional might Unit thirteen Unit:earning living, Present perfect continuous, Present perfect simple versus, Continuous Unit fourteen: Present perfect and past perfect and clarification Reported statements Revision	The main objective is to develop students' skills in understanding and learning the English language in .all its aspects The different skills (conversation, writing, ) reading) and motivating them to learn new vocabulary in order to master .them Learn a new .language and culture Providing students with the opportunity to enhance their professional skills through work by placing them in the .right environment Developing the student's personal skills that enable them to compete with others in the job market Engaging with all segments of society by involving them in training courses,	2hour 2hour 2hour 2hour 2hour 2hour 2hour 2hour 2hour 2hour 2hour 2hour 2hour 2hour 2hour	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15

	exercises 30.Homework		whether in state institutions or private companies Focus on developing the institute's staff through courses and workshops		
<b>214. Course evaluation</b>					
The distribution is as follows : 40 First semester monthly and daily exam scores : 60 Grade for final exams					
<b>215. Learning and teaching resources</b>					
English Language/1			Required textbooks (methodology, if applicable)		
Cummins, J., & Davison, C. (Eds.). (2007). <i>International handbook of English language teaching</i> (Vol. Springer Science & Business Media.			Main references (sources)		
Wiriyachitra, A. (2002). English language teaching and learning in Thailand in this decade. <i>Thai TESOL focus</i> , 15 (1), 4-9. Edwards, C., & Willis, J. R. (Eds.). (2005). <i>Teaching exploring tasks in English language teaching</i> Basingstoke: Palgrave Macmillan			Recommended supporting books and references (scientific journals, reports...)		
<a href="https://zlibrary-asia.se/">https://zlibrary-asia.se/</a>  <a href="https://www.researchgate.net/">https://www.researchgate.net/</a>			Electronic references, websites		

## Course Description Form

<b>216. Course Name : Information Systems Management 1</b>	
Information Systems Management \1	
<b>217. Course Code:</b>	
First Course	
<b>218. Semester / Year: 2025/2026</b>	
courses system	
<b>219. Description Preparation Date: 5/10/2025</b>	
<b>220. Available Attendance Forms:</b>	
In-person//online	
<b>221. Number of Credit Hours (Total) / Number of Units (Total)</b>	
60 hours : 4 hours a week	
<b>222. Course administrator's name (mention all, if more than one name)</b>	
Name: Sarah Abdel-Ilah Muslim Email: <a href="mailto:Sbahh.1973@gmail.com">Sbahh.1973@gmail.com</a>	
<b>223. Course objectives</b>	
• ....	To familiarize the student with the duties of the archives management department within
• ....	institution, including classification, arrangement, and indexing processes, and the use
• ....	.office equipment

	Providing students with the opportunity to enhance their professional skills through work .placing them in the right environment Developing the student's personal skills that enable them to compete with others in the market Engaging with all segments of society by involving them in training courses, whether in st .institutions or private companies Focus on developing the institute's staff through courses and workshops Incoming and outgoing mail Confidential mail and classification Indexing and document archiving Procedures for alphabetical, numerical, thematic, and geographical memorization
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#### 224. Teaching and learning strategies

1- .Learning strategy: planning the collaborative concept 2- .Brainstorming teaching strategy 3- Learning strategy: series of observations	strategy
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#### 225. Course structure

Evaluation Method	Learning method	Unit or topic name	Required learning outcomes	Hours	Week
of-term exams	1.Theoretical lectures 2.Individual and group practical exercises 3.Displaying ready-made templates and illustrative examples 4.Turning to websites and forums on the internet for further information 5.Using teamwork and group work methods to solve exercises 6.Homework	Basic concepts - Data - Information - Documents	Procedures for alphabetical, numerical, thematic, and geographical memorization	hour 4	1
		Introduction to Information Systems - A Historical Overview of Informatics - Its Importance in Historical Development	Procedures for alphabetical, numerical, thematic, and geographical memorization	hour 4	2
		The emergence and development of the information systems concept	Transfer and consumption of archives	hour 4	3
		factors that contributed to – the emergence of the information systems concept	Transfer and consumption of archives	hour 4	4
		Definition of an information system by a number of researchers and writers - specifications of an information system	Transfer and consumption of archives	hour 4	5
		What is meant by a system general system feed – – expert systems	Transfer and consumption of archives	hour 4	6
		The concept of a management information system – components of a management information system	Transfer and consumption of archives	hour 4	7
		Elements of a Management Information System - Requirements for Building a Management Information System	Indexes, equipment, and devices used in preservation	hour 4	8
		Objectives of the Management Information System	Indexes, equipment, and devices used in preservation	hour 4	9
		Types of Management Information Systems	Indexes, equipment, and devices used in preservation	hour 4	10
		Applications in Organizations	How to use a computer for saving tasks	hour 4	11
		Management Information System (MIS) Management	How to use a computer for saving tasks	hour 4	12
		Types of Management Information Systems	How to use a computer for saving tasks	hour 4	13
		Management Information System Development	How to use a	hour 4	14
				hour 4	15

		Course - Concept - Importance Stages of the Management Information System Development Cycle - Studying the Existing System The phase of evaluating alternatives – designing the new system – implementing it – evaluating it The importance of information technology – the concept of technology	computer for saving tasks How to use a computer for saving tasks		
<b>226. Course evaluation</b>					
The distribution is as follows : 50 The first semester's monthly and daily exams are worth 50 points . The final exams are worth 50 points					
<b>227. Learning and teaching resources</b>					
Electronic data archiving/2			Required textbooks (methodology, if applicable)		
Eid, Dr. Ayman Adel Abdel Fattah, Al-Bardan, I Mohamed Fawzy Amin, Al-Sayhan, & Abdullah Ta The Role of Information Systems in Improving .(20 the Quality of Administrative Decisions. <i>Scientific Journal of Financial and Administrative Studies and Research</i> , 13 (3), 830-862 .			Main references (sources)		
Al-Azmi, & Khalid Fahd Jad'an. (2022). The Role Strategic Information Systems in Improving the Qua of Security Crisis Management. <i>Scientific Journal of Financial and Administrative Studies and Research</i> , (3), 863-892 .			Recommended supporting books and references (scientific journals, reports...)		
<a href="https://zlibrary-asia.se/">https://zlibrary-asia.se/</a>  <a href="https://www.researchgate.net/">https://www.researchgate.net/</a>			Electronic references, websites		

## Course Description Form

228. : Course Name
Computer basics
229. Course Code:
First Course
230. Semester / Year: 2025/2026
courses system
231. Description Preparation Date: 5/10/2025
232. Available Attendance Forms:
In-person//online
233. Number of Credit Hours (Total) / Number of Units (Total)
30 hours : 2 hours a week
234. Course administrator's name (mention all, if more than one name)

Name: Sahar Jabbar Mohammed  
 Email: [sahar.1979@gmail.com](mailto:sahar.1979@gmail.com)

### 235. Course objectives

First: Introducing the student to the importance of the World Wide Web and file transfer  
 .Second: Developing basic skills for using the internet and mastering the concept of email  
 .Third: Introducing the student to the concept of presentation software  
 Fourth: Developing the student's knowledge of statistical spreadsheet programs and the ability to work with mathematical formulas  
 Fifth: Introducing the student to the concept of relational databases and the use of database objects  
 .designing specific data

### 236. Teaching and learning strategies

- |  |          |
|--|----------|
| 1- .Learning strategy: planning the collaborative concept<br>2- .Brainstorming teaching strategy<br>3- Learning strategy: series of observations | strategy |
|--|----------|

### 237. Course structure

Evaluation Method	Learning method	Unit or topic name	Required learning outcomes	Hours	Weeks
of-term exams	37.Theoretical lectures	Computer definition: its generations, its components (hardware and software system)	The student learns how to use the internet by browsing, creating email accounts, and sending and receiving .messages	2hour	1
	38.Individual and group practical exercises	software and application (software)	The student learns how to use the internet by browsing, creating email accounts, and sending and receiving .messages	2hour	2
	39.Displaying ready-made templates and illustrative examples	Computer definition: its generations, its components (hardware and software system)	The student learns how to use the internet by browsing, creating email accounts, and sending and receiving .messages	2hour	3
	40.Turning to websites and forums on the internet for further information	software and application (software)	The student learns how to use the internet by browsing, creating email accounts, and sending and receiving .messages	2hour	4
	41.Using teamwork and group work methods to solve exercises	Windows operating system and an overview .of its features	The student learns how to use the internet by browsing, creating email accounts, and sending and receiving .messages	2hour	5
	42.Homework	Understanding the basic screen components, including the desktop, icons and ,their type the taskbar and its contents and purpose, the Start button and its menu contents, and how to turn off the computer.	The student learns how to use the internet by browsing, creating email accounts, and sending and receiving .messages	2hour	6
		The concept of the Window, its components, and how to perform the Maximize ,Minimize, and Close .operations , etc	The student learns how to use the internet by browsing, creating email accounts, and sending and receiving .messages	2hour	7
		Understanding and using key desktop icons such as My Computer and Recycle Bin, and the .importance of each copy ,cut and ,paste operations for folder icons , files, and other .components	The student learns how to use the internet by browsing, creating email accounts, and sending and receiving .messages	2hour	8
		Using the ControlPanel properties	Learn how to create professional	2hour	9
				2hour	10
				2hour	11
				2hour	12
				2hour	13
				2hour	14
				2hour	15

		Change the screen background, Screen Saver, ...and more Adding and removing programs from the Programs list . Windows operating system and an overview .of its features	presentations Learn how to create professional presentations Learn how to create professional presentations Working with tables, graphs, and mathematical functions Working with tables, graphs, and mathematical functions Working with tables, graphs, and mathematical functions Working with tables, graphs, and mathematical functions Working with tables, graphs, and mathematical functions Working with tables, graphs, and mathematical functions Working with tables, graphs, and mathematical functions Working with tables, graphs, and mathematical functions Working with tables, graphs, and mathematical functions		
<b>238. Course evaluation</b>					
The distribution is as follows : 40 First semester monthly and daily exam scores : 60 Grade for final exams					
<b>239. Learning and teaching resources</b>					
Computer Basics/1		Required textbooks (methodology, if applicable)			
Dr. Ahmed Younis Mahmoud Al-Bajari, Dr. Ahmed Waadallah Hamdallah Al-Tariyah, College of Education, University of Mosul. (2011). The Effect of an Educational Program to Alleviate Psychological Fears Resulting from Dental Treatment for Students of the College of Education. <i>College of Basic Education Researches Journal</i> , 10 (4) .		Main references (sources)			
Tawfiq Khalil Al-Dariwish, M. (2022). Content alignment of a digital technology book for the first secondary grade according to the constructivist theory from the perspective of computer science teachers in the secondary stage in the Riyadh region. <i>Journal of Faculty of Education-Assiut University</i> , 38 (8.2), 166-192.		Recommended supporting books and references (scientific journals, reports...)			

## Course Description Form

240. : Course Name							
Human rights and democracy							
241. Course Code:							
First Course							
242. Semester / Year: 2025/2026							
courses system							
243. Description Preparation Date: 5/10/2025							
244. Available Attendance Forms:							
In-person//online							
245. Number of Credit Hours (Total) / Number of Units (Total)							
30 hours : 2 hours a week							
246. Course administrator's name (mention all, if more than one name)							
Name : M.M. Elham Omair							
: Email <a href="mailto:abdul-azize@stu.edu.iq">abdul-azize@stu.edu.iq</a>							
247. Course objectives							
First: To familiarize the student with the importance of human rights and the need to uphold them as spirit of the age in which we live							
Secondly: Deepening his understanding of democracy as a social behavior and a political system that includes agreed-upon mechanisms and controls							
Third: Developing a culture of understanding others in the student, whether in terms of belief, idea, doctrine							
Fourth: To equip the student with diverse historical, social, and legal knowledge in order to solidify concepts of rights in his awareness							
First: To familiarize the student with the importance of human rights and the need to uphold them as spirit of the age in which we live							
248. Teaching and learning strategies							
1- .Learning strategy: planning the collaborative concept					strategy		
2- .Brainstorming teaching strategy							
3- Learning strategy: series of observations							
249. Course structure							
Evaluation Method	Learning method	Unit or topic name	Required learning outcomes	Hours	Week		
of-term exams	3.Theoretical lectures	Human rights: definition, objectives	The historical roots of human rights	2hour	1		
		4.Individual and group practical exercises	The roots and development of human rights in human history:	The historical roots of human rights	2hour	2	
			Human rights in ancient and medieval times	The historical roots of human rights	2hour	3	
	5.Displaying ready-made		Human rights in the civilization of Mesopotamia	The historical roots of human rights	2hour	4	
			5.Displaying ready-made	Human rights in the civilization of Mesopotamia	The historical roots of human rights	2hour	5
				Human rights in the civilization of Mesopotamia	The historical roots of human rights	2hour	6
	5.Displaying ready-made		Human rights in the civilization of Mesopotamia	The historical roots of human rights	2hour	7	
		Human rights in the civilization of Mesopotamia	The historical roots of human rights	2hour	8		
	5.Displaying ready-made	Human rights in the civilization of Mesopotamia	The historical roots of human rights	2hour	9		

	templates and illustrative examples	Human rights in ancient civilizations	human rights	2hour	10
		Human rights in divine laws, with a focus on	The historical roots of human rights	2hour	11
	6. Turning to websites and forums on the internet for further information	Human rights in Islam	The historical roots of human rights	2hour	12
		Human rights in the Middle Ages	Human rights content	2hour	13
	7. Using teamwork and group work methods to solve exercises	Human rights in political doctrines and theories	Human rights content	2hour	14
		Human rights in corporations, revolutions, and constitutions	Human rights content	2hour	15
	8. Homework	Human rights in contemporary and modern history (since World War I and World War II)	Human rights guarantees		
		Regional recognition of human rights	Human rights guarantees		
		Non-governmental organizations and human rights	Human rights guarantees		
		Human rights content			
		Human rights in Iraqi constitutions: between theory and reality			
		The relationship between human rights and public freedoms: in the Universal Declaration of Human Rights and the two International Covenants on Human Rights			
		The relationship between human rights and public freedoms: in the Universal Declaration of Human Rights and the two International Covenants on Human Rights			

#### 250. Course evaluation

The distribution is as follows : 40 First semester monthly and daily exam scores : 60 Grade for final exams

#### 251. Learning and teaching resources

human rights	Required textbooks (methodology, if applicable)
Khamael Sami Al-Sarai. (2020). Human Rights .Dr Between Sharia and Law. Journal of Arts, Literature, Humanities and Social Sciences, (60), 76-97 .	Main references (sources)
Bashir, & Hisham. (2016). Human Rights: Concept, Historical Development and Categories. <i>Egyptian Journal of International Law</i> , 72 (72), 430-484.	Recommended supporting books and references (scientific journals, reports...)
<a href="https://zlibrary-asia.se/">https://zlibrary-asia.se/</a>	Electronic references, websites

<https://www.researchgate.net/>

## Course Description Form

252. : Course Name					
Communications and Relationship Management \1					
253. Course Code:					
First Course					
254. Semester / Year: 2025/2026					
courses system					
255. Description Preparation Date: 5/10/2025					
256. Available Attendance Forms:					
In-person//online					
257. Number of Credit Hours (Total) / Number of Units (Total)					
45 hours : 3 hours a week					
258. Course administrator's name (mention all, if more than one name)					
Name : Jihan Ali Fadel : Email <a href="mailto:Jihan_ali.1993@gmail.com">Jihan_ali.1993@gmail.com</a>					
259. Course objectives					
Skills acquired through practical experience .1 Skills and scope of work in the organization's public relations -2 D3- Public relations skills with the organization's audiences B1- Developing the concept of public relations B2- Enabling the student to use public relations in administrative and secretar fields and to acquire the required skills B3- Enabling the student to use communication skills A1- Introducing the student the concepts and scientific foundations of the public relations function A2- Introducing the student to public relations programs A3- Introducing the student to the types of audiences of the organization A4- Introducing the student to presenting public relations activities					
260. Teaching and learning strategies					
1- .Learning strategy: planning the collaborative concept 2- .Brainstorming teaching strategy 3- Learning strategy: series of observations					strategy
261. Course structure					
Evaluation Method	Learning method	Unit or topic name	Required learning outcomes	Hours	Weeks
of-term exams	49.Theoretic al lectures 50.Individual and group practical exercises	Public relations, its concept, Its origin, Its historical development, Concepts synonymous with public relations and its manifestations, Concepts related to social interaction, concepts related to public	Procedures for alphabetical, numerical, thematic, and geographical memorization Procedures for alphabetical, numerical, thematic,	hour 3	1
				hour 3	2
				hour 3	3
				hour 3	4
				hour 3	5
				hour 3	6



<i>Humanities and Social Sciences, 11 (102).</i>	
Salah Al-Sawy, A. (2018). National Archives Training Programs for Electronic Document Management: The US National Archives as a Model. <i>Journal of Information Studies and Technology</i> , 2018 (1), 4 . Khafidhoh, R. (2022). <i>Pengelolaan Arsip Guna Menunjang Tertib Administrasi di Kantor Kementerian Agama Kota Malang</i> (Doctoral dissertation, Universitas Islam Negeri Maulana Malik Ibrahim).	Recommended supporting books and references (scientific journals, reports...)
<a href="https://zlibrary-asia.se/">https://zlibrary-asia.se/</a> <a href="https://www.researchgate.net/">https://www.researchgate.net/</a>	Electronic references, websites

## Course Description Form

264. : Course Name	Communications and Relationship Management/2
265. Course Code:	Second Course
266. Semester / Year: 2025/2026	courses system
267. Description Preparation Date: 5/10/2025	
268. Available Attendance Forms:	In-person//online
269. Number of Credit Hours (Total) / Number of Units (Total)	45 hours : 3 hours a week
270. Course administrator's name (mention all, if more than one name)	: Name : M.M. Jihan Ali Fadel Email <a href="mailto:Jihan_ali.1993@gmail.com">Jihan_ali.1993@gmail.com</a>
271. Course objectives	<ul style="list-style-type: none"> <li>Skills acquired through practical experience .1</li> <li>Skills and scope of work in the organization's public relations -2</li> <li>D3- Public relations skills with the organization's audiences</li> <li>B1- Developing the concept of public relations</li> <li>B2- Enabling the student to use public relations in administrative and secretarial fields and to acquire the required skills</li> <li>B3- Enabling the student to use communication skills A1- Introducing the student the concepts and scientific foundations of the public relations function</li> <li>A2- Introducing the student to public relations programs</li> </ul>



Dr. Ayman Abdul Rahman Muhammad Ismail1   Hayel Abdul Mawla Ibrahim Tashtoush2 Researcher/Fahd bin Mansour bin Hamad Al-Riyami3. The Impact of Administrative Developments in .(20 Government Work on the Mechanism of Preservi Documents and Archives in the Sultanate of Oman Field Study at the Ministry of Heritage and Tourism. Ayman Abdul Rahman Muhammad Ismail1 Dr. Hay Abdul Mawla Ibrahim Tashtoush2 Researcher/Fahd Mansour bin Hamad Al-Riyami3. <i>Al-Andalus Journa Humanities and Social Sciences</i> , 11 (102).	Main references (sources)
Salah Al-Sawy, A. (2018). National Archives Training Programs for Electronic Document Management: The US National Archives as a Model. <i>Journal of Information Studies and Technology</i> , 2018 (1), 4 . Khafidhoh, R. (2022). <i>Pengelolaan Arsip G Menunjang Tertib Administrasi di Kantor Kement Agama Kota Malang</i> (Doctoral dissertation, Univers Islam Negeri Maulana Malik Ibrahim).	Recommended supporting books and references (scientific journals, reports...)
<a href="https://zlibrary-asia.se/">https://zlibrary-asia.se/</a> <a href="https://www.researchgate.net/">https://www.researchgate.net/</a>	Electronic references, websites

## Course Description Form

276. : Course Name
Specialized Readings /1
277. Course Code:
First Course
278. Semester / Year: 2025/2026
courses system
279. Description Preparation Date: 5/10/2025
280. Available Attendance Forms:
In-person//online
281. Number of Credit Hours (Total) / Number of Units (Total)
60 hours : 4 hours a week
282. Course administrator's name (mention all, if more than one name)
Name : Marwa Najm Aboud : Email <a href="mailto:meroa_najjem@gmail.com">meroa_najjem@gmail.com</a>
283. Course objectives
General Objective: To introduce English terminology within the department's curriculum and enable students to understand the terminology used in various fields

	Specific objective: To enable the student to read in English on topics related to the specialization and to provide opportunities to engage with foreign books, journals, and research in their field of specialization				
<b>284. Teaching and learning strategies</b>					
1- .Learning strategy: planning the collaborative concept 2- .Brainstorming teaching strategy 3- Learning strategy: series of observations					strategy
<b>285. Course structure</b>					
Evaluation Method	Learning method	Unit or topic name	Required learning outcomes	Hours	Weeks
of-term exams	§1.Theoretical lectures §2.Individual and group practical exercises §3.Displaying ready-made templates and illustrative examples §4.Turning to websites and forums on the internet for further information §5.Using teamwork and group work methods to solve exercises §6.Homework	Definition of English terms related to the core topics/specializations of the Office Management Department: Administration, Office Management, Time Management, Records Culture	The student will be able to know the five basic vocabulary .words	hour 4	1
		Readings on selected topics in the field of management	The student will be able to know the five basic vocabulary .words	hour 4	2
		Practical uses of management terminology	The student will be able to know the five basic vocabulary .words	hour 4	3
		Classroom discussions in the field of office management	The student will be able to know the five basic vocabulary .words	hour 4	4
		Readings on selected topics in the field of office management	The student will be able to know the five basic vocabulary .words	hour 4	5
		Practical uses of terminology in the field of office management	The student will be able to know the five basic vocabulary .words	hour 4	6
		Classroom discussions in the field of office management	The student will be able to know the five basic vocabulary .words	hour 4	7
		Readings on selected topics in the field of office management	The student will be able to know the five basic vocabulary .words	hour 4	8
		Practical uses of terminology in the field of office management	The student will be able to know the five basic vocabulary .words	hour 4	9
		Classroom discussions in the field of office management	The student will be able to know the five basic vocabulary .words	hour 4	10
		Readings on selected topics in the field of office management	The student will be able to know the five basic vocabulary .words	hour 4	11
		Practical uses of terminology in the field of office management	The student will be able to know the five basic vocabulary .words	hour 4	12
		Classroom discussions in the field of office management	The student will be able to know the five basic vocabulary .words	hour 4	13
		Readings on selected topics in the field of office management	The student will be able to know the five basic vocabulary .words	hour 4	14
		Practical uses of terminology in the field of office management	The student will be able to know the five basic vocabulary .words	hour 4	15
<b>286. Course evaluation</b>					
The distribution is as follows : 50 The first semester's monthly and daily exams are worth 50 .points . The final exams are worth 50 points					

287. Learning and teaching resources	
English Readings/1	Required textbooks (methodology, if applicable)
White, R. (1991). <i>Management in English Language Teaching</i> . Cambridge University Press, 40 West 20th Street, New York, NY 10011 (ISBN-0-521-37396-0 hardcover; ISBN-0-521-37763-3--paper) ..	Main references (sources)
Salah Al-Sawy, A. (2018). National Archives Training Programs for Electronic Document Management: The US National Archives as a Model. <i>Journal of Information Studies and Technology</i> , 2018 (1), 4 . Khafidhoh, R. (2022). <i>Pengelolaan Arsip Ganda Menunjang Tertib Administrasi di Kantor Kementerian Agama Kota Malang</i> (Doctoral dissertation, Universitas Islam Negeri Maulana Malik Ibrahim).	Recommended supporting books and references (scientific journals, reports...)
<a href="https://zlibrary-asia.se/">https://zlibrary-asia.se/</a> <a href="https://www.researchgate.net/">https://www.researchgate.net/</a>	Electronic references, websites

## Course Description Form

288. : Course Name	
Specialized Readings /2	
289. Course Code:	
Second Course	
290. Semester / Year: 2025/2026	
courses system	
291. Description Preparation Date: 5/10/2025	
292. Available Attendance Forms:	
In-person//online	
293. Number of Credit Hours (Total) / Number of Units (Total)	
60 hours : 4 hours a week	
294. Course administrator's name (mention all, if more than one name)	
: Name : Marwa Najm Aboud Email <a href="mailto:meroa_najiem@gmail.com">meroa_najiem@gmail.com</a>	
295. Course objectives	
	General Objective: To introduce English terminology within the department's curriculum and enable students to understand the terminology used in various fields Specific objective: To enable the student to read in English on topics related to the specialization and to provide opportunities to engage with foreign books, journals, a

.research in their field of specialization						
296. Teaching and learning strategies						
1- .Learning strategy: planning the collaborative concept 2- .Brainstorming teaching strategy 3- Learning strategy: series of observations					strategy	
297. Course structure						
Evaluation Method	Learning method	Unit or topic name	Required learning outcomes	Hours	Weeks	
of-term exams	67.Theoretic al lectures	Classroom discussions on business correspondence	The student will be able to know the five basic vocabulary .words	hour 4	1	
	68.Individual and group practical exercises	Readings on selected topics in the field of information technology and systems	The student will be able to know the five basic vocabulary .words	hour 4	2	
		Practical uses of terms in the field of information technology and systems	The student will be able to know the five basic vocabulary .words	hour 4	3	
		69.Displaying ready-made templates and illustrative examples	Classroom discussions in the field of information technology and systems	The student will be able to know the five basic vocabulary .words	hour 4	4
			Readings on selected topics in the field of ceremonies	The student will be able to know the five basic vocabulary .words	hour 4	5
			Practical uses of terminology in the field of protocol	The student will be able to know the five basic vocabulary .words	hour 4	6
		70.Turning to websites and forums on the internet for further information	Classroom discussions on protocol	The student will be able to know the five basic vocabulary .words	hour 4	7
	Readings on selected topics in the field of shorthand		The student will be able to know the five basic vocabulary .words	hour 4	8	
	Practical uses of terms in the field of abbreviation		The student is able to pronounce	hour 4	9	
	Discussions on selected topics in the field of shorthand		The student is able to pronounce	hour 4	10	
	Readings on selected topics in the field of the Internet and electronic computing		The student is able to pronounce	hour 4	11	
	71.Using teamwork and group work methods to solve exercises	Practical uses of terms in the field of the Internet and electronic computing	The student is able to pronounce	hour 4	12	
		Discussions on selected topics in the field of the internet and computers	Teaching the student in language labs and teaching him writing skills	hour 4	13	
		72.Homework	Readings on perplexing topics in the field of English readings	Teaching the student in language labs and teaching him writing skills	hour 4	14
		Practical uses of terms and dialogues for selected topics in the field of readings	Teaching the student in language labs and teaching him writing skills	hour 4	15	
298. Course evaluation						
The distribution is as follows : 50 The first semester's monthly and daily exams are worth 50 .points . The final exams are worth 50 points						
299. Learning and teaching resources						
English Readings/2			Required textbooks (methodology, if applicable)			

White, R. (1991). <i>Management in English Language Teaching</i> . Cambridge University Press, 40 West 20th Street, New York, NY 10011 (ISBN-0-521-37396-0 hardcover; ISBN-0-521-37763-3--paper) ..	Main references (sources)
Candlin, C., & Mercer, N. (Eds.). (2001). <i>English language teaching in its social context: A reader</i> . Psychology Press.	Recommended supporting books and references (scientific journals, reports...)
<a href="https://zlibrary-asia.se/">https://zlibrary-asia.se/</a> <a href="https://www.researchgate.net/">https://www.researchgate.net/</a>	Electronic references, websites

### Course Description Form

300. : Course Name	Accounting basics
301. Course Code:	First Course
302. Semester / Year: 2025/2026	courses system
303. Description Preparation Date: 5/10/2025	
304. Available Attendance Forms:	In-person//online
305. Number of Credit Hours (Total) / Number of Units (Total)	60 hours : 4 hours a week
306. Course administrator's name (mention all, if more than one name)	: :Name : Haider Jari Email <a href="mailto:abudal.wahab@stu.edu.iq">abudal.wahab@stu.edu.iq</a>
307. Course objectives	<p>Introducing students to various types of reports and research papers, and raising awareness about how to write them, especially the standard and commonly used reports .administrative organizations within official and semi-official departments</p> <p>The student acquires practices related to the preparation and editing of various reports correspondence, and meeting minutes, in a practical and thoughtful manner that .compatible with the work of government departments and public institutions and their need</p> <p>C1- Developing the student's awareness of the importance of knowledge in preparing accounting reports</p> <p>C2- Increasing the student's confidence in their ability to prepare reports</p> <p>C3- Increasing the sense of responsibility regarding the importance of finding a link between what is prevalent and what is modern</p> <p>D1- Assigning the student practical cases in preparing financial reports</p> <p>Emphasizing to the student the acquisition of practical experience according to</p>



	(applicable)
Al-Azab, Shifa Atef Muhammad, Nasr, Maa Muhammad, Suleiman, & Mahmoud Jalal Al-Di A proposed strategy in light of interactive writing .(20 processes to develop functional expression skills preparatory school students. <i>Journal of the Faculty Education in Damietta</i> , 35 (72.02).	Main references (sources)
Musaad Zayed Al-Fahigi, Awad, & Ibrahim Hassan Jalidi. (2019). Content Analysis of the "My Eterr Language" Textbook for the Third Intermediate Grade the Kingdom of Saudi Arabia in Light of Some Life S . <i>Journal of the Faculty of Education (Assiut)</i> , 35 481-505.	Recommended supporting books and references (scientific journals, reports...)
<a href="https://zlibrary-asia.se/">https://zlibrary-asia.se/</a> <a href="https://www.researchgate.net/">https://www.researchgate.net/</a>	Electronic references, websites

## Course Description Form

312. : Course Name	Time Management/1
313. Course Code:	First Course
314. Semester / Year: 2025/2026	courses system
315. Description Preparation Date: 5/10/2025	
316. Available Attendance Forms:	In-person//online
317. Number of Credit Hours (Total) / Number of Units (Total)	60 hours : 4 hours a week
318. Course administrator's name (mention all, if more than one name)	: Name : Sabah Nouri Obeid Email <a href="mailto:abudal.wahab@stu.edu.iq">abudal.wahab@stu.edu.iq</a>
319. Course objectives	<p>Introducing students to various types of reports and research papers, and raising awareness about how to write them, especially the standard and commonly used reports .administrative organizations within official and semi-official departments</p> <p>The student acquires practices related to the preparation and editing of various reports correspondence, and meeting minutes, in a practical and thoughtful manner that .compatible with the work of government departments and public institutions and their needs</p> <p>.1The student acquires skills and knowledge in the field of time management</p> <p>.2Understanding the basic processes of time management and planning</p> <p>.3To equip the student with skills in recording time in personal time logs</p>

	and analysis according to Pareto's principle .4Calculating or measuring work using mathematical methods and rules .to arrive at the standard time invested Course outcomes, teaching and learning methods, and assessment .5					
320. Teaching and learning strategies						
1- .Learning strategy: planning the collaborative concept 2- .Brainstorming teaching strategy 3- Learning strategy: series of observations					strategy	
321. Course structure						
Evaluation Method	Learning method	Unit or topic name	Required learning outcomes	Hours	Week	
of-term . exams	9.Theoretic al lectures	The concept of time - characteristics of time	Procedures for alphabetical,	hour 4	1	
	30.Individual and group practical exercises 31.Displaying ready-made templates and illustrative examples 32.Turning to websites and forums on the internet for further information 33.Using teamwork and group work methods to solve exercises 34.Homework	30.Individual and group practical exercises 31.Displaying ready-made templates and illustrative examples 32.Turning to websites and forums on the internet for further information 33.Using teamwork and group work methods to solve exercises 34.Homework	Time and management theories	numerical, thematic, and geographical memorization	hour 4	2
			Time and management functions	Procedures for alphabetical, numerical, thematic, and geographical memorization	hour 4	3
			Vision, direction of time – assumptions about time	Procedures for alphabetical, numerical, thematic, and geographical memorization	hour 4	4
			Time management and core processes	Transfer and consumption of archives	hour 4	5
			Time management – Prioritization – Flexibility	Transfer and consumption of archives	hour 4	6
			Time planning – The importance of planning – The organized product for time planning	Transfer and consumption of archives	hour 4	7
			Time recording – types of records	Transfer and consumption of archives	hour 4	8
			Setting goals and priorities – the importance of setting goals	Transfer and consumption of archives	hour 4	9
			The task of setting goals writing down the goals – Personal, professional, and organizational goals	Transfer and consumption of archives	hour 4	10
			Time management	Transfer and consumption of archives	hour 4	11
			Delegation – a time management technique	Transfer and consumption of archives	hour 4	12
			Developing delegation skills	Transfer and consumption of archives	hour 4	13
			Obstacles to delegation	Transfer and consumption of archives	hour 4	14
						hour 4
322. Course evaluation						
The distribution is as follows : 50 The first semester's monthly and daily exams are worth 50 .points . The final exams are worth 50 points						
323. Learning and teaching resources						
Time Management/1			Required textbooks (methodology, if applicable)			
Al-Azab, Shifa Atef Muhammad, Nasr, Maa Muhammad, Suleiman, & Mahmoud Jalal Al-D			Main references (sources)			
A proposed strategy in light of interactive writing .(20						

processes to develop functional expression skills preparatory school students. <i>Journal of the Faculty Education in Damietta</i> , 35 (72.02).	
Musaad Zayed Al-Fahigi, Awad, & Ibrahim Hassan Jalidi. (2019). Content Analysis of the "My Etern Language" Textbook for the Third Intermediate Grade the Kingdom of Saudi Arabia in Light of Some Life S . <i>Journal of the Faculty of Education (Assiut)</i> , 35 481-505.	Recommended supporting books and references (scientific journals, reports...)
<a href="https://zlibrary-asia.se/">https://zlibrary-asia.se/</a> <a href="https://www.researchgate.net/">https://www.researchgate.net/</a>	Electronic references, websites

### Course Description Form

324. : Course Name	Time Management/2
325. Course Code:	Second Course
326. Semester / Year: 2025/2026	courses system
327. Description Preparation Date: 5/10/2025	
328. Available Attendance Forms:	In-person//online
329. Number of Credit Hours (Total) / Number of Units (Total)	60 hours : 4 hours a week
330. Course administrator's name (mention all, if more than one name)	: Name : M.M. Sabah Nouri Obeid Email <a href="mailto:abudal.wahab@stu.edu.iq">abudal.wahab@stu.edu.iq</a>
331. Course objectives	<p>Introducing students to various types of reports and research papers, and raising awareness about how to write them, especially the standard and commonly used reports .administrative organizations within official and semi-official departments</p> <p>The student acquires practices related to the preparation and editing of various reports correspondence, and meeting minutes, in a practical and thoughtful manner that .compatible with the work of government departments and public institutions and their need</p> <p>A1- Developing the student's sense of the importance of knowledge in preparing and writing reports and research</p> <p>C2- Increasing the student's confidence in their ability to prepare reports and research papers</p> <p>C3- Increasing the sense of responsibility regarding the importance of finding a link between what is prevalent and what is modern</p> <p>Assigning the student practical cases in preparing reports and research -1</p> <p>Emphasizing to the student the acquisition of practical experience according to the needs of official public departments</p> <p>Access to external resources, especially modern communication tools such as the .internet and electronic communications</p>
332. Teaching and learning strategies	



Jalidi. (2019). Content Analysis of the "My Etern Language" Textbook for the Third Intermediate Grade the Kingdom of Saudi Arabia in Light of Some Life S . <i>Journal of the Faculty of Education (Assiut)</i> , 35 481-505.	references (scientific journals, reports...)
<a href="https://zlibrary-asia.se/">https://zlibrary-asia.se/</a> <a href="https://www.researchgate.net/">https://www.researchgate.net/</a>	Electronic references, websites

## Course Description Form

336. : Course Name					
Principles of Management					
337. Course Code:					
First Course					
338. Semester / Year: 2025/2026					
courses system					
339. Description Preparation Date: 5/10/2025					
340. Available Attendance Forms:					
In-person//online					
341. Number of Credit Hours (Total) / Number of Units (Total)					
75 hours : 5 hours a week					
342. Course administrator's name (mention all, if more than one name)					
: Name : Amal Farhan Sawadi Email <a href="mailto:Amal.soady@gmail.com">Amal.soady@gmail.com</a>					
343. Course objectives					
<ul style="list-style-type: none"> <li>• .....</li> <li>• .....</li> <li>• .....</li> </ul>		General objective: To introduce the student to management, its main field functions, and its importance to the organization Specific objective: To establish a theoretical and applied framework for administrative work within the organization			
344. Teaching and learning strategies					
1- .Learning strategy: planning the collaborative concept 2- .Brainstorming teaching strategy 3- Learning strategy: series of observations					strategy
345. Course structure					
Evaluation Method	Learning method	Unit or topic name	Required learning outcomes	Hours	Week
of-term . exams	1.Theoretical lectures 2.Individual and group practical exercises 3.Displaying ready-made templates	Management: Concept, Importance, Pillars, Activities, Evolution	Procedures for alphabetical, numerical, thematic, and geographical memorization Procedures for alphabetical, numerical, thematic, and geographical	hour 5	1
		Approaches to the study of management and its fields: Business Administration and Public Administration		hour 5	2
		Management functions and organizational functions: concept, relationship, characteristics		hour 5	3
		Management in a changing		hour 5	4
				hour 5	5
				hour 5	6
				hour 5	7
				hour 5	8
				hour 5	9

	and illustrative examples	environment: concept, types, components, and management's .interaction with the environment	memorization	hour 5	10
	94. Turning to websites and forums on the internet for further information	Schools of Management Thought: Types, Reasons for the Emergence of Management Schools	Transfer and consumption of archives	hour 5	11
	95. Using teamwork and group work methods to solve exercises	The Scientific Management School: Ideas and Beliefs, Prominent Pioneers and Their Most Important Contributions	Transfer and consumption of archives	hour 5	12
	96. Homework	The Humanist School: Ideas and Beliefs, Prominent Pioneers and Their Most Important Contributions	Transfer and consumption of archives	hour 5	13
		Criticisms directed at the traditional school and the humanistic school	Transfer and consumption of archives	hour 5	14
		Systems School: Ideas, Elements, Characteristics, Evaluation	Transfer and consumption of archives	hour 5	15
		The quantitative school: ideas, sub-trends, and main methods	Indexes, equipment, and devices used in preservation		
		Other schools: Social Order School, Experimental School	Indexes, equipment, and devices used in preservation		
		Planning: Concept and Importance, Basic Nature of Planning (Facts of Planning)	Indexes, equipment, and devices used in preservation		
		Planning and forecasting: The importance and benefits of forecasting, and forecasting .scenarios	Indexes, equipment, and devices used in preservation		
		Responsibility for planning and forecasting; organizational components of planning practice	Indexes, equipment, and devices used in preservation		
		Planning flexibility, types of planning, planning steps	How to use a computer for saving tasks		
		Decision-making: concept, importance, and types of decisions	How to use a computer for saving tasks		
		Decision-making steps, using quantitative methods in decision-making	How to use a computer for saving tasks		
		Organization: Concept and Importance, and the Relationship of Organization to Other Management Functions	How to use a computer for saving tasks		
		Formal and informal organization: concept, importance of informal organization	How to use a computer for saving tasks		
		Organizational structure: Designing the organizational structure, principles of grouping activities			
		Administrative levels, reasons, scope of supervision			
		Validity: Concept, Importance, Types, Sources			
		Delegation of authority, centralization and decentralization			
		Responsibility: Concept and Importance, Characteristics, Authority and Liability			
		Motivation: Concept and importance, need, drive, and incentive; types of incentives			
		Leadership: Concept and Importance, Leadership Study Methods, Theories and Styles			
		Communication: Concept, Importance, and Elements			
		Effective communication, communication trends			
		Control: Concept and Importance,			

		Principles, Types, Steps Organizational functions: general concepts and sub-functions			
<b>346. Course evaluation</b>					
The distribution is as follows : 50 The first semester's monthly and daily exams are worth 50 points . The final exams are worth 50 points					
<b>347. Learning and teaching resources</b>					
Principles of Management			Required textbooks (methodology, if applicable)		
Omar Mustafa, & Ali Othman. (2018). The extent application of Henry Faul's management principles the University College in Dhiba. <i>Journal Development and Applied Economics</i> , 2 (2), 11-28. Teacher Hayam Hassan Zabar Al-Mousawi. (2025). Role of Islamic Management Principles in Achieving Sustainable Development. <i>Manar Elsharq Journal Management and Commerce Studies</i> , 3 (1), 29-44 .			Main references (sources)		
Ahmed, Maysa Fathi Abdel Latif, Abu El-Enein, & Rania El-Sayed Ibrahim. (2019). The effect of applying management by objectives principles on employee performance in hotels. <i>Journal of the Faculty of Tourism and Hotels. Mansoura University</i> , 6 (6), 116-138.			Recommended supporting books and references (scientific journals, reports...)		
<a href="https://zlibrary-asia.se/">https://zlibrary-asia.se/</a> <a href="https://www.researchgate.net/">https://www.researchgate.net/</a>			Electronic references, websites		

## Course Description Form

<b>348. Course Name :</b> Information Systems Management\1
<b>349. Course Code:</b>
First Course
<b>350. Semester / Year:</b> 2025/2026
courses system
<b>351. Description Preparation Date:</b> 5/10/2025
<b>352. Available Attendance Forms:</b>
In-person//online
<b>353. Number of Credit Hours (Total) / Number of Units (Total)</b>
60 hours : 4 hours a week
<b>354. Course administrator's name (mention all, if more than one name)</b>
: Name : M. Sarah Abdel-Ilah Muslim Email <a href="mailto:Sbahh.1973@gmail.com">Sbahh.1973@gmail.com</a>
<b>355. Course objectives</b>
<ul style="list-style-type: none"> <li>● .... To familiarize the student with the duties of the archives management department within</li> <li>● .... institution, including classification, arrangement, and indexing processes, and the use</li> <li>● .... .office equipment</li> </ul>

	Providing students with the opportunity to enhance their professional skills through work .placing them in the right environment Developing the student's personal skills that enable them to compete with others in the market Engaging with all segments of society by involving them in training courses, whether in st .institutions or private companies Focus on developing the institute's staff through courses and workshops Incoming and outgoing mail Confidential mail and classification Indexing and document archiving Procedures for alphabetical, numerical, thematic, and geographical memorization				
<b>356. Teaching and learning strategies</b>					
1- .Learning strategy: planning the collaborative concept					strategy
2- .Brainstorming teaching strategy					
3- Learning strategy: series of observations					
<b>357. Course structure</b>					
Evaluation Method	Learning method	Unit or topic name	Required learning outcomes	Hours	Week
of-term exams	97.Theoretic al lectures	Processing and reporting techniques	Procedures for alphabetical, numerical, thematic, and geographical memorization	hour 4	1
	98.Individual and group practical exercises	The importance of computers and their role in processing operations – definition – importance – characteristics Computer components	Procedures for alphabetical, numerical, thematic, and geographical memorization	hour 4	2
	99.Displayin g ready- made templates and illustrative examples	Types of computers Storage and retrieval technologies – What is meant by an information ?retrieval system Complete storage and retrieval processes Traditional methods of storing and retrieving information	Procedures for alphabetical, numerical, thematic, and geographical memorization Transfer and consumption of archives	hour 4	3
	00. Turn ing to websites and forums on the internet for further information	Modern methods for storing and retrieving information Basic concepts - Data - Information - Documents Basic concepts - Data - Information - Documents The Internet - its concept and development	Procedures for alphabetical, numerical, thematic, and geographical memorization Transfer and consumption of archives	hour 4	4
	01. Usi ng teamwork and group work methods to solve exercises		Transfer and consumption of archives	hour 4	5
	02. Ho mework		Transfer and consumption of archives	hour 4	6
			Transfer and consumption of archives	hour 4	7
			Transfer and consumption of archives	hour 4	8
			Transfer and consumption of archives	hour 4	9
			Transfer and consumption of archives	hour 4	10
			Transfer and consumption of archives	hour 4	11
			Transfer and consumption of archives	hour 4	12
			Transfer and consumption of archives	hour 4	13
			Transfer and consumption of archives	hour 4	14
			Transfer and consumption of archives	hour 4	15

			computer for saving tasks		
<b>358. Course evaluation</b>					
The distribution is as follows : 50 The first semester's monthly and daily exams are worth 50 points . The final exams are worth 50 points					
<b>359. Learning and teaching resources</b>					
Information Systems Management			Required textbooks (methodology, if applicable)		
Eid, Dr. Ayman Adel Abdel Fattah, Al-Bardan, I Mohamed Fawzy Amin, Al-Sayhan, & Abdullah Ta The Role of Information Systems in Improving .(20 the Quality of Administrative Decisions. <i>Scienti Journal of Financial and Administrative Studies a Research</i> , 13 (3), 830-862 .			Main references (sources)		
M. M. Omar Ali Hussein, M. Zeina Hamza Ghali, & M. Ali Hossam Mohamed. (2024). The impact of governance on reducing the risks of cloud accounti information systems. <i>Journal of Accounting Financial Studies (JAFS)</i> , 19 ( Special Issue), 11 1110.			Recommended supporting books and references (scientific journals, reports...)		
<a href="https://zlibrary-asia.se/">https://zlibrary-asia.se/</a> <a href="https://www.researchgate.net/">https://www.researchgate.net/</a>			Electronic references, websites		

## Course Description Form

<b>360. : Course Name</b>	
Principles of Financial Management	
<b>361. Course Code:</b>	
Second Course	
<b>362. Semester / Year: 2025/2026</b>	
courses system	
<b>363. Description Preparation Date: 5/10/2025</b>	
<b>364. Available Attendance Forms:</b>	
In-person//online	
<b>365. Number of Credit Hours (Total) / Number of Units (Total)</b>	
60 hours : 4 hours a week	
<b>366. Course administrator's name (mention all, if more than one name)</b>	
: :Name : Haider Jari Email <a href="mailto:abudal.wahab@stu.edu.iq">abudal.wahab@stu.edu.iq</a>	
<b>367. Course objectives</b>	
	<b>D1-</b> Developing students' skills in analyzing financial statements and data. <b>D2))</b> Introducing students to the concepts of financial management and its importance in administrative decision-making. <b>D3))</b> To equip students with the ability to use financial ratios in evaluating the financial performance of institutions. <b>D4-</b> Developing students' skills in financial forecasting and working capital

	management.				
	<p><b>Part 1-</b> Enhancing students' analytical and systematic thinking.</p> <p><b>Part 2-</b> Encouraging students to apply financial concepts in practical situations.</p> <p><b>Part 3-</b> Developing a spirit of teamwork and scientific discussion.</p> <p><b>Part 4-</b> Developing research and self-learning skills and keeping up with financial developments.</p>				
368. Teaching and learning strategies					
1.	The lecture and discussion strategy.				strategy
2.	Brainstorming strategy.				
3.	Cooperative learning and teamwork strategy.				
4.	Using examples and case studies.				
5.	Making use of electronic resources and modern educational tools.				
369. Course structure					
Evaluation Method	Learning method	Unit or topic name	Required learning outcomes	Hours	Weeks
of-term exams	03. Theoretical lectures	Definition of financial management, its characteristics, objectives, and steps ;	Understanding the concept of financial management,	hour 4	1
	04. Individual and group practical exercises	different financial models ; Group 1: Liquidity ratios ; Group 2: Activity ratios ; ;2	understanding financial models, using liquidity ratios, analyzing activity ratios,	hour 4	2
	05. Displaying ready-made templates and illustrative examples	Group 3: Profitability ratios ; Group 4: Debt ratios ; Break-even point; Vertical and horizontal financial analysis ; Time-based financial analysis ; Working capital management ;	analyzing profitability ratios, analyzing debt ratios, determining the break-even point, evaluating student achievement, understanding financial analysis	hour 4	3
	06. Turning to websites and forums on the internet for further information	Predicting financial failure ; The difference between financial analysis and accounting analysis ; Tools used in financial data analysis	based on the dynamics factor, differentiating between short-term and long-term analysis, understanding working capital management, understanding how to predict financial failure, differentiating between financial and accounting analysis, understanding financial analysis tools, and evaluating the final	hour 4	4
	07. Using teamwork and group work methods to solve exercises			hour 4	5
	08. Homework			hour 4	6
				hour 4	7
				hour 4	8
			hour 4	9	
			hour 4	10	
			hour 4	11	
			hour 4	12	
			hour 4	13	
			hour 4	14	
			hour 4	15	

			.achievement level		
<b>370. Course evaluation</b>					
The distribution is as follows : 50 The first semester's monthly and daily exams are worth 50 points . The final exams are worth 50 points					
<b>371. Learning and teaching resources</b>					
Accounting basics			Required textbooks (methodology, if applicable)		
1. Van Horne, JC & Wachowicz, JM, <b>Fundamentals of Financial Management .</b> 2. Brigham, E.F. & Houston, J.F., <b>Fundamentals of Financial Management .</b>			Main references (sources)		
<ul style="list-style-type: none"> <li>• ResearchGate</li> <li>• Google Scholar</li> <li>• Iraqi Virtual Library</li> <li>• Websites of universities and scientific institutions specializing in financial management</li> </ul>			Electronic references, websites		