*Republic of Iraq*

*Ministry of Higher Education & Scientific Research Supervision and Scientific Evaluation Directorate Quality Assurance and Academic Accreditation International Accreditation Dept.*

*TEMPLATE FOR COURSE SPECIFICATION*

*Universitiy: Northern Technical University*

*College : Management Technical College*

*Number Of Departments In The College : Four Departments*

*Date Of Form Completion : 24-02-2024*

Dean ’s Name Date : / /

Signature

Dean ’s Assistant For Scientific Affairs

Date : / / Signature

The College Quality Assurance And University Performance Manager

Date : / / Signature

Quality Assurance And University Performance Manager Date : / /

Signature

# TEMPLATE FOR COURSE SPECIFICATION

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| HIGHER EDUCATION PERFORMANCE REVIEW: PROGRAMME REVIEW |

**COURSE SPECIFICATION**

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| This Course Specification provides a concise summary of the main features of the course and the learning outcomes that a typical student might reasonably be expected to achieve and demonstrate if he/she takes full advantage of the learning opportunities that are provided. It should be cross-referenced with the programme specification. |

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| 1. Teaching Institution | Northern Technical University  |
| 2. University Department/Centre | Business Management |
| 3. Course title/code | Administrative readings |
| 4. Modes of Attendance offered | Actual- Weekly. First year  |
| 5. Semester/Year | 2023-2024 |
| 6. Number of hours tuition (total) | 60 |
| 7. Date of production/revision of this specification | 24-02-2024 |
| 8. Aims of the Course |
| Teaching the student administrative concepts in English by identifying the most important administrative functions and manager's functions in English. |
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| 9· Learning Outcomes, Teaching ,Learning and Assessment Methode |
| A- Cognitive goals . A1. Teaching the student what management is in English.A2. The student learned the difference between the functions of management and the functions of a manager in English.A3. The student learns proper writing through spelling vocabulary with appropriate punctuation marks to clarify the text written in the English language.A4.A5. |
| B. The skills goals special to the course. B1. Practical application of English administrative textsB2. The difference between management jobs and manager jobs in EnglishB3. |
| Teaching and Learning Methods |
| 1- Read the topic.2- Explanation of the topic on the board with an indication of the importance of the topic in scientific and practical life upon graduation.3- Students discuss the subject through questions and answers.4- Writing sentences on the board and then the students translate them into Arabic. |
| Assessment methods |
| 1- Participation in the lecture and attendance.2- Monthly, quarterly and final exams. |
| C. Affective and value goals C1. Urging the student to learn the administrative terminology in the English language.C2. Editing the texts in a correct manner and in agreement with the English languageC3. C4. |
| Teaching and Learning Methods |
| Explanation and dialogue with students in addition to the use of examples |
| Assessment methods |
| 1- Participation in the lecture and attendance.2- Monthly, quarterly and final exams. |

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| D. General and rehabilitative transferred skills(other skills relevant to employability and personal development)D1. Teaching the student how to deal with English administrative texts.D2. Increasing the student's ability to dialogue and discussion.D3. Increasing the student's ability to write in a correct English style.D4. |

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| 10. Course Structure |
| Week | Hours | ILOs | Unit/Module or Topic Title | Teaching Method | Assessment Method |
| Weak 1 | 2 | APPROACHES TO ANALYZE MANAGEMENT | THE NATURE AND CONCEPT OF MANAGEMENT | theoretical | Questions and discussion |
| Weak 2 | 2 | MANAGEMENT FUNCTION | THE NATURE AND CONCEPT OF MANAGEMENT | theoretical | Questions and discussion |
| Weak 3  | 2 | MANAGEMENT ROLES | THE NATURE AND CONCEPT OF MANAGEMENT | theoretical | Questions and discussion |
| Weak 4 | 2 | MANAGEMENT SKILLS | THE NATURE AND CONCEPT OF MANAGEMENT | theoretical | Questions and discussion |
| Weak 5 | 2 | THE JOB OF MANAGEMENT | THE NATURE AND CONCEPT OF MANAGEMENT | theoretical | Questions and discussion |
| Weak 6 | 2 | Review Questions | THE NATURE AND CONCEPT OF MANAGEMENT | theoretical | Questions and discussion |
| Weak 7 | 2 | First: Scientific Management Movement | MANAGEMENT MOVEMENT | theoretical | Questions and discussion |
| Weak 8 | 2 | second: Administrative Theory (Henry Fayol) | MANAGEMENT MOVEMENT | theoretical | Questions and discussion |
| Weak 9 | 2 | Questions Chapter II | MANAGEMENT MOVEMENT | theoretical | Questions and discussion |
| Weak 10 | 2 | *MODERN MANAGEMENT THEORIES* | *CHAPTER THREE* | theoretical | Questions and discussion |
| Weak 11 | 2 | *MODERN MANAGEMENT THEORIES* | *CHAPTER THREE* | theoretical | Questions and discussion |
| Weak 12 | 2 | Management Process Period (1940s) | *CHAPTER THREE* | theoretical | Questions and discussion |
| Weak 13 | 2 | Behavioral School - (QWL) School | *CHAPTER THREE* | theoretical | Questions and discussion |
| Weak 14 | 2 | The eleventh lecture | Chapter Three | theoretical | Questions and discussion |
| Weak 15 | 2 | APPROACHES TO ANALYZE MANAGEMENT | THE NATURE AND CONCEPT OF MANAGEMENT | theoretical | Questions and discussion |
| Weak16 | 2 | MANAGEMENT FUNCTION | THE NATURE AND CONCEPT OF MANAGEMENT | theoretical | Questions and discussion |
| Weak17 | 2 | MANAGEMENT ROLES | THE NATURE AND CONCEPT OF MANAGEMENT | theoretical | Questions and discussion |
| Weak18 | 2 | MANAGEMENT SKILLS | THE NATURE AND CONCEPT OF MANAGEMENT | theoretical | Questions and discussion |
| Weak19 | 2 | THE JOB OF MANAGEMENT | THE NATURE AND CONCEPT OF MANAGEMENT | theoretical | Questions and discussion |
| Weak20 | 2 | Review Questions | THE NATURE AND CONCEPT OF MANAGEMENT | theoretical | Questions and discussion |
| Weak21 | 2 | First: Scientific Management Movement | MANAGEMENT MOVEMENT | theoretical | Questions and discussion |
| Weak22 | 2 | second: Administrative Theory (Henry Fayol) | MANAGEMENT MOVEMENT | theoretical | Questions and discussion |
| Weak23 | 2 | Questions Chapter II | MANAGEMENT MOVEMENT | theoretical | Questions and discussion |
| Weak24 | 2 | *MODERN MANAGEMENT THEORIES* | *CHAPTER THREE* | theoretical | Questions and discussion |
| Weak25 | 2 | *MODERN MANAGEMENT THEORIES* | *CHAPTER THREE* | theoretical | Questions and discussion |
| Weak26 | 2 | Management Process Period (1940s) | *CHAPTER THREE* | theoretical | Questions and discussion |
| Weak27 | 2 | Behavioral School - (QWL) School | *CHAPTER THREE* | theoretical | Questions and discussion |
| Weak28 | 2 | The eleventh lecture | Chapter Three | theoretical | Questions and discussion |
| Weak29 | 2 | APPROACHES TO ANALYZE MANAGEMENT | THE NATURE AND CONCEPT OF MANAGEMENT | theoretical | Questions and discussion |
| Weak30 | 2 | MANAGEMENT FUNCTION | THE NATURE AND CONCEPT OF MANAGEMENT | theoretical | Questions and discussion |

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| 11. Infrastructure |
| 1. Books Required reading: |  I am obligated to prepare |
| 2. Main references (sources) |  |
| A- Recommended books and references (scientific journals, reports…). |  |
| B-Electronic references, Internet sites… | Electronic resources and references. |

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| 12. The development of the curriculum plan |
| Adding vocabulary to the curricula within the development of the course at a rate not exceeding 5% |