



Course Description Form /

Description Course	
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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	Shatt Al-Arab University College of Administration and Economics	
2. Department / Center	Business Administration	
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	1-9-2024	

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**
2. **To commit to accuracy and transparency in implementing contractual obligations**
3. **To respect the rights of contracting parties and act with high professionalism**

4.To foster a spirit of cooperation and teamwork in contract .committees or procurement teams
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Methods of Teaching and Learning

a– Use lectures prepared in advance by the instructor
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b.Use modern display devices

C, Homework

d.Divide students into groups for discussion –4
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Methods of Evaluation

a. Oral exams

b. Monthly exams

c. Daily exams

d. Student attendance and commitment to attendance

11. Course Structure

Week	No of Hours	Required Learning Output	Title of Subject	Teaching Method	Evaluation
1	2	The student understands and comprehends the target .topic	Definition of contract and its pillars	theoretical	Oral exams Questions
2	2	The student understands and comprehends the target .topic	Defining Contract Definitions	theoretical	Oral exams Questions
3	2	The student understands and comprehends the target .topic	Administrative Contract Rules Governing Contracts	theoretical	Oral exams Questions
4	2	The student understands and comprehends the	Advantages of the administrative contract	theoretical	Oral exams Questions

		target .topic			
5	2	The student understands and comprehen ds the target .topic	Types and divisions of administrative contracts	theoretical	Oral exams Questions
6	2	The student understands and comprehen ds the target .topic	Characteristics of the administrative contract	theoretical	Oral exams Questions
7	2	The student understands and comprehen ds the target .topic	Bot contracts	theoretical	Oral exams Questions
8	2	The student understands and comprehen	How to conclude contracts	theoretical	Oral exams Questions

		ds the target .topic			
9	2	The student understands and comprehen ds the target .topic	Arbitration in contracts	theoretical	Oral exams Questions
10	2	The student understands and comprehen ds the target .topic	Announcement of competition and submission of bids	theoretical	Oral exams Questions
11	2	The student understands and comprehen ds the target .topic	Bidding Contracts Provisions	theoretical	Oral exams Questions
12	2	The student understands and comprehen ds the	End of administrative contracts	theoretical	Oral exams Questions

		target .topic			
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 target .topic	Final exam		

12. Infrastructure

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

13. The Plan of Improving the Course

a. Study the needs of the labor market
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