

## Academic Program Description Form

**University Name:** Northern Technical University

**Faculty/Institute:** Nineveh - Technical Management Institute Dept.

**Scientific Department:** Department of office management techniques

**Academic or Professional Program Name:** Technical Diploma in office management technology

**Final Certificate Name:** Technical Diploma in office management technology.

**Academic System:** Courses

**Description Preparation Date:** 1/7/2025

**File Completion Date:** 1/7/2025

**Signature:**

**Head of Department Name:**

Usama Abd ALKreem Kasim

**Date:** 1/7/2025

**Signature:**

**Scientific Associate Name:**

Dr. Eman Ahmad Salih

**Date:** 1/7/2025

The file is checked by:

**Department of Quality Assurance and University Performance:** Lanya Mohamed GAZAL

**Director of the Quality Assurance and University Performance Department:**

**Date:** 1/7/2025

**Signature:**

Approval of the Dean

1.	Program vision
Establishing a scientific department that serves as an influential scientific and intellectual radiation, the local labor market in particular and the Arab in general with efficient technical outputs that meets its needs (quantity and quality) is equipped with modern higher education supplies (typical laboratories for students training, internet networks, smart spines, specialized professors who have higher degrees and scientific skills in the field of specialization ... etc.) and adopt open education and education systems on after.	

2.	Program message
Creating administrative technical cadres responsible for the management of modern offices in electronic management methods, and equipped with academic knowledge and scientific skills that qualify them to transform the plans and goals of organizations into action and work with high quality, as well as being a link between the manager and employees who translate the plans and goals of the organization and the manager's thought into an act and achievement by workers.	

3.	Program objectives
<p>The department aims to prepare specialized technical staff to use modern electronic technologies and computer applications in the field of office management and means of communication and correspondence to complete office business in various organizations, and these cadres are able to:</p> <ol style="list-style-type: none"> <li>1- Creating and managing office business and organizing the progress of work in the various administrative units.</li> <li>2- Organizing the meetings for departments with the internal and external authorities.</li> <li>3- Carrying out all office management work, including organizing interviews and meetings, organizing incoming and exporting mail and archiving them electronically.</li> <li>4- Using modern electronic mechanization in administrative and office work.</li> <li>5- Developing and simplifying office and administrative procedures using modern electronic technologies.</li> <li>6- Practice the jobs and work of management and subjectivity, and the liberalization of administrative orders for workers affairs and administrative work.</li> <li>7- Editing the answers to the books received, preparing administrative reports, and carrying out all modern electronic correspondence.</li> </ol>	

<b>4. Program accreditation</b>
nothing

<b>5. Program accreditation</b>
nothing

<b>6 Program Structure</b>				
<b>Program Structure</b>	<b>Number of courses</b>	<b>Study unit</b>	<b>percentage</b>	<b>comments *</b>
<b>Institutional Requirements</b>	12	24		compulsory 11 optional 1
<b>College Requirements</b>	5	17		compulsory 4 optional 1
<b>Department Requirements</b>	25	101		compulsory 21 optional 4
<b>Summer training</b>	مستوفي			
<b>Other</b>	nothing			

\*The notes can include whether the course is essential or optional

<b>1. Description of the program</b>				
<b>Year/Level</b>	<b>Course code</b>	<b>Course name</b>	<b>Credit hours</b>	
			<b>theoretical</b>	<b>practical</b>
<b>first/ 2025-2024</b>	<b>NTU 100</b>	<b>Democracy and Human Rights</b>	<b>2</b>	<b>0</b>
	<b>NTU 101</b>	<b>English language</b>	<b>2</b>	<b>0</b>
	<b>NTU102</b>	<b>computer Principles</b>	<b>1</b>	<b>1</b>
	<b>NTU 103</b>	<b>Arabic Language</b>	<b>2</b>	<b>0</b>
	<b>NTU 106</b>	<b>French language</b>	<b>2</b>	<b>0</b>
	<b>NTU 104</b>	<b>Sport</b>	<b>1</b>	<b>1</b>
	<b>TIN100</b>	<b>Management Principles</b>	<b>2</b>	<b>3</b>
	<b>TIN101</b>	<b>Statistics</b>	<b>1</b>	<b>2</b>

	OMT100	Records Management	2	3
	OMT101	information techno	2	3
	OMT102	Public Relation	2	3
	OMT103	Report Writing	1	2
	OMT104	Management information System	1	2
	OMT105	Electronic records management	2	3
	OMT106	Information systems and security	2	3
	OMT107	Administrative Communications	2	3
	OMT108	Ceremonies Management	2	3
	OMT109	Reading English	1	2
	OMT 110	Organizational Behavior	1	2
second/ 2025-2024	NTU 201	computer	1	1
	NTU 200	English language	2	0
	NTU 202	Arabic Language	2	0
	NTU 203	Crimes of the Baath regime in Iraq	2	0
	NTU204	Profession Ethics	2	0
	TIN200	Electronic business management	1	2
	TIN201	Project Management	1	2
	TIN202	Quality Management	1	2
	OMT 211	Human Resources Management	2	3
	OMT212	Service Legislation	1	3
	OMT213	Correspondence in English	2	3
	OMT214	Time Management	1	3
	OMT215	Organizational of the Office	2	3
	OMT216	Correspondence in Arabic	2	0
	OMT217	Organization Development	2	0
	OMT218	Contemporary human resource management	2	3
	OMT219	Public office laws	1	3

	<b>OMT220</b>	<b>Business correspondence</b>	<b>2</b>	<b>3</b>
	<b>OMT221</b>	<b>Manage meeting time</b>	<b>1</b>	<b>3</b>
	<b>OMT222</b>	<b>Office automation</b>	<b>2</b>	<b>3</b>
	<b>OMT223</b>	<b>scientific research project</b>	<b>0</b>	<b>2</b>
	<b>OMT224</b>	<b>Knowledge Management</b>	<b>2</b>	<b>0</b>

2 expected learning outcomes for the program
<b>A- Knowledge</b>
<p>A 1- Learn about the concept of management in general and the administration of the office in particular</p> <p>A2- Learn how to perform administrative work in organizations</p> <p>A 3- Learn about the curricula and vocabulary of the Durr necessary to acquire the required knowledge in administrative work</p> <p>A 4- Learn about the method of writing notes, conversations, reports, organizing and managing meetings</p> <p>A5- Learn how to deal with customers, time management, correspondence, captivity and civil service legislation</p> <p>A 6- Learn about the use of the electronic computer and its software and how to benefit from it in administrative work</p>
<b>A- Skills</b>
<p>B 1 - The ability to perform administrative work and office work in organizations</p> <p>B2 - The ability to use an electronic computer, conduct administrative correspondence and communication art</p> <p>B 3 - The ability to organize office work through the means of memorization and electronic archiving of transactions and documents</p>
<b>3 teaching and learning strategies</b>
<p>-1The theoretical lectures required for the course as well as the use of modern scientific means to present the lectures on the Data Show.</p> <p>-2Asking questions to students and sharing them in answering them.</p>

-3Participatory education through which students are distributed in groups, asking them to carry out certain tasks.

-4The practical application of theoretical vocabulary

-5Practical training in state departments

#### 4 evaluation methods

-1Daily duties.

-2Reports on the vocabulary of the course.

-3Practical tests.

-4Monthly theoretical tests and end of the course.

#### Professional development

##### Directing new faculty members

Entering specialized conferences, seminars and workshops in the field of human resources and see the latest findings of studies in that field.

##### Professional development of faculty members

Activating strategic partnerships with discreet international universities and sending teaching staff in specialized training courses in the field of office management

#### 5 admission criterion

The student is accepted by relying on the academic admission plan and based on the rate.

#### 6 The most important sources of information about the program

- Systematic books specified in the field of specialization
- books and scientific research supporting the vocabulary of the office administration department
- Scientific visits and summer training
- The discreet scientific information derived from the Internet.

Program Skills Chart															
				Required learning outcomes of the program											
Year / Level	Course code	Course name	Essential or optional?	Knowledge				Skills				Values			
				A1	A2	A3	A4	B 1	B 2	B 3	B 4	A1	Part 2	Part 3	Part 4
2024-2025 second/	OMT211	Human resources management	Essential	✓	✓	✓	✓	✓	✓			✓			
first/ 2024-2025	OMT100	Records Management	Essential	✓	✓	✓	✓	✓	✓			✓			

## Description of the academic program

**The description of this academic program provides a requirement for the most important characteristics of the program and the expected learning outcomes of the student, to achieve it, including whether he has achieved the maximum benefit from the available opportunities.**

1. The educational institution	Northern Technical University
2, Scientific Section / Center	Institute of Technical Administration- Nineveh/ Office Management Technology Department
.3	Human Resources Management/ omt211
4. The programs in which it enters	Technical diploma
5. The available forms of attendance	Attendance lectures
6. Chapter / Sunnah	2025-2024
7. Hour/SemeSter	150
8. Date of preparing the description	2025/27/01
The goals of the academic program .1	
<p>The program aims to prepare specialized technical staff on the use of modern electronic technologies and computer applications in the field of office management and means of communication and correspondence to complete office business in various organizations, and these staff are able to use information and communication technology in administrative and office work</p>	



The expected learning outcomes of the program	
Knowledge	
<p>-1Learn about the administrative functions of human resources management.</p> <p>-2Identify the specialized functions of human resources management, including planning, polarizing, appointing and training human resources and how to implement them in practice.</p> <p>-3Learn how leading organizations deal with their human resources by presenting academic situations and examples about tasks and functions related to human resources.</p> <p>-4Developing the student's ability to make decisions related to the human element in the business environment .</p>	
Skills	
<p>1- Enhancing the student's ability to analyze and diagnose problems related to human resources and how to find appropriate solutions to them.</p> <p>2- The student's ability to the student is on the correct and effective application of human resources functions, starting from functional description to polarization, appointment, and</p>	

ending with training and development. 3- Developing the student's ability to make decisions related to the human element in the business environment.	
<b>Values</b>	
1- Developing students' capabilities to share ideas.  2- Developing students' capabilities to harmonize work within the team.	

<b>Teaching and learning strategies</b>
<ul style="list-style-type: none"> <li>-1The theoretical lectures required for the course as well as the use of modern scientific means to present the lectures (Data Show).</li> <li>-2Asking questions to students and sharing them in answering them.</li> <li>-3Participatory education through which students are distributed in groups, asking them to carry out certain tasks.</li> <li>-4The practical application of theoretical vocabulary</li> <li>-5Practical training in state departments</li> </ul>

<b>Evaluation methods</b>
<ul style="list-style-type: none"> <li>-1Daily duties.</li> <li>-2Reports on the vocabulary of the course.</li> <li>-3Practical tests.</li> <li>-3Monthly theoretical tests and end of the course.</li> </ul>

<b>Faculty members</b>
Faculty members: dr. Ahmed Abdul Sattar Al -Talbi

Academic Rank	Specialization		Special requirements/s kills (if any)		Faculty preparation	
	general	private			employee	lecturer
lecturer	business management	Organizational theory			employee	

Professional development
Directing new faculty members
Participate in conferences, seminars and specialized workshops in the field of human resources and learn about the latest studies in this field.
Professional development of faculty members
Activating strategic partnerships with reputable international universities and sending teaching staff to specialized training courses in the field of human resources.

<b>The most important sources of information about the program</b>
Human Resource Management - Dessler, Gary

Program development plan
<ul style="list-style-type: none"> <li>-1 Including practical models related to planning human needs.</li> <li>-2 Adopting actual job description cards in some leading organizations.</li> <li>-3 Including soft skills for human resources alongside knowledge and hard skills to prepare cadres that are compatible with the needs of the modern work environment.</li> </ul>

## Course Description Form

1. Course Name:	
Human Resources Management	
2. Course Code:	
OMT211	
3. Semester / Year:	
Second Level – First Semester / 2024–2025	
4. Description Preparation Date:	
2025/6/18	
5. Available Attendance Forms:	
Classroom	
6. Number of Credit Hours (Total) / Number of Units (Total)	
5 hours / 5 units	
7. Course administrator's name (mention all, if more than one name)	
Name: Ahmed Abdulsatar Abdulmohsin Email: mti.lec103.ahmed2ntu.edu.iq	
8. Course Objectives	
<b>Course Objectives</b>	1-The student's understanding of the nature of human resources administrative functions, as well as the specialized functions of planning, attracting, appointing, and training human resources. 2-Developing the student's ability to make decisions related to the human element in the business environment. 3-Enhance the student's ability to analyze and diagnose problems related to human resources and how to find appropriate solutions for them. 4- The student will learn how leading organizations deal with their human resources and benefit from these experiences in practical life
9. Teaching and Learning Strategies	
<b>Strategy</b>	<b>1- Lecture style:</b> Clarify the philosophical foundations of the concepts to be taught. <b>2- Collaborative education:</b> Divide the students into groups and ask them to do certain tasks. <b>3-Case study strategies:</b> Presenting case studies and practical examples of human resources tasks and functions.

		<b>4- E-learning and blended learning:</b> Use the viewer (Data Show) and Classroom to clarify important aspects and communicate with students electronically. <b>5-Showing videos:</b> It facilitates the student's understanding and remembering of the basic foundations of the subject under study and increases the ability to link subjects to each other.			
10. Course Structure					
Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
first	5	1-The student understands the historical development of the concept of human resources management. 2-The student knows the implications of the transition from personnel management to human resources management	Introduction to Human Resource Management	1-Explanation in a lecture style. 2-Discussion style. 3-Cooperative education	1- The student reviews and discusses the different stages of human resource management development. 2-The student discusses the difference between personnel management and human resources management.

second	5	1- The student describes the results of poor human resource selection and management. 2- The student learns about human resources policies in organizations .	What is human resource management?	1-Explanation in a lecture style. 2-Discussion style. 3-Cooperative education. 4- Display Cases practical For leading organizations	1-Discussion during the lecture.  2- Display students' assignments.  3- Daily test.
third	5	1- The student learns about the administrative and specialized functions of human resources management.  2- The student describes Organizational structure For human resources management.	Human Resources Management Jobs	1- Explanation in a lecture style. 2-Discussion style. 3- Cooperative education.	1-Discussion during the lecture.  2- Display students' assignments.  3- Daily test.
Fourth	5	1- The student learns how to conduct job analysis. 2- Be able to Specify information The process you need Analysis.	Job analysis	1- Explanation in a lecture style. 2-Discussion style. 3- Cooperative education.	1- Discussion during the lecture.

					2- Evaluating assignments and presentations .
Fifth	5	1- The student learns how to prepare a job description card. 2- Be able to identify how to improve the job description process.	Job description	1- Explanation in a lecture style. 2-Presentation of cases for preparing a job description card	Evaluate assignments and reports submitted on the platform Classroom
Seventh	5	1- The student learns how to determine the surplus and deficit of human resources. 2- Be able to identify appropriate strategies to deal with surplus and deficit situations.	Human needs assessment methods	1- Explanation in a lecture style. 2-Discussion style. 3- Cooperative education. 4-E-learning and blended learning.	1- Discussion during the lecture 2- Practical assignments
eighth	5	1- The student learns how to attract competent employees to work in the organization.	Recruitment	1- Explanation in a lecture style. 2-Discussion style.	1- Daily tests 2- Practical duties

		2- Be able to identify which recruitment sources are most effective for the organization.		3- Cooperative education. 4- Display video cases of interviews.	
Ninth	5	1- The student learns the stages of the selection process. 2- The student learns about the different approaches to the human resources selection process and compares it with the reality of selection in state institutions. 3- The student learns about the types of interviews, designing their questions, how to manage them, and the mistakes that the interviewer makes.	choice	1- Explanation in a lecture style. 2-Discussion style. 3-Cooperative education. 4- Display video cases of interviews. 5- E-learning and blended learning.	1- Daily tests 2-Discussion between students



		4- The student learns about the types of tests and the mechanism of their design and is exposed to real models of tests.			
tenth	5	1- The student learns the concept of assignment. 2- The student learns how to conduct the initial preparation for new hires.	Initial appointment and preparation	1- Explanation in a lecture style. 2-Discussion style. 3- Cooperative education. 4- Display video cases of interviews. 5-E-learning and blended learning.	Daily tests, student discussions, and case studies and discussions of real-life employment contracts.
eleventh	5	1- The student understands how to manage employee performance and how to build effective performance systems in the organization. 2- The student will be able to analyze the effectiveness of performance	Performance evaluation	1- Explanation in a lecture style. 2-Discussion style. 3- Cooperative education. 4-E-learning and blended learning.	1- Daily tests 2- Discussion between students 3- Presenting and discussing practical cases

		systems in place in organizations.			
twelfth	5	1- Introducing the student to different performance evaluation methods. 2- The student will be able to analyze the effectiveness of performance systems in place in organizations.	Performance evaluation methods and techniques	1- Explanation in a lecture style. 2-Discussion style. 3- Cooperative education. 4-E-learning and blended learning.	1- Feedback 2- Daily tests 3- Discussion between students 4- Presenting and discussing cases
thirteenth	5	1- Introducing the student to the elements of the training process. 2- The student has the ability to analyze training needs and also be able to analyze and evaluate training gains.	Training	1- Explanation in a lecture style. 2-Discussion style. 3-Cooperative education. 4-E-learning and blended learning.	1- Feedback 2- Daily tests 3- Discussion between student 4- Presenting and discussing cases
fourteenth	5	1- Introducing the student to the concept and methods of administrative development. 2- The student has the ability to analyze the	Administrative development	1- Explanation in a lecture style. 2-Discussion style. 3- Cooperative education.	1- Feedback 2- Daily tests 3- Discussion between students 4- Presenting and discussing cases.

		gains of the administrative development process.		4-E-learning and blended learning.	
fifteenth	5	1- The student realizes the importance of wage and compensation systems. 2- The student is aware of all the factors that affect the adoption and construction of wage systems in the organization.	Wages and salaries system	1- Explanation in a lecture style. 2-Discussion style. 3- Cooperative education. 4-E-learning and blended learning.	1- Feedback  2- Daily tests 3-Discussion between students  4-Presenting and discussing cases.
<b>11. Course Evaluation</b>					
Distribution of grades out of 100 - First month exam 20degree - Second month exam 20 points - Daily tests and assignments 10 marks - Final exam 50 marks					
<b>12. Learning and Teaching Resources</b>					
Required textbooks (curricular books, if any)			Gary Dessler, (2018), Fundamentals of Human Resource Management: What's New in Management, Pearson; 5 edition. •		
Main references (sources)			Kee, D. M. H., & Rubel, M. R. B. (2021). Technology adaptation is on its way: the role of high involvement work practice. International Journal of Business Innovation and Research, 25(1), 35-50. • Sean R. Valentine, Patricia Meglich, Robert L. Mathis, John H. Jackson, •		

	<p>(2019), Human Resource Management, paperback, 16 edition.</p> <p>Talya Bauer, Berrin Erdogan, David • E. Caughlin, Donald M. Truxillo, (2020), Human Resource Management: People, Data, and Analytics, paperback 1st edition. • Muogbo, Uju. S, Jacobs Torrington, D., Hall, L., Atkinson, C., &amp; Taylor, S. (2020). Human resource management. Pearson UK.</p>
Recommended books and references (scientific journals, reports...)	<p>Boselie, P., &amp; van der Heijden, B. (2024). Strategic human resource management: A balanced approach. McGraw Hill.</p> <p>Sharma, F. C. (2023). Human resource management. SBPD Publications.</p>
Electronic References, Websites	<p><a href="https://www.youtube.com/@ahmedabdulsatarabdulmohsin1731">https://www.youtube.com/@ahmedabdulsatarabdulmohsin1731</a></p>