

وزارة التعليم العالي والبحث العلمي  
جهاز الإشراف والتقويم العلمي  
دائرة ضمان الجودة والاعتماد الأكاديمي

## استمارة وصف البرنامج الأكاديمي للكليات والمعاهد للعام الدراسي 2025-2024

الجامعة : جامعة شط العرب الاهلية  
الكلية /المعهد : الإدارة واقتصاد  
القسم العلمي : إدارة الاعمال

تاريخ ملء الملف : 2024/9/1

التوقيع :  
اسم المعاون العلمي: د. عبد الله عبد الله  
التاريخ : ٢٠٢٤/٩/١

التوقيع :  
اسم رئيس القسم : د. عبد الله عبد الله  
التاريخ : ٢٠٢٤/٩/١

دقق الملف من قبل  
شعبة ضمان الجودة والأداء الجامعي  
اسم مدير شعبة ضمان الجودة والأداء الجامعي:  
التاريخ : / /

أستاذ الدكتور محمد عبود ظاهر الظلوم  
رئيس شعبة ضمان الجودة والأداء الجامعي

مصادقة السيد العميد



مصادقة السيد العميد  
د. عبد الله عبد الله



**Course Description Form /**

<b>Description Course</b>	
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This course description provides a brief summary of the most important characteristics of the course and the learning outcomes expected of the student to achieve, demonstrating whether he has made maximum use of the available learning opportunities. These characteristics have to be matched with the description of the program.

1. Educational Institution	<b>Shatt Al-Arab University</b> <b>College of Administration and Economics</b>
2. Department / Center	<b>Business Administration</b>
3. Course Title /Code	Government Contracts Management
4. Lecturer Name	Hind Salim Abbood
5. Type of Teaching	Attendance Class
6. Academic Year /Term	Fourth Stage – First Semester
7. Total No. of Teaching Hours	30 hours

8. Date of Preparing this Course Description	1-9-2024
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## **9. Course Objectives**

- 1.Introduce students to the concepts and principles of contract management of various types, and their importance in the project and business lifecycle**
- 2.Empower students to become familiar with the regulatory and statutory procedures related to drafting, signing, and implementing contracts**
- 3.Enhance students' ability to analyze contract terms and assess the risks associated with them**
- 4.Develop students' awareness of the importance of the legal, administrative, and ethical aspects of contract management**

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

### **(A) Cognitive Objectives**

- 1.Identify the different types of contracts (civil, commercial, and governmental**

- 2. Understand the basic stages of the contract management cycle (planning, negotiation, drafting, implementation, follow-up, and closing)**
- 3. Identify the main legal terms in contracts (payment terms, delivery terms, penalties, force majeure, etc)**
- 4. Understand the national regulations and legislation related to concluding contracts (such as government contract laws or corporate laws)**

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

- 1. Drafting preliminary contracts according to sound legal and administrative standards**
- 2. Analyzing real or hypothetical contracts to identify gaps and risks**
- 3. Preparing contract follow-up forms and implementing contractual clauses**
- 4. Practicing contract negotiation skills**

**C. Affective Objectives**

- 1. To enhance students' sense of legal and ethical responsibility in contract management**



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| <p><b>2.To commit to accuracy and transparency in implementing contractual obligations</b></p> <p><b>3.To respect the rights of contracting parties and act with high professionalism</b></p> <p><b>4.To foster a spirit of cooperation and teamwork in contract committees or procurement teams</b></p> |
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### **Methods of Teaching and Learning**

<b>a– Use lectures prepared in advance by the instructor</b>
<b>b.Use modern display devices</b>
<b>C,Homework</b>
<b>d.Divide students into groups for discussion –4</b>

### **Methods of Evaluation**

<b>a. Oral exams</b>
<b>b. Monthly exams</b>

**c. Daily exams**

**d. Student attendance and commitment to attendance**

## **11. Course Structure**

<b>Week</b>	<b>No of Hours</b>	<b>Required Learning Output</b>	<b>Title of Subject</b>	<b>Teaching Method</b>	<b>Evaluation</b>
<b>1</b>	<b>2</b>	The student understands and comprehends the target .topic	<b>Definition of contract and its pillars</b>	<b>theoretical</b>	<b>Oral exams Questions</b>
<b>2</b>	<b>2</b>	The student understands and comprehends the target .topic	<b>Defining Contract Definitions</b>	<b>theoretical</b>	<b>Oral exams Questions</b>
<b>3</b>	<b>2</b>	The student understands and comprehends	<b>Administrative Contract Rules Governing Contracts</b>	<b>theoretical</b>	<b>Oral exams Questions</b>

		ds the target .topic			
4	2	The student understands and comprehen ds the target .topic	<b>Advantages of the administrative contract</b>	theoretical	<b>Oral exams Questions</b>
5	2	The student understands and comprehen ds the target .topic	<b>Types and divisions of administrative contracts</b>	theoretical	<b>Oral exams Questions</b>
6	2	The student understands and comprehen ds the target .topic	<b>Characteristics of the administrative contract</b>	theoretical	<b>Oral exams Questions</b>
7	2	The student understands and comprehen ds the	<b>Bot contracts</b>	theoretical	<b>Oral exams Questions</b>

		target .topic			
8	2	The student understands and comprehen ds the target .topic	<b>How to conclude contracts</b>	theoretical	<b>Oral exams Questions</b>
9	2	The student understands and comprehen ds the target .topic	<b>Arbitration in contracts</b>	theoretical	<b>Oral exams Questions</b>
10	2	The student understands and comprehen ds the target .topic	<b>Announcement of competition and submission of bids</b>	theoretical	<b>Oral exams Questions</b>
11	2	The student understands and comprehen ds the	<b>Bidding Contracts Provisions</b>	theoretical	<b>Oral exams Questions</b>



		target .topic			
12	2	The student understands and comprehen ds the target .topic	End of administrative contracts	theoretical	Oral exams  Questions
13	2	The student understands and comprehen ds the target .topic	Disputes	theoretical	Oral exams  Questions
14	2	The student understands and comprehen ds the target .topic	Contract disputes	theoretical	Oral exams  Questions
15	2	The student understands and comprehen ds the	Final exam		

		target .topic			
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## 12. Infrastructure

<b>a. Textbooks</b>	<b>Administrative contracts</b>
<b>b. References</b>	
<b>c. Recommended books and periodicals (journals, reports, etc.)</b>	<b>Scientific journals in administrative specializations</b>
<b>d. Electronic references, internet websites, etc</b>	<b>Specialized websites.</b>

## 13. The Plan of Improving the Course

<b>a. Study the needs of the labor market</b>
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**b. Review the experiences of countries in the field of government contracts**

**c. Review what is written in national and international scientific journals in the field of contracting**

A handwritten signature in blue ink, featuring a large, stylized 'H' and 'S' followed by 'ind', all enclosed within a large, loopy oval shape.

**Assistant Lecturer**

Hind Salim Abboud

A handwritten signature in blue ink, consisting of a series of fluid, connected loops and strokes.

**Head of Deptment**

D.r Zain AlAbidean J. Mohammed