**Ministry of Higher Education and Scientific Research**

**Supervision and Scientific Evaluation Body**

**Quality Assurance and Academic Accreditation Office**

**Course Description**

**Subject: -------** **Administrative readings -----------------------**

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| This course description provides a brief survey of the most important characteristics, expected learning output, showing whether students have made full use the learning opportunities. These characteristics have to be matched with the description of the program. |

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| 1. Educational Institution | Shatt Al-Arab University College |
| 2. Department / Center | Business and administration department |
| 3. Course Title /Code | **Administrative readings BA117** |
| 4. Lecturer Name | Dr. Rafid Abdul Jaleel Majid Al Hasen |
| 5. Type of Teaching | Attendance |
| 6. Academic Year /Term | The first course, the first stage |
| 7. Total No. of Teaching Hours | 30 hours |
| 8. Date f Preparing this Course Description | 11-11-2023 |

9. **Course Objectives Administrative readings**

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| a. Providing students with the most important principles and basics of **Administrative readings**. |
| B .Teaching students how to apply  **Administrative readings**. |
| c. Providing graduates with the necessary knowledge on  **Administrative readings** job in organizations. |
| d. Improving the administrative skills in the field of **Administrative readings**. |
| e. Providing graduates with the skills of education and creative learning. |

10. **Course Output, Methodology and Evaluation**

(A) **Cognitive Objectives**

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| a. Enabling students to acquire knowledge and the art of  **Administrative readings**. |
| b. Acquainting students with how to promote their personal knowledge. |
| c. Helping students to acquire knowledge in the art of  **Administrative readings**. |
| d. Enabling students to sharpen their skills in the dynamic work environment. |
| e. Enabling students to invest their scientific abilities in their working place in the scope of  **Administrative readings**. |
| f. Helping students to get the necessary knowledge to solve problems **Administrative readings**. |

(B) **Skill Objectives Related to the Program**:

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| a. Scientific Skills |
| b. Leadership Skills |
| c. Skills Related to Administrative Work Challenges |

**Methods of Teaching and Learning**

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| a. Using already- prepared lectures. |
| b. Using up-to-date data shows. |
| c. Homework |
| d. Adopting group discussions. |

**Methods of Evaluation**

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| a. Oral tests |
| b. Monthly tests |
| c. Daily quizzes |
| d. Students' Regular Attendance |

(C) **Sentimental and Value Objectives**

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| a. Realizing ethical objectives. |
| b. Commitment to university traditions. |
| c. Compliance with the University Instructions and the Ministry Regulations. |
| d. Promoting students' personal abilities in educational scopes and how to behave well with others. |

**Methods of Teaching and Learning**

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| a. Lectures on university instructions. |
| b. Educational guidance lectures. |
| c. Continuous directing. |
| d. Visiting State and private institutions. |
| e. Showing practical cases. |

**Methods of Evaluation**

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| a. Daily quizzes. |
| b. Classroom discussions and commitment to ethics and sublime values. |
| c. Special marks for class activities. |
| d. Monthly and quarterly evaluation. |

D) **General and Qualitative Skills (other skills related to the ability of employment and personal development)**

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| a. Enabling students to acquire the skill and art Administrative readings ---------------. |
| b. Enabling students to apply creative thinking in Administrative readings------------. |
| c. Enabling students to use modern methods of analysis and conclusions. |
| d. Enabling students to ------- **Administrative readings** ----------------. |

11. **Course Structure**

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| **Week** | **No of Hours** | **History** | **Required Learning Output** | **Title of Subject** | **Teaching Method** | **Evaluation** |
| 1 | 2 | 25/11/2023 | understanding the material | Nature and concept of management | - lectures  - case study  -discussions | - oral tests  -questions |
| 2 | 2 | 2/12/2023 | understanding the material | Basic types of management in the organization | - lectures  - case study  -discussions | - oral tests  -questions |
| 3 | 2 | 9/12/2023 | understanding the material | Level of management and kinds of managers with in the organization | - lectures  - case study  -discussions | - oral tests  -questions |
| 4 | 2 | 16/12/2023 | understanding the material | Pioneering and Contemporary Schools in Management , first :Classical School( 1- Scientific management , 2- Departmentalization or administrative, Bureaucratic management approach) | - lectures  - case study  -discussions | - lectures  - case study  -discussions |
| 5 | 2 | 23/12/2023 | understanding the material | Second: Human Relation School(1- Hawthorne studies,2- Marry Parker Follett study) | - lectures  - case study  -discussions | - lectures  - case study  -discussions |
| 6 | 2 | 30/12/2023 | understanding the material | Third: Modern School(1- System management theory) | - lectures  - case study  -discussions | - lectures  - case study  -discussions |
| 7 | 2 | 6/1/2024 | understanding the material | (2- Quantitative school management,2- Management Information System,3- Contingency school of management) | - lectures  - case study  -discussions | - lectures  - case study  -discussions |
| 8 | 2 | 13/1/2024 | understanding the material | Planning | - lectures  - case study  -discussions | - lectures  - case study  -discussions |
| 9 | 2 | 20/1/2023 | understanding the material | Decision Making | - lectures  - case study  -discussions | - lectures  - case study  -discussions |
| 10 | 2 | 27/1/2023 | understanding the material | Organizing | - lectures  - case study  -discussions | - lectures  - case study  -discussions |
| 11 | 2 | 3/2/2023 | understanding the material | Organization Structure | - lectures  - case study  -discussions | - lectures  - case study  -discussions |
| 12 | 2 | 10/2/2023 | understanding the material | Directing( 1- Leadership) | - lectures  - case study  -discussions | - lectures  - case study  -discussions |
| 13 | 2 | 25/11/2023 | understanding the material | (2- M0tivation) | - lectures  - case study  -discussions | - lectures  - case study  -discussions |
| 14 | 2 | 2/12/2023 | understanding the material | Communication | - lectures  - case study  -discussions | - lectures  - case study  -discussions |
| 15 | 2 | 9/12/2023 | understanding the material | Controlling | - lectures  - case study  -discussions | - lectures  - case study  -discussions |

12.**Infrastructure**

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| a. Textbooks | A collection of lectures prepared by Dr. Rafid Abdul Jalil Majeed |
| b. References |  |
| c. Recommended books and periodicals (journals, reports, etc.) | English scientific journals in administrative specializations |
| d. Electronic references, internet websites, etc | Websites specialized in human rights and democracy |

. Curriculum development plan: Adding vocabulary on (Human Resource Management

) to achieve more and more sobriety in the curriculum by a rate not exceeding 5-10%.

13. **The Plan of Improving the Course**

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| a. Studying labor market needs. |
| b. Be informed of the experiences of other countries in the field of ----------------. |
| c. Be informed of research work published in national and international journals in the field of --- Administrative readings-------------. |

**Professor's signature:**

**Lecturer. Dr. Rafid Abdul Jaleel Majid Al Hasen**

**Signature of the head of the department:**

**an experienced**

**Dr. Mohamed Aboud Taher**