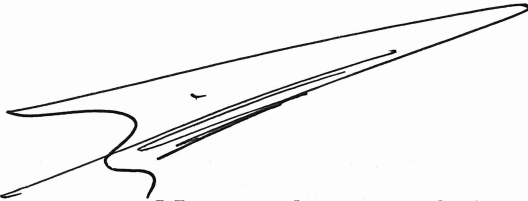


**Ministry of Higher Education and Scientific Research**  
**Scientific Supervision and Evaluation Authority**  
**Quality Assurance and Academic Accreditation Department**

Academic Program Specification Form For The Academic

University: Northern Technical University  
College: college of Administrative Technology  
Department: Business Administration Technologies  
Date of form completion: 7/ 1/ 2024

**Signature :**



**Head of Department Name : Asst. prof. dr. Raafat Assi Al-Obaide**

**Date :**

**Signature :**



**Scientific Associate Name : Asst. prof. dr. Ahmad Najim Sheet**

**Date : 7/11/2024**

Quality Assurance And University Performance  
Manager

Date : / /

Signature



**Dean's signature**



# TEMPLATE FOR PROGRAMME SPECIFICATION

## HIGHER EDUCATION PERFORMANCE REVIEW: PROGRAMME REVIEW

### PROGRAMME SPECIFICATION

This Programme Specification provides a concise summary of the main features of the programme 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 is supported by a specification for each course that contributes to the programme.

1. Teaching Institution	Ministry of Higher Education and Scientific Research – Northern Technical University
2. University Department/Centre	Business Management Technique
3. Programme Title	Business Management Technique
4. Title of Final Award	B.A in Technique Management
5. Modes of Attendance offered	Courses+ determinative
6. Accreditation	AACSB
7. Other external influences	There is a close relationship with the labor market that receives our graduates, as the labor market and its needs are followed up and compared with the curricula and through communication with the official and semi-official departments by focusing on the software in force in those departments as the curricula are updated accordingly
8. Date of production/revision of this specification	7/01/2024
9. Aims of the Programme	
The program aims to prepare qualified technical cadres who possess some qualities such as:	
<ul style="list-style-type: none"><li>• Technical qualifications that enable them to enter the labor market efficiently</li></ul> Providing basic knowledge in the principles of business administration techniques by enriching administrative thought with concepts and issues related to electronic knowledge such as computer applications, the use of the	

Internet, etc., as well as management and its other activities.

- High skills in various sciences and disciplines of computer technology with management, which is able to deal with the requirements of work with modern technical methods and develop the basic skills necessary in the implementation and design of laboratory projects in addition to developing the ability to connect networks and address problems that occur using the latest software used at the global level.
- Promoting the concepts of qualitative and quantitative excellence in order to achieve quality standards and scientific competence.
- Communication skills and develop the ability to organize and present information effectively, whether orally, in writing or using video and audio means of communication.
- Preparing the graduate to be successful in completing his scientific career by obtaining post-bachelor's degrees and providing a broad interest in problems that arise in professional practice including teamwork, leadership, occupational safety, ethics, service and economics.

## 10. Learning Outcomes, Teaching, Learning and Assessment Methods

### A Cognitive goals

A1- Providing a high-level scientific, professional and technical environment to graduate high-quality cadres commensurate with the needs of the labor market.

A2- Providing students with the necessary skills to melt him to work alone or in teams.

A3- To provide students with theoretical and applied knowledge of business administration to match the various needs needed by different types of business organizations in the local and regional environments.

A4- Teaching leadership skills, the value and quality of commitment, ethical behavior and respect for others.

### B. The skills goals special to the programme

B -1 The ability to apply the activities of total quality management and quality control,

B 2 - the ability to use computer applications and modern technologies in the field of productive work.

B3- The ability to use information systems, computer and process technology in addition to working as an internal auditor to ensure the achievement of quality.

B4- The ability to use modern technological and technical applications and tools in the accomplishment of necessary tasks.

### C Affective and value goals

C1- Brainstorming.

C2- Ability to analyze.

C3- Ability to solve problems.

C4- The ability to deduct.



D. General and Transferable Skills (other skills relevant to employability and personal development)

D1- Ability to work in a team.

D2- The ability to communicate effectively.

D3- Effective influence on society and the labor market through training and development programs related to specialization and at various levels.

#### Teaching and Learning Methods

- Lecture.
- Laboratory
- Summer Training

#### Assessment Methods

- Oral tests.
- Daily exams.
- Practical exams.
- Semester exams.
- Final exams.
- Practical projects.

#### 11. Programme Structure

Level/Year	Course or Module Code	Course or Module Title	Credit Hours	
			Practical	Theoretical
First Stage	BUM	Department of Business Administration Technologies	14 1 hour in a course	26 1 hour in a course
Second stage	BUM	Department of Business Administration Technologies	19 1 hour in a course	37 1 hour in a course
Third stage	BUM	Department of Business Administration Technologies	16 1 hour in a course	42 1 hour in a course
Fourth stage	BUM	Department of Business Administration Technologies	16 1 hour in a course	37 1 hour in a course

## 12. Personal Development Planning

Faculty members must be within the prescribed staff and according to the ratio of students to the number of faculty members, and efficiency must have a role to cover all curricula, and there must be an ability to manage the institute sufficiently to accommodate levels of interaction, student guidance, counseling and university service activities and professional and developmental and interact with practitioners and professionals as well as employers.

## 13. Admission criteria .

The average for graduates of preparatory school / scientific branch.

## 14. Key sources of information about the programme

Methodological scientific books in the field of specialization.

Specialized practical books.

General and specialized computer programs.

Study Organization Plan for the Year (2024-2023)  
Northern Technical university/ Administrative technical college/ Business Administrative technique department

First Level									
Code	Predictions if any	Number of units	Total hours	Number of practical hours	Number of theoretical hours	Name of the determined materials		Kinds of requirement	University requirements
						English language	Arabic language		
NTU100		١	١	٠	١	Human Rights	حقوق الانسان		
NTU106		١	١	٠	١	Democracy	الديمقراطية		
NTU101		٢	٢	٠	٢	English language1	اللغة الانكليزية 1		
NTU104		٢	٢	٠	٢	Arabic language(optional)	اللغة العربية(اختيارية)		
NTU102		٢	٢	٢	١	Computer principles	مبادئ الحاسوب ١		
NTU103		٢	٢	٢	١	Computer principles	مبادئ الحاسوب ٢		
TCMM120		٤	٤	١	٣	Management principles	مبادئ الإدارة		College Requirements
TCMM121		٣	٤	٢	٢	statistic principles	مبادئ الإحصاء		

TCMM122		٤	٤	١	٣	Accounting principles	مبادئ المحاسبة
TCMM123		٤	٤	١	٣	Economic principles	مبادئ الاقتصاد
BMT124		٤	٤	١	٣	Management Reading	القراءات الإدارية
BMT125		٣	٤	٢	٢	Mathematics(optional)	الرياضيات (اختيارية)
BMT126		٣	٤	٢	٢	Managerial Economy(optional)	الاقتصاد الإداري (اختيارية)
		٣٥	٤٠	١٤	٢٦	Total	Department requirements



# Study Organization Plan for the Year (2024-2023)

Northern Technical university/ Administrative technical college/ Business Administrative technique department

Second Level									
Code	Predictio ns if any	Number of units	Total hours	Practical hours	Theoretica l hours	Name of determined materials		Kind of Requirement	University Requirements
						English Language	Arabic Language		
NTU200	NTU101	٢	٢	٠	٢	English Language2	اللغة الانكليزية ٢	University Requirements	
NTU201		٢	٢	٠	٢	Professional Ethics	اخلاقيات المهنة		
NTU105		٢	٢	١	١	SPORTS(optional)	رياضة (اختياري)		
NTU107		٢	٢	٠	٢	France language	اللغة الفرنسية (اختياري)		
TCMM220		٠	٠	٠	٠	Summer Trainig1	التدريب الصيفي ١	College Requirements	
BMT221		٣	٤	٢	٢	Operation Management (1)	ادارة العمليات (١)	Department Requirements	
BMT222		٤	٤	١	٣	Human Resources (1)	ادارة الموارد البشرية(1)		
BMT223		٤	٤	١	٣	Marketing (1)	ادارة التسويق (١)		

BMT224		٣	٤	٢	٢	Intermediate Accounting (1)	الحاسبة المتوسطة (١)
BMT225	BMT221	٣	٤	٢	٢	Operation Management (2)	ادارة العمليات (٢)
BMT226	BMT222	٤	٤	١	٣	Human Resources (2)	ادارة الموارد البشرية (٢)
BMT227	BMT223	٤	٤	١	٣	Marketing (2)	ادارة التسويق (٢)
BMT228	BMT224	٣	٤	٢	٢	Intermediate Accounting (2)	الحاسبة المتوسطة (٢)
BMT229		٣	٤	٢	٢	Quantitative Methods	اساليب الكمية (اختياري)
BMT230		٣	٤	٢	٢	Knowledge Management	ادارة المعرفة (اختيارية)
BMT231		٣	٤	٢	٢	Crisis Management	ادارة الازمات (اختيارية)
BMT233		٢	٢	٠	٢	Supply management(optional)	ادارة الامدادات (اختيارية)
BMT234		٢	٢	٠	٢	Intellectual capital management (optional)	ادارة راس المال الفكري (اختيارية)
		٤٩	٥٦	١٩	٣٧	Total	

## Study Organization Plan for the Year (2024-2023)

Northern Technical university/ Administrative technical college/ Business Administrative technique department

Northern Technical university/ Administrative technical college/ Business Administrative techniques									
Third Level									
Code	Predictions if any	Number of hours	Total hours	Practical hours	Theoretical hours	Name of determined materials		Arabic Language	Kinds of Requirement
						English Language	English Language3		
NTU300	NTU200	٢	٢	٠	٢	English Language3		اللغة الانكليزية ٣	University Requirement
TCMIM320		٠	٠	٠	٠	Summer Trainig2		التدريب الصيفي ٢	College Requirement
BMT321		٤	٤	١	٣	Organization Theory (1)		نظرية المنظمة (١)	Department Requirement
BMT322		٢	٣	٢	١	Reading computer 1(EXCEL basic)		تطبيقات جاهزة ١(اساسيات Excel)	
BMT323		٢	٣	٢	١	Reading computer 2(Excel Advance)		تطبيقات جاهزة ٢(Excel متقدم)	
BMT324		٤	٤	١	٣	Financial Management principles		مادى الادارة المالية	
BMT325		٣	٤	٢	٢	Costs Accounting principles		مبادئ المحاسبة التكاليف	
BMT326		٣	٣	٠	٣	Information and technology systems		نظم وتكنولوجيا المعلومات	
BMT327		٣	٣	٠	٣	Material Management		ادارة المواد	
BMT328		٣	٤	٢	٢	Strategic Management (1)		ادارة الاستراتيجية (١)	

BMT329	BMT328	٣	٤	٢	٢	Strategic Management (2)	ادارة الاستراتيجية (٢)
BMT330	BMT321	٤	٤	١	٣	Organization Theory (2)	نظرية المنظمة (٢)
BMT331		٤	٤	١	٣	Financial Management advance	ادارة المالية المتقدمة
BMT332		٣	٤	٢	٢	Costs Accounting advance	الحاسبة التكاليف المتقدمة
BMT333		٣	٣	٠	٣	Organization Behavior (optional)	السلوك التنظيمي (اختيارية)
BMT334		٣	٣	٠	٣	Projects and Evaluation Management(optional)	ادارة وتقييم المشاريع (اختيارية)
BMT335		٢	٢	٠	٢	business economics (optional)	اقتصاديات الاعمال (اختيارية)
BMT336		٢	٢	٠	٢	Negotiation management (optional)	ادارة التفاوض (اختيارية)
BMT337		٢	٢	٠	٢	Strategic thinking (optional)	التفكير الاستراتيجي (اختيارية)
		٥٢	٥٨	١٦	٤٢	Total	



## Study Organization Plan for the Year (2024-2023)

Northern Technical university/ Administrative technical college/ Business Administrative technique department

Fourth Level									
Code	Prediction if any	Number of units	Total hours	Practical hour	Theoretical hour	Name of determined materials		Kind of Requirement	University requirement
						English Language	Arabic Language		
NTU400	NTU300	٢	٢	٠	٢	English Language4	اللغة الانكليزية٤	Department Requirement	University requirement
NTU410		٢	٢	٠	٢	Methodology	منهجية البحث العلمي		
BMT420		٢	٢	٢	١	Reading computer3(Spss)	تطبيقات جاهزة٣ (تحليل الاحصائي spss)		
BMT421		٢	٢	٢	١	Reading computer4(Access)	تطبيقات جاهزة٤ (Access)		
BMT422		٢	٢	٠	٢	Quality and control Management	ادارة وضبط الجودة		
BMT423		٢	٤	٢	٢	Managerial Accounting (1)	المحاسبة الادارية (١)		
BMT424		٢	٢	٠	٢	Research project	مشروع البحث		
BMT425		٢	٤	٢	٢	Banking Management (1)	ادارة المصارف (١)		
BMT426		٢	٤	٢	٢	International Management	الادارة الدولية		
BMT427	BMT423	٢	٤	٢	٢	Managerial Accounting (2)	المحاسبة الادارية (٢)		
BMT428	BMT425	٢	٤	٢	٢	Banking Management (2)	ادارة المصارف (٢)		

BMT429		٢	٣	٢	١	Risk Management(optional)	ادارة الخطر (اختيارية)
BMT430		٣	٣	٠	٣	Total Quality Management(optional)	ادارة الجودة الشاملة (اختيارية)
BMT431		٣	٣	٠	٣	Financial legislation(optional)	التشريعات المالية (اختيارية)
BMT432		٢	٢	٠	٢	Government contract management (optional)	ادارة العقود الحكومية (اختيارية)
BMT433		٣	٣	٠	٣	Portfolio Management (Optional)	ادارة الحفظ الاستثمارية (اختيارية)
BMT434		٢	٢	٠	٢	corporate governance (optional)	حوكمة الشركات (اختيارية)
BMT435		2	2	0	2	Entrepreneurship(optional)	ريادة المشاريع
		45	53	١٦	37	Total	

Please tick the boxes corresponding to the individual learning outcomes from the program under evaluation

Learning outcomes required from the program																Code of the determined materials	Year/ Level
Transferred general and qualifying skills (other skills related to employability and personal development)				Affective and value goals				Program Skills Objectives				Cognitive goals					
٤١	٣١	٢١	١١	٤٢	٣٢	٢٢	١٢	٤٣	٣٣	٢٣	١٣	٤٤	٣٤	٢٤	١٤	First	
	✓					✓				✓		✓					Management principles
✓						✓			✓			✓					Statistic principles
✓						✓			✓			✓					Computer principles
		✓						✓						✓			Economic principles
																	Management reading
✓				✓					✓			✓			✓		Mathematics
✓				✓					✓			✓				Economic management	

Second														Obligatory	Operation management(1)	Operation management(2)	Third
	✓													Obligatory	Human resource (2)		
														Obligatory	Marketing (2)		
														Obligatory	Intermediate Accounting (2)		
														Obligatory	Operation management(2)		
	✓													Obligatory	Human resource(20)		
	✓													Obligatory	Marketing (2)		
	✓													Obligatory	Intermediate Accounting (2)		
		✓												Optional	Quantitative Method		
	✓													Optional	Knowledge management		
														Optional	Crisis management		
														Optional	Supply management		
														Optional	Intellectual capital management		
	✓														Summer training (2)		





Fourth														



TEMPLATE FOR PROGRAMME SPECIFICATION

## Course Description / International Management

This Programme Specification provides a concise summary of the main features of the programme 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 is supported by a specification for each course that contributes to the programme.

1. Teaching Institution	Northern Technical University
2. University Department/Centre	Business Management Technique
3. Programme Title	International management
4. Title of Final Award	B.A
5. Modes of Attendance offered	Students of Fourth stage
6. Accreditation	Courses and determination/ 4 hours per week
7. Date of production/revision of this specification	7/01/2024

### 8. Aims of the Programme

Introducing the student to the correct scientific and technical concepts and methods in the management of international business by analyzing the size and causes of international business exchanges and environmental factors that affect international business. The course is exposed to the management of multinational companies under the environment, as the new global economic system is characterized by multiple features, most notably the increase in the role of financial and banking institutions, international trade liberalization processes, the sovereignty of international and regional blocs, in addition to the development of information and communication technologies and services, and others. This requires increased attention to the methods and forms of international business management, especially in countries that do not have the ability to enter the international markets of developed countries due to their inability to compete with international companies and their products and in multiple respects, the most important of which are quality and cost, as these countries



need radical changes to increase their ability to enter international markets, especially since these countries have untapped productive capacities and capacities and non-market production surpluses, and competition is expected to increase. With international companies in the local markets, especially countries that have joined international and regional agreements and bilateral agreements with some countries. The teaching program aims to help students understand and know international business and prepare them for positions in international institutions and companies.

#### 9. Learning Outcomes, Teaching, Learning and Assessment Methods

Method of learning and teaching. Method of discussion, method of lecture Method of evaluation. Daily exams, Semester exams and Final exam.

##### A Cognitive goals

- Introduce the student to the nature of international business management and its importance in light of globalization and trends in international trade liberalization.
- Introducing the student to foreign trade theories and the impact of foreign investment on the balance of payments.
- Introducing the student to the international business environment and its difference from the local business environment.
- Introducing the student to international marketing, international financial management, and international human resources management.

##### B. The skills goals special to the programme

B1 - Teaching the student how to plan and organize international business and formulate international strategic planning plans

B2 - Provide the student with a future outlook for international business management and the challenges it faces.

##### C Affective and value goals

C1- Instilling a sense of thinking in solving the problem in the student and preparing him for this purpose

C2- Providing integrated knowledge about international business management with its concepts, tools and related topics in order for the student to have the necessary knowledge for this subject

## 10. Programme Structure

Week	Hours	Required educational outcomes	Name of the unit or subject	Method of teaching	Evaluation
First	4 hours	Getting to know the concept international management	Introduction to International Management: The Concept of International Management - The Roots and Development of International Management	Showing and theoretical illustration	Daily oral test
Second	4 hours	Getting to know the nature of businessmen	The nature of international businessmen , the difference between international management and international business , the objectives of international management ,	Showing and theoretical illustration	Daily oral test
Third	4 hours	Understand why international companies are established	Reasons for companies to do international business, factors affecting the emergence and development of international management	Showing and theoretical illustration	Daily oral test
Fourth	4 hours	Identify the roles of managers	International managerial roles and skills, International manager functions (planning,	Showing and theoretical illustration	Daily oral test

			organization, leadership, control), International and multinational business companies: concept, development and characteristics		
Fifth	4 hours	Learn about the role of international companies in the global economy	Role of international business in the global economy, Types of international business	Showing and theoretical illustration	Daily oral test
Sixth	4 hours	Learn about international growth and globalization	Causes of contemporary international growth - globalization concept - manifestations and its effects on business organizations	Showing and theoretical illustration	Daily oral test
Seventh	4 hours	Recognize the interfaces of globalization	Interfaces of globalization, International business environment: political and legal environment	Showing and theoretical illustration	Daily oral test
Eighth	4 hours	Learn about business environments	International Business Environment: Economic Environment, Technical Environment	Showing and theoretical illustration	Daily oral test
Ninth	4 hours	Learn how to negotiate across	Cultural differences,	Showing and	Daily oral test



		cultures	negotiation across rhymes Strategic management in international business organizations	theoretical illustration	
Tenth	4 hours	How to formulate strategy	Political steps in the formulation of the strategy	Showing and theoretical illustration	Daily oral test
Eleventh	4 hours	Learn about international strategic options	Strategic options (international and global strategies)	Showing and theoretical illustration	Daily oral test
Twelfth	4 hours	How to evaluate strategy	Implementation and evaluation of the International Strategy	Showing and theoretical illustration	Daily oral test
Thirteenth	4 hours	Know and learn functional strategies	Functional strategy in business organizations: production strategy and international processes	Showing and theoretical illustration	Daily oral test
Fourteenth	4 hours	Know and learn functional strategies	International Marketing Strategy International HR Strategy	Showing and theoretical illustration	Daily oral test
Fifteenth	4 hours	Know and learn functional strategies	International logistic strategy	Showing and theoretical illustration	Daily oral test
Sixteenth	4 hours	Knowledge and learning of the dangers facing international organizations	Risk management in international business organizations and risks faced by international business organizations, political risks	Showing and theoretical illustration	Daily oral test



## 11. Key sources of information about the programme

1. Required and determined textbooks:	Textbooks: <ul style="list-style-type: none"><li>• Al-Douri, Zakaria Mutlaq 2009 "International Business Administration".</li><li>• Yassin, Saad Ghaleb, 2009 "International Management"</li><li>• Dabbagh, Jamal 2007 "International Management (Selected Contemporary Topics from a Business Perspective)"</li><li>• World Wide Web (Internet)</li></ul>
2. Main references (resources)	<ul style="list-style-type: none"><li>• League, Zakaria Mutlak 2009 "International Business".</li><li>• Yassin, Saad Ghalib, 2009 "International Management"</li></ul>
<ul style="list-style-type: none"><li>• Recommended books and references (scientific journals, reports ,....)</li><li>• Electronic References, Websites</li><li>• The World Wide Web and specialized websites</li></ul>	

## 12. Course developing plan

Identify external environments and international companies through field visits, both inside and outside the country