

## Academic program description form

University name: Northern Technical University.

College/Institute: Technical Management Institute - Nineveh.

Scientific Department: Department of Financial and Banking Technologies.

Name of the academic or professional program: Technical Diploma - Financial and Banking Technologies.

Name of final certificate: Technical Diploma in Financial and Banking Technologies.

Study system: Courses - first level - first course - principles of management.

Description preparation date: 4/8/2024

Date of filling the file: 4/8/2024

the signature: –

the signature: –

Name of scientific assistant: –M. Muhammad Osama Ahn

Name of department head: –M.D. Loyalty Hazem Sultan

the date: –

the date: –

Check the file before

Division of Quality Assurance and University Performance

Name of the Director of the Quality Assurance and University Performance Division:

the date

the signature

Authentication of the Dean

**See the program** .١

**Seeking** Northern Technical University - Technical Management Institute - Nineveh - Department of Financial and Banking Technologies to prepare graduates in the field of finance and banking to work in government departments and governmental and private banks and to benefit from specialization in the practical and applied field.

**Program message** .٢

**The Department of Financial and Banking Technologies at the Technical Management Institute - Nineveh aims to teach students the basics of accounting principles, including accounting laws and standards and the preparation of financial statements. Emphasis is placed on practical applications in business accounting and financial analysis, with an emphasis on professional ethics and reliability.**

**Program Goals** .٣

**Providing students with cognitive skills in management principles and the development of organizational thought, with a particular focus on business administration, which qualifies them to carry out the tasks and responsibilities to work in business organizations.**

**Program accreditation** .٤



**Other external influences** .٥



**Program structure** .٦

comments *	percentage	Study unit	Number of courses	Program structure
			University requirements	<b>Enterprise requirements</b>
			Yes	<b>College requirements</b>
			Yes	<b>Department requirements</b>

			There is	<b>summer training</b>
				<b>Other</b>

Program description .V				
Credit hours		Name of the course or course	Course or course code	Year/level
	3	PrinciplesAdministration	TN101	2023-2024/first

Expected learning outcomes of the programme .Λ	
Knowledge	
	<p>Introducing the concept of management and manager.</p> <p>Introducing the concept of the administrative process and the manager's functions.</p> <p>Familiarity with the theories and schools that contributed to the development of management science.</p> <p>Definition of the elements of the administrative process:</p> <p>Planning and its objectives, types of plans, components of planning and its obstacles.</p> <p>Organization and its importance, organizational structure, and methods of organizational division.</p> <p>The concept of decision making, stages of decision making, and types of decisions.</p> <p>The concept of administrative</p>

	<p>leadership, types of leadership, and leadership theories.</p> <p>Oversight, its procedures, types of control, and the characteristics of an effective system of control and its obstacles</p>
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<b>Skills</b>
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	<p>B1 - The ability to think creatively and analyze objectively</p> <p>B2 - The ability to represent theoretical material with examples from practical reality</p> <p>B3 - The ability to sequence ideas and link topics</p> <p>Understanding the concept of management and its role in developing organizations and societies.</p>
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<b>Value</b>
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	<p>C1- The ability to simulate theoretical material with practical reality</p> <p>C2- The ability to diagnose problems and propose different alternatives to solve them</p> <p>C3- The ability to link environmental variables and analyze the relationship between them</p> <p>C4- Enhancing self-confidence and character formation</p>
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<b>Teaching and learning strategies</b> .9
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**Evaluation methods .10**

Written tests at multiple levels, including the upper level, the intermediate level, and the weak level

-Direct questions, preparing reports, research, and class discussions

- An assessment of the student's personality in presenting the topic and the method of discussing it

Daily, monthly and end-of-semester exams

**education institution .11**

Faculty members: - Randa Maysar Saleh

Preparing the teaching staff		Special requirements/skills (if any)		Specialization		Scientific rank
lecturer	angel			private	general	
	angel			Information and libraries	Information and libraries	assistant teacher

**Professional development**

Attending workshops and courses in various fields in order to acquire additional skills.

**Acceptance standard .12**

the average. -1

the desire. -2

Admission plan. -3

**The most important sources of information about the program .13**

Principles of public administration. Muhammad Abdel Fattah Yaghi. - Wael Publishing House, 2011

Program development plan . ١٤

Updating scientific content

Involving students in scientific discussions

Introducing observation and brainstorming tests

**Program skills chart**

**Learning outcomes required from the programme**

Value				Skills				Knowledge				Essential or optional?	Course Name	Course Code	Year/level
C4	C3	C2	C1	B4	B3	B2	B 1	A4	A3	A2	A1				
<input type="checkbox"/>	<input type="checkbox"/> —	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/> —	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> —	Basic	Management principles	TN101	2023-2024





Course content description form

Teaching hours	Number of weeks	List of topics
3	the first	The concept of management and its importance
3	the second	Historical development of administrative thought
3	the third	Planning
3	the fourth	Decision making
3	Fifth	Organization
3	VI	Coordination
3	Seventh	Administrative leadership
3	VIII	Motivation and incentives
3	Ninth	Administrative Communications
3	The tenth	Censorship
3	eleventh	Human Resource Management
3	twelveth	Marketing Management
3	Thirteenth	production management
3	fourteenth	financial management
3	Fifteenth	Management information systems management