

Curriculum Guide 2025-2026



Uruk Private University
College of Management and Economics
Bachelor of Business Administration



جامعة أوروک الأهلية
URUK UNIVERSITY



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**Vision and mission of the Department of Financial and Banking
:Sciences**

Vision, Mission, and Objectives of the Business Administration Department

: Section View -1

The aim is to achieve Iraqi, Arab and regional leadership by developing students' skills and capabilities in administrative tasks and to supply the labor market with highly skilled individuals.

: Department Message -2

To provide an efficient scientific environment to prepare managers to run institutions with professional administrative expertise and to supply society with scientific competencies that contribute to developing and enriching knowledge and contributing to providing consultations, training programs and solving obstacles facing the public and private sectors

:Values -3

it Reinforce and Students I have University Values Consolidation on the job
formation on He works In what Professional pain with values
Values with harmonize graduates Professionalism at and Ethics System
. the society

:Program objectives -4

,Developing administrative skills and teaching planning, organizing -1
And preparing students to make sound. directing, and controlling skills
. administrative decisions

Developing strategic thinking and understanding how to formulate -2
and analyzing the internal and external environment of, long-term plans
. organizations

Preparing leadership cadres and qualifying students to be successful -3
And enhancing leadership and. leaders in companies and institutions
. teamwork skills

,Acquiring knowledge in multiple fields such as marketing, finance -4
and understanding how, human resources, and general management
. these fields are integrated within the organization

Enhancing communication skills and developing effective -5
Learning negotiation and. interpersonal communication skills
. presentation skills

Supporting initiative and entrepreneurship , encouraging students to -6
and understanding the basics of small, create their own projects
. business management

Keeping up with modern developments and using technology in -7
And understanding the digital transformations in the. management
. business world

Linking theory with practice and applying knowledge through practical -8
. studying real-life cases from the labor marketand training

:Student learning outcomes -5

-1 To enable students to acquire basic and advanced knowledge and information in the fields
of business administration and its various administrative functions.

,Developing students' ability to communicate effectively in the fields of management -2
business, and working within different work teams and organizations.

Developing students' ability to employ computer skills and digital technologies in -3
processing and analyzing administrative information and supporting decision-making.

Knowledge of the principles, methods and techniques of making administrative decisions -4
in various fields of business management, which contributes to addressing problems and
achieving the organization's goals.

,Enabling students to use scientific research tools and methods in collecting, analyzing -5
and employing data and information in the fields of business administration.

Developing students' ability to research, think critically and creatively, and to activate -6
problem-solving and decision-making methods in the business environment.

Possessing the necessary knowledge and skills in the field of human resource -7
management, planning, organizing, directing, and controlling, and employing them in the
work environment.

Understanding and comprehending the advanced principles and concepts in strategic -8
management, operations management, marketing, human resources and entrepreneurship.

Enabling students to employ the principles of mathematics, statistics and quantitative -9
methods in analyzing administrative data and supporting the decision-making process.

Developing students' ability to deal with changes, crises and risks in the business -10
environment, predict them and develop appropriate solutions and strategies to reduce their
effects, while enhancing their ability to apply the principles of governance, work ethics and
social responsibility.

:Faculty -6

phone number	Email	General/Specialized specialization	Scientific title	Instructor's name in Arabic	T
		Business Administration/Organizational Behavior	Assistant Professor .Dr	Ahmed Abdul Ismail Al-Saffar	1
		Business Administration Quality Management /	Professor .Dr	Samir Kamel Saeed Al-Khatib	2
		/ Management / Business Strategic Management	Assistant Professor .Dr	Intisar Abbas Hammadi Khalaf	3
		/ Business Administration Strategic Management	Professor Doctor	Raed Ghanem Rahim Mutlaq	4
		Statistics / Standard Statistics	assistant professor	Malik Saleh Ali Hassan	5
		/ Business Administration Marketing	Assistant teacher	Ibrahim Abdul Walid Razzaq Abbas	6
		– Business Administration Marketing	Assistant teacher	Awn Haidar Eidan Abdul	7
		law	Assistant teacher	Zahraa Muhammad Ali	8
		/ Business Administration Marketing	Assistant teacher	Riyam Raad Yaqoub Abdul Nabi	9
		/ Business Administration Marketing	Assistant teacher	Ahmed Hassan Jabr Sabet	10
		Strategic planning	Assistant teacher	Wafaa Ali Katafa	
		Management Information Technologies	Assistant teacher	Dania Anwar Sabit	
		/ Electrical Engineering Computer and Information Systems Engineering	Assistant teacher	Osama Muwaffaq Sahm Hussein	

:Credits, grades, and cumulative GPA -7

:A- Credits

Credits system during from Bologna practical A and Rook university Track
ECTS)) Credits To transfer European
He granted It is that Scientific Degree Programs number The total amounts
per credits30 ,.i.e ,, 240 European credits For the system According to it
are equivalent to 25 hours credits ECTS and equivalent Academic season
burden that in including, The student He bears it that the job burden from
. Organized and others The organizer the job

:B - Classification

: Two sub-branches Two sets to Results to divide It is Evaluation before
Results be therefore, And failure Success
and it is, The course in Failure for and Those students on Independent
: the next Grammar on Classification system identification

Grade chart			
Groups	Appreciation	Grades (%)	identification
Total passing score (50 - 100)	privilege	90 - 100	Amazing performance
	very good	80 - 89	Above average with some errors
	good	70 - 79	Sound work with some

			noticeable errors
	middle	60-69	Fair, but with major flaws
	acceptable	50-59	The work meets .minimum standards
Total failure (0 – 49)	- Precipitate Under processing	(45-49)	,More work is needed but only to meet the minimum .requirements
	Precipitate	(0-44)	Failure to perform the required workload in a large amount of time

(CGPA) C- Calculating the Cumulative Grade Point Average

collection road on For points Accumulation Rate account It is -1

In it In private beaten loneliness all grades

.for the program **ECTS** Then they are all divided by the total

. Years four Bachelor's degree in For points Cumulative Rate -2

$$\text{X ECTS Degree of unity (Second (X ECTS) + first unit grade CGPA} = \{ (+ \} 240 / 1$$

:Curriculum/Study Units -8

First semester / 30 ECTS units / Each ECTS unit = 25 hours

The symbol	Study material	Organized clock s	Unregulated hours	Total hours	ECTS	Type of material
BA1101	Fundamentals of Business Administration	78	122	200	8.00	C
BA1102	Principles of Economics	63	87	150	6.00	B
BA1103	Accounting basics	63	87	150	6.00	B

BA1104	Mathematics for Business Administration	63	87	150	6.00	B
UNI115	English language	33	17	50	2.00	S
UNI116	Arabic	33	17	50	2.00	S

Second semester / 30 European units / Each European unit = 25 hours

The symbol	Study material	Organized clocks	Unregulated hours	Total hours	ECTS	Type of material
BA1201	Principles of Business Administration	78	122	200	8.00	C
BA1202	Principles of Statistics	63	87	150	6.00	C
BA1203	Principles of Accounting	63	87	150	6.00	C
BA1204	English readings in business administration	48	77	125	5.00	C
UNI-1205	computer	48	27	75	3.00	S
UNI-1206	Democracy and human rights	33	17	50	2.00	B

:Communication -9

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Uruk Private University



College of Management and Economics

Business Administration Department

Bachelor of Business Administration



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:Overview-1

Business program He offers The study that Materials This guide It deals
on management for crops

The program offers, And the economy Administration in Bachelor 's degree
6000 With a total of Study . subjectshas 47
presentation depends, European units total, 240 Student carry hours
practical on academic Materials
. Bologna
in First Fun on Bologna practical program application It was completed
.Department of Business Administration for the academic year 2024–2025

Bachelor's Degree Units 2024-2025-2

Unit 1

The symbol	Title of the study unit	European Points System	semester
BA1101	Fundamentals of Business Administration	8.00	1
Class (hours/week)	Lecturer/Laboratory/Practical/Teacher	One semester	Hour/Weight
4	1	122	200
a description			
Introducing students to the basic concepts of management and the nature of the administrative process -1 Understanding management schools, utilizing internal and external factors affecting organizations, and making ethical and sustainable decisions -2			

Unit 2

The symbol	Title of the study unit	European Points System	semester
BA1102	Principles of Economics	6.00	1
Class (hours/week)	Lecturer/Laboratory/Practical/Teacher	One semester	Hour/Weight
4	3	87	150
a description			
To introduce the student to the fundamentals of economics at the micro and macro levels -1 according to modern methods Clarifying the relationship between economics and management science and developing -2 skills in dealing with economic data			

Unit 3

The symbol	Title of the study unit	European Points System	semester
BA1103	Accounting basics	6.00	1
Class (hours/week)	Lecturer/Laboratory/Practical/Teacher	One semester	Hour/Weight
3	1	87	150
a description			
,Providing a comprehensive understanding of basic accounting concepts, assumptions and principles -1 To enable students to prepare accounting entries and understand the accounting cycle and its importance -2			

Unit 4

The symbol	Title of the study unit	European Points System	semester
BA1104	Mathematics for Business Administration	6.00	1
Class (hours/week)	Lecturer/Laboratory/Practical/Teacher	One semester	Hour/Weight
3	1	87	150
a description			
Developing students' skills in dealing with administrative problems using a mathematical approach -1 Using mathematical methods to arrive at optimal solutions -2			

Unit 5

The symbol	Title of the study unit	European Points System	semester
UN115	English language	2.00	1
Class (hours/week)	Lecturer/Laboratory/Practical/Teacher	One semester	Hour/Weight
2	1	17	50
a description			
. Developing students' basic skills in the English language-1 . Developing reading, writing, listening and speaking skills-2 To equip students with the basic vocabulary and terminology used in the university-3 . environment . Developing the ability to understand scientific texts and sources in English-4 Enhancing the communication skills that the student needs in the academic and professional-5 . field			

Unit 6

The symbol	Title of the study unit	European Points System	semester
UN116	Arabic	2.00	1
Class (hours/week)	Lecturer/Laboratory/Practical/Teacher	One semester	Hour/Weight
2	1	17	50
a description			
. ability to use the Arabic language correctly '1- Developing students . Enhancing writing, expression, and academic communication skills-2 . Developing the ability to prepare official texts, reports, and correspondence-3 . Addressing common linguistic errors in academic and professional writing-4 Enhancing the necessary language communication skills for academic and professional life-5			

Unit 7

The symbol	Title of the study unit	European Points System	semester
BF1201	Principles of Business Administration	8.00	2
Class (hours/week)	Lecturer/Laboratory/Practical/Teacher	One semester	Hour/Weight
4	1	122	200
a description			
. To deepen students' knowledge of the basic principles of business administration-1 ,Studying administrative functions and practical applications of planning, organizing -2 . directing and controlling . Identifying the manager's skills, roles and responsibilities within the organization-3			

- . Analyzing administrative problems and selecting appropriate alternatives to address them-4
- . Developing the ability to apply management principles in different business environments-5

Unit 8

The symbol	Title of the study unit	European Points System	semester
BF1202	Principles of Statistics	6.00	2
Class (hours/week)	Lecturer/Laboratory/Practical/Teacher	One semester	Hour/Weight
3	1	87	150
a description			
-1 Introducing students to the basic concepts in the science of statistics. -2 Training students on how to collect, organize, classify, and present data. -3 Studying measures of central tendency and dispersion. 4 To become familiar with the principles of probability, sampling, and statistical methods -. -5 Employing statistical analysis to support administrative decisions.			

Unit 9

The symbol	Title of the study unit	European Points System	semester
BF1203	Principles of Accounting	6.00	2
Class (hours/week)	Lecturer/Laboratory/Practical/Teacher	One semester	Hour/Weight
3	1	87	150
a description			

- 1 Enhancing knowledge of accounting principles and their applications in business organizations.
- 2 Studying, analyzing, and recording financial transactions in accounting.
- 3 Understanding the preparation of accounts and financial statements -.
- 4 Analyzing accounting information and using it in planning and control.
- 5 Statement of the role of accounting in administrative and financial decision-making

Unit 10

The symbol	Title of the study unit	European Points System	semester
BF1204	English readings	5.00	2
Class (hours/week)	Lecturer/Laboratory/Practical/Teacher	One semester	Hour/Weight
2	1	77	125
a description			
1 Developing students' ability to read specialized texts in business administration in English -. -2 To become familiar with administrative, economic and marketing terminology in English. 3 Training students to analyze texts and extract main ideas -. -4 Developing the ability to understand foreign scientific references and sources. -5 Developing professional communication and reading skills in the field of business administration.			

Unit 11

The symbol	Title of the study unit	European Points System	semester
UN125	computer	3.00	2

Class (hours/week)	Lecturer/Laboratory/Practical/Teacher	One semester	Hour/Weight
2	1	27	75
a description			
1- computers Introducing students to the basic concepts of information technology and. 2 Training students on the use of word processing and spreadsheet applications -. -3 Developing skills in preparing presentations and administrative reports. -4 Using computers to organize and process data. -5 Employing digital applications to accomplish administrative tasks and duties.			
-1			

Unit 12

The symbol	Title of the study unit	European Points System	semester
UN126	Democracy and human rights	2.00	2
Class (hours/week)	Lecturer/Laboratory/Practical/Teacher	One semester	Hour/Weight
2	1	17	50
a description			
-1 Introducing students to the concept of democracy and the principles of human rights. -2 Understanding public freedoms, the rule of law, and citizenship. -3 Promoting the values of tolerance, respect, and equality. -4 Statement of the individual's responsibility to protect rights and freedoms. -5 Linking human rights principles to university and professional values.			

Unit 13

The symbol	Title of the study unit	European Points System	semester
BA2101	Marketing Department	6.00	1
Class (hours/week)	Lecturer/Laboratory/Practical/Teacher	One semester	Hour/Weight
4	3		150
a description			
This unit aims to introduce the student to the basic concepts of marketing management, and to address how to study the marketing environment and consumer behavior, in addition to formulating and applying the elements of the marketing mix (product, pricing, distribution, and .promotion) to build successful marketing strategies			

Unit 14

The symbol	Title of the study unit	European Points System	semester
BA2102	Organization theory	6.00	1
Class (hours/week)	Lecturer/Laboratory/Practical/Teacher	One semester	Hour/Weight
4	1		150
a description			
This unit focuses on understanding the different organizational structures and designs of organizations, and examines how to measure organizational efficiency and the impact of the external environment, technology, and growth on decision-making and organizational .adaptation			

Unit 15

The symbol	Title of the study unit	European Points System	semester
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BA2103	Human Resources Management	6.00	1
Class (hours/week)	Lecturer/Laboratory/Practical/Teacher	One semester	Hour/Weight
3	1		150
a description			
This unit covers the core human resources functions, from job planning, recruitment and hiring, to training and development, performance evaluation, and the design of compensation .and wage systems			

Unit 16

The symbol	Title of the study unit	European Points System	semester
BA2104	Intermediate Accounting	4.00	1
Class (hours/week)	Lecturer/Laboratory/Practical/Teacher	One semester	Hour/Weight
3	1		100
a description			
,This unit aims to delve into accounting standards and the preparation of financial statements the handling of current and non-current assets, and the identification of accurate accounting .measurement and disclosure methods for companies			

Unit 17

The symbol	Title of the study unit	European Points System	semester
BA2105	Commercial Law	3.00	1
Class (hours/week)	Lecturer/Laboratory/Practical/Teacher	One semester	Hour/Weight
3	1		75
a description			

This unit deals with the rules and laws governing business, and explains the concepts related to merchants, commercial contracts, commercial papers (bills of exchange and checks), and the legal provisions for companies.

Unit 18

The symbol	Title of the study unit	European Points System	semester
UNI-2106	computer	3.00	1
Class (hours/week)	Lecturer/Laboratory/Practical/Teacher	One semester	Hour/Weight
3	3		75
a description			
andMS Office)) To enable the student to use the operating system and basic office software to apply data management skills and use electronic spreadsheets and presentations in a business environment.			

Unit 19

The symbol	Title of the study unit	European Points System	semester
UNI-2107	Ba'ath Party crimes	2.00	1
Class (hours/week)	Lecturer/Laboratory/Practical/Teacher	One semester	Hour/Weight
2	1	27	50
a description			
The material reviews the historical, political and humanitarian abuses and crimes of the former regime, and aims to consolidate the concepts of transitional justice, human rights and democracy.			

Unit 20

The symbol	Title of the study unit	European Points System	semester
BA2201	Digital Marketing	6.00	2

Class (hours/week)	Lecturer/Laboratory/Practical/Teacher	One semester	Hour/Weight
4	1		150
a description			
,The material covers the tools and requirements for an organization's digital presence paid advertising ,SEO)) including social media marketing, search engine optimization .campaigns, and digital content strategies			

Unit 21

The symbol	Title of the study unit	European Points System	semester
BA2202	Modern Human Resource Management	6.00	2
Class (hours/week)	Lecturer/Laboratory/Practical/Teacher	One semester	Hour/Weight
3	1		150
a description			
The material discusses modern trends in human resource management, such as inclusive remote work management and ,HR digital transformation ,diversity, talent management .employee engagement strategies			

Unit 22

The symbol	Title of the study unit	European Points System	semester
BA2203	organizational behavior	6.00	2
Class (hours/week)	Lecturer/Laboratory/Practical/Teacher	One semester	Hour/Weight
4	1		150
a description			
Studying the behavior of individuals and groups within the work environment, focusing on ,concepts such as motivation, leadership, organizational communication, conflict management .and organizational culture			

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Unit 23

The symbol	Title of the study unit	European Points System	semester
BA2204	Operations research using QSB	5.00	2
Class (hours/week)	Lecturer/Laboratory/Practical/Teacher	One semester	Hour/Weight
3	3		125
a description			
Building quantitative and mathematical models for managerial decision-making and developing optimal solutions (such as linear programming and transport models) using .in the labWinQSB software			

Unit 24

The symbol	Title of the study unit	European Points System	semester
BA2205	Logistics Management	3.00	2
Class (hours/week)	Lecturer/Laboratory/Practical/Teacher	One semester	Hour/Weight
3	3		75
a description			
The unit discusses transportation, storage, inventory management, and supply chains for businesses, and ensures the efficient flow of materials and services from the .supplier to the end consumer			

Unit 25

The symbol	Title of the study unit	European Points System	semester
UNI-2206	Arabic	2.00	2
Class (hours/week)	Lecturer/Laboratory/Practical/Teacher	One semester	Hour/Weight
2	2		50
a description			
It aims to enhance the student's language skills, spelling and grammar accuracy, and develop .the ability to write official and administrative reports and correspondence correctly			

Unit 26

The symbol	Title of the study unit	European Points System	semester
UNI-2207	English language	2.00	2
Class (hours/week)	Lecturer/Laboratory/Practical/Teacher	One semester	Hour/Weight
2	2		50
a description			
Developing communication skills in English, including administrative and commercial and enhancing professional reading, writing, and ,Business English)) terminology .conversational abilities			

			Republic of Iraq - Ministry of Higher Education and Scientific Research Name of University Bachelor's degree in Business Administration (First cycle) Four years (Eight semesters) - 240 ECTS credits - 1 ECTS = 25 hr										جمهورية العراق - وزارة التعليم العالي والبحث العلمي جامعة بكالوريوس في إدارة الأعمال (الدورة الأولى) أربع سنوات (ثمانية فصول دراسية) - ٢٤٠ وحدة اوروبية - كل وحدة اوروبية = ٢٥ ساعة المناهج الدراسي لارب مراحل												
Level	Semester	No.	Module Code	Module Name in English	اسم المادة الدراسية	Language	CL (hr/w)	Lect (hr/w)	Lab (hr/w)	Pr (hr/w)	Tut (hr/w)	Semn (hr/w)	Exam hr/sem	SSWL hr/sem	USSWL hr/sem	SWL hr/sem	ECTS	Module Type	Prerequisite Module(s) Code						
UGI	One	1	BA1101	Basic of business Administration	اساسيات إدارة الأعمال	Arabic	4				1	1		3	78	122	200	8.00	C						
		2	BA1102	Principles of economics	مبادئ الاقتصاد	Arabic	3							3	63	87	150	6.00	B						
		3	BA1103	Basic of Accounting	اساسيات المحاسبة	Arabic	3				1	1		3	63	87	150	6.00	B						
		4	BA1104	Mathematics for Business	الرياضيات لإدارة الأعمال	Arabic	3				1			3	63	87	150	6.00	B						
		5	UNI115	English language	اللغة الانكليزية	English	2							3	33	17	50	2.00	S						
		6	UNI116	Arabic language	اللغة العربية	Arabic	2							3	33	17	50	2.00	S						
	Two					Total	17	0	0	2	2	0	18	333	417	750	30.00								
														Exam hr/sem	SSWL hr/sem	USSWL hr/sem	SWL hr/sem	ECTS	Module Type	Prerequisite Module(s) Code					
		1	BA1201	Principles of business Administration	مبادئ إدارة أعمال	Arabic	4					1		3	78	122	200	8.00	C						
		2	BA1202	Statistics for Business	مبادئ إحصاء	Arabic	3					1		3	63	87	150	6.00	C						
		3	BA1203	principles of Accounting	مبادئ محاسبة	Arabic	3				1			3	63	87	150	6.00	C						
		4	BA1204	English Reading in Business	قراءات إنكليزي	English	2					1		3	48	77	125	5.00	C						
UGII	Three	5	UNI-1205	Computer	الحاسوب	Arabic	2		1					3	48	27	75	3.00	S						
		6	UNI-1206	Human Right & Democracy	الديمقراطية وحقوق الانسان	Arabic	2							3	33	17	50	2.00	B						
						Total	16	0	1	1	3	0	18	333	417	750	30.00								
						Total	33	0	1	3	5	0	36	666	834	1500	60								
		1	BA2101	Marketing Management	ادارة التسويق	Arabic	3							3	63	87	150	6.00	C						
		2	BA2102	Organizational Theory	نظرية المنظمة	Arabic	3					1			3	63	87	150	6.00	C					
	Four	3	BA2103	Human Resource Management	ادارة الموارد البشرية	Arabic	3							3	48	102	150	6.00	C						
		4	BA2104	Intermediate Accounting	محاسبة متوسطة	Arabic	2					1		3	48	52	100	4.00	B						
		5	BA2105	Commercial Law	القانون التجاري	Arabic	3							3	48	27	75	3.00	B						
		6	UNI-2106	Computer	الحاسوب	Arabic	1		2					3	48	27	75	3.00	S						
		7	UNI-2107	Ba'ath Party Crimes	جرائم حزب البعث	Arabic	2			2	2	1	0	3	33	17	50	2.00	S						
						Total	17	0	2	2	2	1	0	21	351	399	750	30.00							
UGIII	Five	1	BA2201	Digital Marketing	التسويق الرقمي	Arabic	3				1			3	63	87	150	6.00	C						
		2	BA2202	Contemporary Human Resource Management	ادارة الموارد البشرية المعاصرة	Arabic	3							3	48	102	150	6.00	C						
		3	BA2203	Organizational Behavior	السلوك التنظيمي	Arabic	3				1			3	63	87	150	6.00	C						
		4	BA2204	Operations Research by QSB	بحوث العمليات باستخدام QSB	English	1		2					3	48	77	125	5.00	B						
		5	BA2205	Logistics Management	ادارة اللوجستيات	Arabic	3							3	48	27	75	3.00	B						
		6	UNI-2206	Arabic	اللغة العربية	Arabic	2							3	33	17	50	2.00	S						
	Six	7	UNI-2207	English	اللغة الانكليزية	English	2			2	2	0	0	3	33	17	50	2.00	S						
						Total	17	0	2	2	4	1	0	21	336	414	750	30.00							
						Total	34	0	4	4	1	0	42	687	813	1500	60								
		UGIV	Seven	1	BA3101	Basics of Financial Management	اساسيات الإدارة المالية	Arabic	3					1		3	63	87	150	6.00	C				
				2	BA3102	Strategic Planning	التخطيط الاستراتيجي	Arabic	3				1			3	63	62	125	5.00	C				
				3	BA3103	Bank Management	إدارة المصارف	Arabic	3					1		3	63	62	125	5.00	C				
4	BA3104			Project Management	إدارة المشاريع	Arabic	3						1	3	63	62	125	5.00	C						
5	BA3105			Digital Business Management	ادارة الأعمال الرقمية	Arabic	2			1				3	48	52	125	5.00	C						
6	BA3106			Quantitative Methods and SPSS	الاساليب الكمية وتطبيقات SPSS	English	2		2					3	63	37	100	4.00	B						
Eight						Total	16	0	2	2	3	0	18	363	362	750	30.00								
														Exam hr/sem	SSWL hr/sem	USSWL hr/sem	SWL hr/sem	ECTS	Module Type	Prerequisite Module(s) Code					
	1		BA3201	Advanced Financial Management	إدارة مالية متقدمة	Arabic	3					1		3	63	87	150	6.00	C						
	2		BA3202	Strategic Management	ادارة استراتيجية	Arabic	3				1			3	63	87	150	6.00	C						
	3		BA3203	Leadership Skills	مهارات القيادة	Arabic	3					1		3	63	87	150	6.00	C						
	4		BA3204	Crisis Management	ادارة الأزمات	Arabic	2				1			3	48	77	125	5.00	C						
UGIV	Nine	5	BA3205	Cost Accounting	محاسبة التكاليف	Arabic	2					2		3	63	62	125	5.00	C						
		6	BA3206	Research Methods and Ethics	مناهج وأخلاقيات البحث العلمي	Arabic	2							3	33	17	50	2.00	B						
						Total	15	0	0	3	3	0	18	333	417	750	30.00								
						Total	31	0	2	5	6	0	36	696	779	1500	60								
		1	BA4101	Production Management	ادارة الانتاج	Arabic	3							3	63	87	150	6.00	C						
		2	BA4102	Investment Portfolio Management	إدارة المحفظة الاستثمارية	Arabic	3					1		3	63	87	150	6.00	C						
	Ten	3	BA4103	Risk Management and Insurance	إدارة الخطر والتأمين	Arabic	3					1		3	63	62	125	5.00	C						
		4	BA4104	Entrepreneurship	ريادة الأعمال	Arabic	3				1			3	63	62	125	5.00	C						
		5	BA4105	Corporate Sustainability	استدامة الشركات	Arabic	3							3	48	52	100	4.00	C						
		6	BA4106	Business Ethics and Social Responsibility	أخلاقيات الأعمال والمسؤولية الاجتماعية	Arabic	3							3	48	52	100	4.00	B						
						Total	18	0	0	1	3	0	15	348	402	750	30.0								
														Exam hr/sem	SSWL hr/sem	USSWL hr/sem	SWL hr/sem	ECTS	Module Type	Prerequisite Module(s) Code					
Eleven	1	BA4201	Operations Management	ادارة العمليات	Arabic	3					2		3	78	97	175	7.00	C							
	2	BA4202	Quality Management	ادارة جودة	Arabic	3				1			3	63	112	175	7.00	C							
	3	BA4203	Knowledge Management	ادارة معرفة	Arabic	3				1			3	63	87	150	6.00	C							
	4	BA4204	Negotiation Management	ادارة التفاوض	Arabic	3					1		3	63	62	125	5.00	C							
	5	BA4205	Management Accounting	محاسبة ادارية	Arabic	2			2				3	63	62	125	5.00	B							
					Total	14	0	0	4	3	0	15	330	420	750	30.0									
Twelve					Total	32	0	0	5	6	0	30	678	822	1500	60									
					Total	130	0	7	17	18	0	144	2727	3248	6000	240.0		Must be 240 ECTS							

CL

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Semnn

Class Lecture
 Laboratory
 Practical Training
 Tutorial
 Online lecture
 Seminar

Module type

B Basic learning activities
 C Core learning activity
 S Support or related learning activity
 E Elective learning activity

SWL: Student Workload

SSWL: Structured SWL

USSWL: Unstructured SWL



Note: Columns O, Q and R are programmed, protected and should not be edited

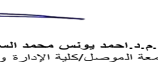
ملاحظة: مشروع بحث التخرج - يختص ساعتين دراسية اسبوعيا لكل مشروع بحث وعلى مستوى كورسين في المرحلة الرابعة - ويعد مطلب من متطلبات التخرج ويشترط فيه النجاح ويعطى تقدير مستوفى اجتماع رؤساء اقسام ادارة الأعمال في الجامعات العراقية بتاريخ 2025 / 7 / 19



أ.م.د. أحمد حسين محمد السبعوي
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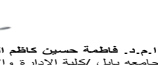
أ.م.د. فاطمة حسين كلثوم الديكري
جامعة بابل /كلية الإدارة والاقتصاد



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م.د. علي فاجر كلثوم
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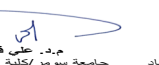
د. احمد خلف مطر المحمدي
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جامعة ميسان/كلية الإدارة والاقتصاد



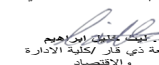
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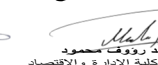
أ.م.د. محمد شفيق هادي هادي
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أ.م.د. أحمد علي حمد
جامعة تكريت /كلية الإدارة والاقتصاد



أ.م.د. عروبة رشيد علي البهزاني
جامعة البصرة/كلية الإدارة والاقتصاد

أ.م.د. علي سكوفا رشيد
جامعة المثنى /كلية الإدارة والاقتصاد

Course description template
of Business Administration Fundamentals -1

Course Information					
Unit Title	Fundamentals of Business Administration			Module Delivery	
Unit type	Essential/ Basic to learn activity			My theory ☒ a lecture ☒ Laboratory ☐ Educational program ☐ practical ☐ seminar ☐	
Unity symbol	BA1101				
Credit hours according to ECTS the system	8.00				
Hour/Section (Study)	200				
Unit level	the first	semester	the first		
Scientific Department	Business Administration	College	Management and Economics		
Unit teacher	Rahim Raed Ghanem .Dr		Email		
Academic level of the unit teacher	Professor Doctor	Unit Teacher Qualifications		PhD	
Head of Department	Dr. Ahmed Abdul Ismail Ibrahim Al-Saffar		Email		
Name of peer reference			Email		
Date of approval by the Scientific Committee			issue number	1	

Course objectives and learning outcomes Learn it and its guiding content

Course Objectives	. Introducing students to the basic concepts of business administration● - Clarifying the nature of the administrative process and the functions of . management● - Understanding the evolution of administrative thought and administrative● . schools - Understanding the relationship between the organization and its surrounding● . environment . Developing planning, organizational, and decision-making skills● . Understanding the roles and managerial skills of a manager● . Enhancing the ability to analyze administrative problems● - Developing awareness of the importance of ethical and sustainable● . management		
Learning outcomes for the subject	. Defining the basic concepts of business management● . Explanation of the main management functions● . Interpretation of management theories and schools of thought● . Identifying the factors affecting organizational performance●		
Guideline Contents	. Preparing simple administrative plans● . Applying the principles of organization and coordination● . Active participation in work teams● . Making administrative decisions ethically●		
Relationship with other study subjects			
Basic Requirements Unit	nothing	semester	
Common Requirements Unit	nothing	semester	

Learning and teaching strategies	
Strategies	- Basics Concepts And he explained Interactive Lectures throw - Classroom Questions And he proposed Discussion• - With the material Related Applied and cases Exercises Solution• - assignment when And the offers Reports Preparation Self Learning• - Students

.The student's academic workload is calculated for 15 weeks

Regular academic workload for the student during the semester	78	Student's regular weekly study load	5.2
Irregular student workload during the semester	122	Irregular weekly study load for the student	8.1
The student's total academic workload during the semester	200		

Module Evaluation

Course Material Assessment

		Time/Number	(Weight) Marks	Week due	Relevant learning outcomes
	Short tests	2	20%	5 Week	1-3 Outputs
	Tasks	3	15%	continuous	All outputs
	Projects/Laboratory	-			
	a report	2	10%	15 Week	All outputs
	Midterm exam	1	10%	Week 8	
	Final exam	3	%50	Week 16	All outputs
Overall assessment			100% (100 Marks)		

Weekly theoretical curriculum

Week	covered Materials
1 Week	The concept of business management and its importance
2 Week	The nature of management and the administrative process

3 Week	The evolution of management thought
4 Week	Classical school
5 Week	Behavioral school
6 Week	The modern school of management
7 Week	Planning
8 Week	organization
9 Week	Guidance and leadership
10 Week	censorship
11 Week	decision making
12 Week	Administrative Communication
13 Week	business environment
14 Week	Management ethics and social responsibility
15 Week	Sustainable management and material review

Weekly laboratory schedule	
covered materials	
Week 1	-
Week 2	-
Week 3	-
Week 4	-
weeks 5	-
Week 6	-

Week 7	-

and learning teaching Resources for		
	text	Is it available in the ?library
Required texts	Essential books 'Written by Abu Muhammad Khalil al-Shamma . Modern management books - Specialized scientific references in business . administration Electronic sources . Academic databases . Specialized scientific websites . Digital resources approved by the university	Yes
Recommended texts		
websites		

Groups	Appreciation	Grades %	identification
Success 50-100 Group	privilege	90 - 100	Outstanding performance
	very good	80-89	Above average with some errors
	good	70-79	Good work with some noticeable errors
	middle	60-69	.Acceptable, but with major flaws
	acceptable	50-59	.The work meets minimum standards
Failure group (0-49)	Sediment (under processing	(45-49)	More work is needed, but .appreciation is given
	Precipitate	(0-44)	A large amount of work is required

Course description template

Principles of Economics Principles of Economics2.

Course Information

Unit Title	Principles of Economics		Module Delivery	
Unit type	Basic/core learning activity		My theory ☒ a lecture ☒ Educational program ☐ work ☒ My seminar ☐	
Unity symbol	BA1102			
Credit hours according to ECTS the system	6.00			
Hour/Section (Study)	150			
Unit level		the first	semester	the first
Scientific Department		Business Administration	College	Management and Economics
Unit teacher	M.M. Hilal Muslim Hashim		Email	
Academic level of the unit teacher		Assistant teacher	Unit Teacher Qualifications	
Head of Department	Prof. Dr. Ahmed Abdel Ismail Al-Saffar		Email	
Name of peer reference			Email	
Date of approval by the Scientific Committee			issue number	1

Course objectives and learning outcomes Learn it and its guiding content	
Course Objectives	. Introducing students to basic economic concepts . Understanding the economic problem . Studying supply and demand . Understanding how markets work . Identifying production and costs . A statement of the impact of economic variables on business organizations . Using economic analysis in decision-making
Learning outcomes for the subject	: After completing the course, the student can . Explanation of basic economic concepts . Supply and demand analysis . Interpreting price changes

	. Analysis of production costs . Linking economic variables to business decisions . Using economic thinking to solve problems		
Guideline Contents	,The material covers the basic principles of economics, the economic problem limited resources, supply and demand, markets and prices, production and costs, in addition to economic concepts related to the business environment . and administrative decisions		
Relationship with other study subjects			
Basic Requirements Unit	nothing	semester	
Common Requirements Unit	Principles of Accounting	semester	

Learning and teaching strategies	
Strategies	Concepts And he explained Interactive Lectures Delivery• . Basics . Classroom Questions And he proposed Discussion• With the Related Applied and cases Exercises Solution• . material when And the offers Reports Preparation Self Learning• . The students assignment

.The student's academic workload is calculated for 15 weeks			
Regular academic workload for the student during the semester	63	Student's regular weekly study load	4.2
Irregular student workload during the semester	87	Irregular weekly study load for the student	5.8

The student's total academic workload during the semester	150
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Module Evaluation					
Course Material Assessment					
		Time/Number	(Weight) Marks	Week due	Relevant learning outcomes
	Short tests	2	20%	Week 8, 5	1-3 Outputs
	Tasks	1	5%	continuous	All outputs
	Projects/Laboratory	2	%10	continuous	
	a report	1	5%	Week 12	All outputs
	Midterm exam	2	10%	Week 13	
	Final exam	3	%50	Week 16	All outputs
Overall assessment			100% (100 Marks)		

Weekly theoretical curriculum	
Week	covered Materials
1 Week	The concept of economics
2 Week	The economic problem
3 Week	Resources and needs
4 Week	demand
5 Week	the offer
6 Week	Market balance

7 Week	flexibility
8 Week	Production
9 Week	Costs
10 Week	Revenues and profits
11 Week	markets
12 Week	competition
13 Week	inflation
14 Week	Unemployment
15 Week	Review of the material

Weekly laboratory schedule	
	covered materials
Week 1	-
Week 2	-
Week 3	-
Week 4	-
weeks 5	-
Week 6	-
Week 7	-

and learning teaching Resources for		
	text	Is it available in the ?library

Required texts	Principles of Financial Accounting, by Fouad Suleiman and Mohamed Taher Al-Shawi	Yes
Recommended texts	Financial Accounting, Diaa Abdul Hussein Al-Qamusi	no
websites		

Groups	Appreciation	Grades %	identification
Success 50-100 Group	privilege	90 - 100	Outstanding performance
	very good	80-89	Above average with some errors
	good	70-79	Good work with some noticeable errors
	middle	60-69	.Acceptable, but with major flaws
	acceptable	50-59	The work meets the minimum .standards
Failure group (0-49)	Sediment (under (processing	(45-49)	More work is needed, but .appreciation is given
	Precipitate	(0-44)	A large amount of work is required

Course description template

Accounting Fundamentals-3

Basics of Accounting

Course Information				
Unit Title	Accounting basics		Module Delivery	
Unit type	Basic/core learning activity		My theory ☒ a lecture ☒ Educational program ☐ seminar ☐ Exercises ☒	
Unity symbol	BA1103			
Credit hours according to ECTS the system	6.00			
Hour/Section (Study)	150			
Unit level		the first	semester	the first
Scientific Department		Business Administration	College	Management and Economics
Unit teacher	Prof. Dr. Akram Ahmed Al-Taweel		Email	
Academic level of the unit teacher		Experienced Professor	Unit Teacher Qualifications	
		PhD		
Head of Department	Dr. Ahmed Abdul Ismail Ibrahim Al-Saffar		Email	
Name of peer reference			Email	
Date of approval by the Scientific Committee			issue number	1

Course objectives and learning outcomes Learn it and its guiding content

Course Objectives	. Understanding the concept of accounting and its importance• . Understanding the elements of financial statements• . Recording financial transactions• . Understanding the accounting cycle• . Preparing the basic financial statements• . Using accounting information in management decisions•
Learning outcomes for the subject	. Administrative and jobs And the manager Administration Defines• . Administrative and schools Administrative thought development Explains• . The facility and activities Administration Jobs between Distinguishes• . Simplified practical Positions in Administrative Concepts Applies•
Guideline Contents	. And the manager Administration nature• . Administrative and schools Administrative thought Development• . And oversight and guidance and organization Planning• . Modern and trends The establishment Activities Management•

Relationship with other study subjects

Basic Requirements Unit	nothing	semester	
Common Requirements Unit	nothing	semester	

Learning and teaching strategies

Strategies	. Basics Concepts And he explained Interactive Lectures Delivery• . Classroom Questions And he proposed Discussion• . With the material Related Applied and cases Exercises Solution• - assignment when And the offers Reports Preparation Self Learning• . The students
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.The student's academic workload is calculated for 15 weeks

Regular academic workload for the student during the semester	63	Student's regular weekly study load	4.2
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Irregular student workload during the semester	87	Irregular weekly study load for the student	5.8
The student's total academic workload during the semester	150		

Module Evaluation					
Course Material Assessment					
		Time/Number	(Weight) Marks	Week due	Relevant learning outcomes
	Short tests	2	20%	Week 9, 5	1-3 Outputs
	Tasks	3	15%	12 ,8 ,4	All outputs
	Projects/Laboratory				
	a report	1	5%	Week 13	All outputs
	Midterm exam	2	10%	Week 14	
	Final exam	3	%50	Week 16	All outputs
Overall assessment			100% (100 Marks)		

Weekly theoretical curriculum	
Week	covered Materials
1 Week	The concept of accounting
2 Week	Accounting Objectives
3 Week	Elements of financial statements
4 Week	accounting equation
5 Week	Debit and Credit Accounts
6 Week	Recording operations
7 Week	journal
8 Week	Ledger
9 Week	trial balance
10 Week	Inventory adjustments
11 Week	Income statement
12 Week	Balance sheet
13 Week	cash flows
14 Week	Analysis of accounting information
15 Week	review

Weekly laboratory schedule	
covered materials	
Week 1	-
Week 2	-
Week 3	-

Week 4	-
weeks 5	-
Week 6	-
Week 7	-

and learning teaching Resources for		
	text	Is it available in the ?library
Required texts	Principles of Management by Muhammad Khalil Al-Shamma	Yes
Recommended texts		
websites		

Groups	Appreciation	Grades %	identification
Success 50-100 Group	privilege	90 - 100	Outstanding performance
	very good	80-89	Above average with some errors
	good	70-79	Good work with some noticeable errors
	middle	60-69	.Acceptable, but with major flaws
	acceptable	50-59	.The work meets minimum standards
Failure group (0-49)	Sediment (under processing)	(45-49)	More work is needed, but .appreciation is given
	Precipitate	(0-44)	A large amount of work is required

Course description template

Mathematics Mathematics for Business Administration -4 for Business

Course Information		
Unit Title	Mathematics for Business Administration	Module Delivery
Unit type	essential	My theory ☒ a lecture ☒ Educational program ☐ seminar ☐ work ☒
Unity symbol	BA1104	
Credit hours according to	150	

ECTS the system			
Hour/Section (Study)	6		
Unit level	the first	semester	the first
Scientific Department	Financial and banking sciences	College	Management and Economics
Unit teacher	A.M. Malek Saleh Ali	Email	
Academic level of the unit teacher	Assistant Professor .Dr	Unit Teacher Qualifications	Master's
Head of Department	Dr. Ahmed Abdul Ismail Ibrahim Al-Saffar	Email	
Name of peer reference		Email	
Date of approval by the Scientific Committee		issue number	1

Course objectives and learning outcomes Learn it and its guiding content			
Course Objectives	and the approach ,Its application and fields Statistics Basics student identification To take Information and use ,Data collection and ways Scientific Search in statistician . Results and interpretation Prediction Decisions		
Learning outcomes for the subject	. For statistical purposes Basic and principles Concepts on recognizes• . Suitable In picture And he displays it Data Collects• . Analysis in Basic Statistics Measurements Used• . And prediction decision in And employs it Statistics Results Explains•		
Guideline Contents	. Its application and fields Statistics Concept• . And its display and its classification Data Collection• . And dispersion Central The tendency Measurements• . Preliminary In picture and decline and connection Probabilities•		
Relationship with other study subjects			
Basic Requirements Unit	nothing	semester	

Common Requirements Unit	nothing	semester	
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Learning and teaching strategies

Strategies	. Basics Concepts And he explained Interactive Lectures Delivery• . Classroom Questions And he proposed Discussion• . With the material Related Applied and cases Exercises Solution• - assignment when And the offers Reports Preparation Self Learning• . The students
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.The student's academic workload is calculated for 15 weeks

Regular academic workload for the student during the semester	63	Student's regular weekly study load	4.2
Irregular student workload during the semester	87	Irregular weekly study load for the student	5.8
The student's total academic workload during the semester	150		

Module Evaluation

Course Material Assessment

		Time/Number	(Weight) Marks	Week due	Relevant learning outcomes
	Short tests	2	20%	Week 5	6 ,5 ,4 ,3 , 2 Exits
	Tasks	3	15%	2,5,10,13	All outputs
	Projects/Laboratory				
	a report	1	5%	Week 9	All outputs

	Midterm exam	2	10%	Week 7	
	Final exam	3	%50	Week 16	All outputs
Overall assessment			100% (100 Marks)		

Weekly theoretical curriculum	
Week	covered Materials
1 Week	Introduction to Mathematics and its Applications in Business Administration
2 Week	Sets and algebraic operations
3 Week	linear equations
4 Week	Equations with two variables
5 Week	Mathematical functions
6 Week	Linear functions and their applications
7 Week	draw point
8 Week	Midterm review and test
9 Week	Inequalities and their applications
10 Week	Matrices and their applications
11 Week	Determinants and solving linear systems
12 Week	Derivatives and their applications
13 Week	Maximize profit and minimize costs
14 Week	Integration and its applications
15 Week	Comprehensive review and administrative applications

Weekly laboratory schedule	
covered materials	
Week 1	-
Week 2	-
Week 3	-
Week 4	-
weeks 5	-
Week 6	-
Week 7	-

and learning teaching Resources for		
	text	Is it available in the ?library
Required texts	Book / Introduction to Statistics by Dr. Khashaa Al-Rawi	Yes
Recommended texts		
websites		

Groups	Appreciation	Grades %	identification
Success 50-100 Group	privilege	90 - 100	Outstanding performance
	very good	80 - 89	Above average with some errors
	good	70 - 79	Good work with some noticeable errors
	middle	60-69	.Acceptable, but with major flaws
	acceptable	50-59	.The work meets minimum standards
Failure group (0-49)	Sediment (under (processing	(45-49)	More work is needed, but .appreciation is given
	Precipitate	(0-44)	A large amount of work is required

Course description template

English language .5

English Language

Course Information				
Unit Title	English language		Module Delivery	
Unit type	secondary		☐ Lecture ☒ My theory ☐ Educational program ☐ seminar ☒	
Unity symbol	UNI115			
Credit hours according to ECTS the system	50			
Hour/Section (Study)	2			
Unit level	the first	semester	the first	
Scientific Department	Business Administration	College	Management and Economics	
Unit teacher	M.M. Zahraa Raad		Email	
Academic level of the unit teacher	Assistant teacher	Unit Teacher Qualifications		Master's
Head of Department	Dr. Ahmed Abdul Ismail Ibrahim Al-Saffar		Email	
Name of peer reference		Email		
Date of approval by the Scientific Committee		issue number	1	

Course objectives and learning outcomes Learn it and its guiding content			
Course Objectives	. Developing basic skills in the English language● . Developing reading, writing, listening, and speaking skills● . To equip the student with the basic vocabulary used in the academic field● . To enable the student to deal with administrative terminology in English●		
Learning outcomes for the subject	. Reading and understanding simple texts● . Using basic vocabulary and grammar● . Writing short sentences and paragraphs● . Communicating in English in basic situations● . Understanding the terminology related to business administration●		
Guideline Contents	,The material covers specialized terms in business administration management, marketing, human resources and finance, business communication, reading administrative texts, writing emails and business reports, presentation skills, negotiation and entrepreneurship terms, reading and summarizing scientific and administrative articles, and developing skills in . using English in a professional environment		
Relationship with other study subjects			
Basic Requirements Unit	nothing	semester	
Common Requirements Unit	nothing	semester	

Learning and teaching strategies	
Strategies	. Basics Concepts And he explained Interactive Lectures Delivery• . Classroom Questions And he proposed Discussion• . With the material Related Applied and cases Exercises Solution• - assignment when And the offers Reports Preparation Self Learning• . The students

.The student's academic workload is calculated for 15 weeks			
Regular academic workload for the student during the semester	33	Student's regular weekly study load	2.2

Irregular student workload during the semester	17	Irregular weekly study load for the student	1.13
The student's total academic workload during the semester	50		

Module Evaluation					
Course Material Assessment					
		Time/Number	(Weight) Marks	Week due	Relevant learning outcomes
	Short tests	2	20%	10 ,5	8-1 Exits
	Tasks	3	15%	2.12	All outputs
	Projects/Laboratory				
	a report	1	5%	Week 13	All outputs
	Midterm exam	3	10%	Week 7	
	Final exam	3	%50	Week 16	All outputs
Overall assessment			100% (100 Marks)		

Weekly theoretical curriculum	
Week	covered Materials
1 Week	1 Introduction to English Language
2 Week	2 Basic Vocabulary
3 Week	3 Sentence Structure
4 Week	4 Nouns and Pronouns
5 Week	5 Verbs and Basic Tenses
6 Week	6 Adjectives and Adverbs
7 Week	7 Prepositions and Connectors
8 Week	8 Midterm review and test
9 Week	9 Reading Comprehension
10 Week	10 Writing Simple Paragraphs
11 Week	11 Business Vocabulary
12 Week	12 Basic Business Communication
13 Week	13 Reading Short Business Texts
14 Week	14 Writing Simple Business Messages
15 Week	15 Comprehensive review and applications

Weekly laboratory schedule	
covered materials	
Week 1	-
Week 2	-
Week 3	-
Week 4	-
weeks 5	-

Week 6	-
Week 7	-

and learning teaching Resources for		
	text	Is it available in the ?library
Required texts	Human Rights Book / Dr. Hamid Hannoun The book "Democracy and Human Rights" by Dr Muhammad Al-Sayegh	Yes
Recommended texts		
websites		

Groups	Appreciation	Grades %	identification
Success 50-100 Group	privilege	90 - 100	Outstanding performance
	very good	80 - 89	Above average with some errors
	good	70 - 79	Good work with some noticeable errors
	middle	60-69	.Acceptable, but with major flaws
	acceptable	50-59	.The work meets minimum standards
Failure group (0-49)	Sediment (under processing	(45-49)	More work is needed, but .appreciation is given
	Precipitate	(0-44)	A large amount of work is required

Course description template

6 Arabic LanguageArabic language

Course Information				
Unit Title	Arabic		Module Delivery	
Unit type	secondary		☐ Lecture My theory ☒ Educational program ☐ workMy seminar ☐	
Unity symbol	UNI116			
Credit hours according to ECTS the system	50			
Hour/Section (Study)	2			
Unit level		the first	semester	
Scientific Department		Business Administration	College	Management and Economics
Unit teacher	M.M. Yasmin Shallal Ahmed		Email	

Academic level of the unit teacher			Unit Teacher Qualifications		
Head of Department	Dr. Ahmed Abdul Ismail Ibrahim Al-Saffar		Email		
Name of peer reference			Email		
Date of approval by the Scientific Committee			issue number		

Course objectives and learning outcomes Learn it and its guiding content			
Course Objectives	. Promoting the safe use of the Arabic language• . Developing reading, writing, and expression skills• . Introducing students to basic grammatical rules• . Developing the ability to write academic reports and correspondence• - Addressing common linguistic errors•		
Learning outcomes for the subject	. Applying basic grammatical rules• . Distinguishing between different types of sentences• . Writing grammatically correct texts• . Preparing reports and correspondence• . Use punctuation marks correctly• . Expressing ideas clearly•		
Guideline Contents			
Relationship with other study subjects			
Basic Requirements Unit	nothing	semester	
Common Requirements Unit	nothing	semester	

Learning and teaching strategies	
Strategies	. Basics Concepts And he explained Interactive Lectures Delivery• . Classroom Questions And he proposed Discussion• . With the material Related Applied and cases Exercises Solution•

	assignment when And the offers Reports Preparation Self Learning• . The students
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.The student's academic workload is calculated for 15 weeks			
Regular academic workload for the student during the semester	33	Student's regular weekly study load	2.2
Irregular student workload during the semester	17	Irregular weekly study load for the student	1.13
The student's total academic workload during the semester	50		

Module Evaluation					
Course Material Assessment					
		Time/Number	(Weight) Marks	Week due	Relevant learning outcomes
	Short tests	2	20%	10 ,5	8-1 Exits
	Tasks	2	10%	2.12	All outputs
	Projects/Laboratory				
	a report	1	5%	Week 13	All outputs
	Midterm exam	2	10%	Week 7	
	Final exam	3	%50	Week 16	All outputs
Overall assessment			100% (100 Marks)		

Weekly theoretical curriculum	
Week	covered Materials
1 Week	. And the vocabulary Basic Rules
2 Week	. Dialogues And he understood Listening

3 Week	. And communication The conversation
4 Week	. And the expression Writing Reading
5 Week	. And the vocabulary Basic Rules
6 Week	. Dialogues And he understood Listening
7 Week	. And communication The conversation
8 Week	the chapter Mid and test and applications review
9 Week	. And the vocabulary Basic Rules
10 Week	. Dialogues And he understood Listening
11 Week	. And communication The conversation
12 Week	. And the expression Writing Reading
13 Week	. And the vocabulary Basic Rules
14 Week	. Dialogues And he understood Listening
15 Week	Final The exam

Weekly laboratory schedule	
	covered materials
Week 1	-
Week 2	-
Week 3	-
Week 4	-
weeks 5	-
Week 6	-
Week 7	-

and learning teaching Resources for		
	text	Is it available in the ?library
Required texts	Book / Headway Student book for beginners	Yes

Recommended texts		
websites		

Groups	Appreciation	Grades %	identification
Success 50-100 Group	privilege	90 - 100	Outstanding performance
	very good	80 - 89	Above average with some errors
	good	70 - 79	Good work with some noticeable errors
	middle	60-69	.Acceptable, but with major flaws
	acceptable	50-59	.The work meets minimum standards
Failure group (0-49)	Sediment (under processing)	(45-49)	More work is needed, but .appreciation is given
	Precipitate	(0-44)	A large amount of work is required

Course description template

**Principles of business Principles of Business Administration -7
administration**

Course Information				
Unit Title	Principles of Business Administration		Module Delivery	
Unit type	essential		☒ My theory ☐ Lecture ☒ laboratory ☐ Educational program ☐ practical ☐ seminar	
Unity symbol	BA1201			
Credit hours according to ECTS the system	175			
Hour/Section (Study)	7			
Unit level	the first	semester		
Scientific Department	Business Administration	College	Management and Economics	
Unit teacher	Dr. Raed Ghanem Rahim		Email	
Academic level of the unit teacher	.Professor Dr	Unit Teacher Qualifications		PhD
Head of Department	Dr. Ahmed Abdul Ismail Ibrahim Al-Saffar		Email	
Name of peer reference		Email		
Date of approval by the Scientific Committee		issue number	1	

Course objectives and learning outcomes Learn it and its guiding content	
Course Objectives	. Introducing the student to the basic concepts of business administration● - Explaining the functions of management and its importance in organizations● . Developing skills in planning, organizing, directing, and controlling● . Introducing the student to the internal and external business environment● . Developing managerial decision-making skills●
Learning outcomes for the subject	. Defining the basic concepts of business management● . Distinguishing between administrative functions● . Applying the principles of planning and organization● . Understanding the role of leadership and motivation●

	. Analyzing administrative problems and making appropriate decisions●		
Guideline Contents			
Relationship with other study subjects			
Basic Requirements Unit	nothing	semester	
Common Requirements Unit	nothing	semester	

Learning and teaching strategies	
Strategies	. Basics Concepts And he explained Interactive Lectures throw . Classroom Questions And he proposed Discussion• . With the material Related Applied and cases Exercises Solution• assignment when And the offers Reports Preparation Self Learning• Students

.The student's academic workload is calculated for 15 weeks			
Regular academic workload for the student during the semester	63	Student's regular weekly study load	4.2
Irregular student workload during the semester	112	Irregular weekly study load for the student	7.47
The student's total academic workload during the semester	175		

Module Evaluation
Course Material Assessment

		Time/Number	(Weight) Marks	Week due	Relevant learning outcomes
	Short tests	3	15%	,Weeks 4 and 10 ,8	11 ,10 ,2 ,1
	Tasks	2	10%	5.9	7 ,6 ,4 ,3
	Projects/Laboratory	-			
	a report	2	15%	Week 12	10 ,8 ,5
	Midterm exam	1	10%	Week 8	8-1
	Final exam	2	%50	Week 16	All outputs
Overall assessment			100% (100 Marks)		

Weekly theoretical curriculum	
Week	covered Materials
1 Week	The concept of business administration and its importance 1
2 Week	2 The evolution of management thought
3 Week	3 Management jobs
4 Week	4 Planning and its stages
5 Week	5 decision making
6 Week	6 Organization and organizational structures
7 Week	7 Authority, responsibility, and delegation
8 Week	8 Midterm review and test
9 Week	9 Guidance and leadership
10 Week	10 Motivation
11 Week	11 Administrative Communication

12 Week	12 Coordination
13 Week	13 censorship
14 Week	14 business environment
15 Week	15 Comprehensive review and administrative applications

Weekly laboratory schedule	
covered materials	
Week 1	-
Week 2	-
Week 3	-
Week 4	-
weeks 5	-
Week 6	-
Week 7	-

and learning teaching Resources for		
	text	Is it available in the ?library
Required texts	,Principles of Economics / Prof. Dr. Kamel Al-Fatlawi Hassan Latif Al-Zubaidi	Yes
Recommended texts		

websites	
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Groups	Appreciation	Grades %	identification
Success 50-100 Group	privilege	90 - 100	Outstanding performance
	very good	80 - 89	Above average with some errors
	good	70 - 79	Good work with some noticeable errors
	middle	60-69	.Acceptable, but with major flaws
	acceptable	50-59	.The work meets minimum standards
Failure group (0-49)	Sediment (under processing	(45-49)	More work is needed, but .appreciation is given
	Precipitate	(0-44)	A large amount of work is required

Course description template

Statistics for Business Principles of Statistics -8

Course Information				
Unit Title	Principles of Statistics		Module Delivery	
Unit type	essential		My theory ☒ ☐ Lecture ☒ laboratory Educational program ☐ ☐ practical ☐ seminar	
Unity symbol	BA1202			
Credit hours according to ECTS the system	175			
Hour/Section (Study)	7			
Unit level		the first	semester	the second
Scientific Department		Financial and banking sciences	College	Management and Economics
Unit teacher	A.M. Malek Saleh Ali		Email	
Academic level of the unit teacher		Assistant teacher	Unit Teacher Qualifications	
		Master's		
Head of Department	Dr. Ahmed Abdul Ismail Ibrahim Al-Saffar		Email	
Name of peer reference			Email	
Date of approval by the Scientific Committee			issue number	1

Course objectives and learning outcomes Learn it and its guiding content	
Course Objectives	Introducing the student to the concept of statistics and its applications in business . Enabling the student to collect, classify, and analyze data . Using measures of central tendency and dispersion . Developing the ability to interpret statistical results . Using statistical methods in decision-making
Learning outcomes for the subject	. Data from Beneficiary and the authorities Accounting Goals Understands . Double and the restriction Budget equation Applies . Accounts to And he takes her away Operations Scores Lists elements And distinguishes Primary In picture Review balance Consider . Finance

Guideline Contents	,The concept of statistics, data and its types, data collection methods tabulation and tabular presentation, frequency distributions, graphs, arithmetic mean, median, mode, range, variance, standard deviation, coefficient of .variation, probability, and statistical applications in business administration		
Relationship with other study subjects			
Basic Requirements Unit	nothing	semester	
Common Requirements Unit	nothing	semester	

Learning and teaching strategies	
Strategies	. Basics Concepts And he explained Interactive Lectures throw . Classroom Questions And he proposed Discussion• . With the material Related Applied and cases Exercises Solution• assignment when And the offers Reports Preparation Self Learning• Students

.The student's academic workload is calculated for 15 weeks			
Regular academic workload for the student during the semester	63	Student's regular weekly study load	4.2
Irregular student workload during the semester	112	Irregular weekly study load for the student	7.47
The student's total academic workload during the semester	175		

Module Evaluation				
Course Material Assessment				
	Time/Number	(Weight) Marks	Week due	Relevant learning outcomes

	Short tests	2	20%	5.8	3- 6-4 ,1
	Tasks	1	5%	continuous	
	Projects/Laboratory	2	%10	continuous	
	a report	1	5%	Week 12	All outputs
	Midterm exam	2	10%	Week 13	8-7
	Final exam	3	%50	Week 16	All outputs
Overall assessment			100% (100 Marks)		

Weekly theoretical curriculum	
Week	covered Materials
1 Week	The concept of statistics and its importance 1
2 Week	2 Data, its sources and types
3 Week	3 Data tab
4 Week	4 Frequency distributions
5 Week	5 Graph
6 Week	6 arithmetic mean
7 Week	7 Median and Mode
8 Week	8 Midterm review and test
9 Week	9 Range and measures of dispersion
10 Week	10 Contrast
11 Week	11 standard deviation
12 Week	12 Coefficient of variation
13 Week	13 Principles of Probability
14 Week	14 Applications of statistics in business
15 Week	15 Comprehensive review and applications

Weekly laboratory schedule	
covered materials	
Week 1	-
Week 2	-
Week 3	-
Week 4	-

weeks 5	-
Week 6	-
Week 7	-

and learning teaching Resources for		
	text	Is it available in the ?library
Required texts		Yes
Recommended texts		
websites		

Groups	Appreciation	Grades %	identification
Success 50-100 Group	privilege	90 - 100	Outstanding performance
	very good	80 - 89	Above average with some errors
	good	70 - 79	Good work with some noticeable errors
	middle	60-69	.Acceptable, but with major flaws
	acceptable	50-59	.The work meets minimum standards
Failure group (0-49)	Sediment (under (processing	(45-49)	More work is needed, but .appreciation is given
	Precipitate	(0-44)	A large amount of work is required

Course description template

Principles of Accounting Principles of Accounting -9

Course Information				
Unit Title	Principles of Accounting		Module Delivery	
Unit type	essential		My theory ☐ ☐ Lecture laboratory ☒ Educational program ☐ ☒ My work seminar ☐	
Unity symbol	BA1203			
Credit hours according to ECTS the system	150			
Hour/Section (Study)	6			
Unit level	the first	semester		
Scientific Department		Business Administration	College	Management and Economics
Unit teacher	M.M. Qisma Muhammad		Email	
Academic level of the unit teacher		Experienced Professor	Unit Teacher Qualifications	
Head of Department	Dr. Ahmed Abdul Ismail Ibrahim Al-Saffar		Email	

Name of peer reference		Email	
Date of approval by the Scientific Committee		issue number	1

Course objectives and learning outcomes Learn it and its guiding content			
Course Objectives	. Introducing the student to the basic principles of accounting● . Developing his ability to analyze financial transactions● . Training the student on recording accounting transactions● . Preparing the trial balance and financial statements● . Using accounting information in decision-making●		
Learning outcomes for the subject	. Defining the concept of accounting, its objectives and functions● . Identifying the users of accounting information and their needs● . Explanation of basic accounting principles and assumptions● . Applying the accounting equation in analyzing financial transactions● . Distinguishing between debit and credit accounts● . Recording financial transactions in the journal● . Posting entries to the ledger● . Preparing the trial balance● . Performing basic accounting adjustments● - Preparing the basic financial statements and interpreting the information● . contained therein		
Guideline Contents			
Relationship with other study subjects			
Basic Requirements Unit	nothing	semester	
Common Requirements Unit	nothing	semester	

Learning and teaching strategies	
Strategies	. Basics Concepts And he explained Interactive Lectures throw . Classroom Questions And he proposed Discussion● . With the material Related Applied and cases Exercises Solution●

	assignment when And the offers Reports Preparation Self Learning• Students
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.The student's academic workload is calculated for 15 weeks			
Regular academic workload for the student during the semester	63	Student's regular weekly study load	4.2
Irregular student workload during the semester	87	Irregular weekly study load for the student	5.8
The student's total academic workload during the semester	150		

Module Evaluation					
Course Material Assessment					
		Time/Number	(Weight) Marks	Week due	Relevant learning outcomes
	Short tests	2	20%	5.9	7-1
	Tasks	3	15%	4,8,12	
	Projects/Laboratory				
	a report	1	5%	Week 13	All outputs
	Midterm exam	2	10%	Week 14	
	Final exam	3	%50	Week 16	All outputs
Overall assessment			100% (100 Marks)		

Weekly theoretical curriculum	
Week	covered Materials
1 Week	The concept and objectives of accounting 1

2 Week	2 Accounting principles and assumptions
3 Week	3 accounting equation
4 Week	4 Accounts, debit and credit
5 Week	5 Recording transactions in the journal
6 Week	6 Posting to the ledger
7 Week	7 Preparing the trial balance
8 Week	8 Midterm review and test
9 Week	9 Accounting adjustments
10 Week	10 Expenses and revenues
11 Week	11 Income statement
12 Week	12 Financial Center List
13 Week	13 Cash flow statement
14 Week	14 Analysis of accounting information
15 Week	15 Comprehensive review and applications

Weekly laboratory schedule	
covered materials	
Week 1	-
Week 2	-
Week 3	-
Week 4	-
weeks 5	-

Week 6	-
Week 7	-

and learning teaching Resources for		
	text	Is it available in the ?library
Required texts	Book / Principles of Management by Muhammad Khalil Al-Shammaa, 2007	Yes
Recommended texts		
websites		

Groups	Appreciation	Grades %	identification
Success 50-100 Group	privilege	90 - 100	Outstanding performance
	very good	80 - 89	Above average with some errors
	good	70 - 79	Good work with some noticeable errors
	middle	60-69	.Acceptable, but with major flaws
	acceptable	50-59	.The work meets minimum standards
Failure group (0-49)	Sediment (under (processing	(45-49)	More work is needed, but .appreciation is given
	Precipitate	(0-44)	A large amount of work is required

Course description template

English Reading in Business English Readings -10

Course Information				
Unit Title	English readings		Module Delivery	
Unit type	essential		My theory ☐ ☐ Lecture laboratory ☒ Educational program ☐ ☒ My work seminar ☐	
Unity symbol	BA1204			
Credit hours according to ECTS the system	125			
Hour/Section (Study)	5			
Unit level	the first	semester		
Scientific Department	Business Administration	College	Management and Economics	
Unit teacher	M.M. Diaa Rahim Mohsen		Email	
Academic level of the unit teacher	Assistant teacher	Unit Teacher Qualifications		Master's
Head of Department	Dr. Ahmed Abdul Ismail Ibrahim Al-Saffar		Email	
Name of peer reference		Email		

Date of approval by the Scientific Committee		issue number	1
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Course objectives and learning outcomes Learn it and its guiding content			
Course Objectives	And ,And its fields Banking Finance the sciences Basics student identification In And its use Banking Finance Terminology to understand on his training . And practical Scientific picture		
Learning outcomes for the subject	They are the basic vocabulary and terminology used in business• . administration Reading and understanding the content of administrative and economic texts• . in English . Identifying the main and secondary ideas in specialized texts• . Interpreting administrative and commercial terms within their context• . Using professional vocabulary correctly• . Summarizing texts and articles related to business• . Analyzing commercial and administrative texts in an organized manner• . Understanding simple business reports and correspondence• . Developing English reading and comprehension skills• . Using the English language in academic and professional situations•		
Guideline Contents	. Basic and banking Finance Terminology• activity . Banking Financial System• . Financial Banker . And banking Finance Topics in Applied Readings•		
Relationship with other study subjects			
Basic Requirements Unit	nothing	semester	
Common Requirements Unit	nothing	semester	

Learning and teaching strategies	
Strategies	. Basics Concepts And he explained Interactive Lectures throw . Classroom Questions And he proposed Discussion● . With the material Related Applied and cases Exercises Solution●

	assignment when And the offers Reports Preparation Self Learning• Students
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.The student's academic workload is calculated for 15 weeks			
Regular academic workload for the student during the semester	48	Student's regular weekly study load	3.2
Irregular student workload during the semester	77	Irregular weekly study load for the student	5.13
The student's total academic workload during the semester	125		

Module Evaluation					
Course Material Assessment					
		Time/Number	(Weight) Marks	Week due	Relevant learning outcomes
	Short tests	2	20%	5.10	6 ,5 ,4 ,3 ,2
	Tasks	3	15%	13 ,10 ,5 ,2	
	Projects/Laboratory				
	a report	1	5%	Week 9	All outputs
	Midterm exam	2	10%	Week 7	4-1
	Final exam	3	%50	Week 16	All outputs
Overall assessment			100% (100 Marks)		

Weekly theoretical curriculum	
Week	covered Materials
1 Week	Introduction to Business English

2 Week	2 Business Vocabulary
3 Week	3 Management
4 Week	4 Business Organizations
5 Week	5 Marketing
6 Week	6 Human Resources
7 Week	7 Business Reading
8 Week	8 Review and test
9 Week	9 Business Reports
10 Week	10 Correspondence
11 Week	11 Summarizing
12 Week	12 Business Communication
13 Week	13 Entrepreneurship
14 Week	14 Business Articles
15 Week	15 Comprehensive review

Weekly laboratory schedule	
covered materials	
Week 1	-
Week 2	-
Week 3	-
Week 4	-
weeks 5	-

Week 6	-
Week 7	-

and learning teaching Resources for		
	text	Is it available in the ?library
Required texts	Oxford Book of Finance	Yes
Recommended texts	Internet sources	Yes
websites		

Groups	Appreciation	Grades %	identification
Success 50-100 Group	privilege	90 - 100	Outstanding performance
	very good	80 - 89	Above average with some errors
	good	70 - 79	Good work with some noticeable errors
	middle	60-69	.Acceptable, but with major flaws
	acceptable	50-59	.The work meets minimum standards
Failure group (0-49)	Sediment (under (processing	(45-49)	More work is needed, but .appreciation is given
	Precipitate	(0-44)	A large amount of work is required

Course description template

Computer Computer -11

Course Information				
Unit Title	computer		Module Delivery	
Unit type	secondary		☐ My theory ☐ Lecture ☒ laboratory ☐ Educational program ☒ My work ☐ seminar	
Unity symbol	UNI-1205			
Credit hours according to ECTS the system	2			
Hour/Section (Study)	75			
Unit level	the first	semester		
Scientific Department	Business Administration	College	Management and Economics	
Unit teacher	M.M. Osama Muwaffaq Sahm Hussein		Email	
Academic level of the unit teacher	Assistant teacher	Unit Teacher Qualifications		Master's
Head of Department	Dr. Ahmed Abdul Ismail Ibrahim Al-Saffar		Email	
Name of peer reference		Email		

Date of approval by the Scientific Committee		issue number	1
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Course objectives and learning outcomes Learn it and its guiding content

Course Objectives	Introducing the student to basic computer applications and their use in business . and management
Learning outcomes for the subject	• Using a computer and operating system • Preparing the documents • Excel. Using • Applying equations and functions • Creating graphs • presentations • Designing
Guideline Contents	,internet ,PowerPoint ,Excel ,Word ,Computer components, operating system . email, and computer applications in management

Relationship with other study subjects

Basic Requirements Unit	nothing	semester	
Common Requirements Unit	nothing	semester	

Learning and teaching strategies

Strategies	• Basics Concepts And he explained Interactive Lectures throw • Classroom Questions And he proposed Discussion • With the material Related Applied and cases Exercises Solution • assignment when And the offers Reports Preparation Self Learning - Students
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.The student's academic workload is calculated for 15 weeks

Regular academic workload for the student during the semester	48	Student's regular weekly study load	4
Irregular student workload during the semester	27	Irregular weekly study load for the student	5.8
The student's total academic workload during the semester	75		

Module Evaluation

Course Material Assessment

		Time/Number	(Weight) Marks	Week due	Relevant learning outcomes
	Short tests	2	20%	5.10	6 ,5 ,4 ,3 ,2
	Tasks	3	15%	13 ,10 ,5 ,2	
	Projects/Laboratory				
	a report	1	5%	Week 9	All outputs
	Midterm exam	2	10%	Week 7	4-1
	Final exam	3	%50	Week 16	All outputs
Overall assessment			100% (100 Marks)		

Weekly theoretical curriculum

Week	covered Materials
1 Week	. Operation And organized computer ingredients
2 Week	. Electronic and tables Texts to treat
3 Week	. And its organization Data Input
4 Week	. And finance Business in computer Applications
5 Week	. Operation And organized computer ingredients
6 Week	. Electronic and tables Texts to treat
7 Week	. And its organization Data Input
8 Week	the chapter Mid and test and applications review
9 Week	. Operation And organized computer ingredients

10 Week	. Electronic and tables Texts to treat
11 Week	. And its organization Data Input
12 Week	. And finance Business in computer Applications
13 Week	. Operation And organized computer ingredients
14 Week	. Electronic and tables Texts to treat
15 Week	monthly exam

Weekly laboratory schedule	
covered materials	
Week 1	-
Week 2	-
Week 3	-
Week 4	-
weeks 5	-
Week 6	-
Week 7	-

and learning teaching Resources for		
	text	Is it available in the ?library
Required texts	Book / Introduction to Computer Science	Yes
Recommended texts	Internet sources	Yes
websites		

Groups	Appreciation	Grades %	identification
Success 50-100 Group	privilege	90 - 100	Outstanding performance
	very good	80 - 89	Above average with some errors
	good	70 - 79	Good work with some noticeable errors
	middle	60-69	.Acceptable, but with major flaws
	acceptable	50-59	.The work meets minimum standards
Failure group (0-49)	Sediment (under processing	(45-49)	More work is needed, but .appreciation is given
	Precipitate	(0-44)	A large amount of work is required

Course description template

Human Rights & Democracy Democracy and Human Rights -12

Course Information		
Unit Title	Democracy and human rights	Module Delivery
Unit type	High school	theoretical☒

Unity symbol	UN1206		☒ Lecture ☐ Laboratory Educational program ☐ ☐ My work seminar ☐		
Credit hours according to ECTS the system	2				
Hour/Section (Study)	50				
Unit level		the first	semester		the second
Scientific Department		Business Administration	College	Management and Economics	
Unit teacher	M.M. Zahraa Muhammad Ali		Email		
Academic level of the unit teacher		Assistant teacher	Unit Teacher Qualifications		Master's
Head of Department	Dr. Ahmed Abdul Ismail Ibrahim Al-Saffar		Email		
Name of peer reference			Email		
Date of approval by the Scientific Committee			issue number	1	

Course objectives and learning outcomes Learn it and its guiding content	
Course Objectives	Introducing the student to the principles of democracy, human rights, and . public freedoms, and instilling the values of citizenship and respect for others
Learning outcomes for the subject	. Defining democracy and human rights● . Classification of rights and freedoms● . Understanding the rule of law● . Clarifying the concept of citizenship● . Understanding the rights of women and children● . Promoting the values of tolerance and respect for the rights of others●
Guideline Contents	, The concept of democracy, human rights, freedoms, civil and political rights economic, social and cultural rights, citizenship, the rule of law, women's and . children's rights and human rights institutions
Relationship with other study subjects	

Basic Requirements Unit	nothing	semester	
Common Requirements Unit	nothing	semester	

Learning and teaching strategies

Strategies	. Basics Concepts And he explained Interactive Lectures throw . Classroom Questions And he proposed Discussion• . With the material Related Applied and cases Exercises Solution• - assignment when And the offers Reports Preparation Self Learning• - Students
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.The student's academic workload is calculated for 15 weeks

Regular academic workload for the student during the semester	33	Student's regular weekly study load	2.2
Irregular student workload during the semester	17	Irregular weekly study load for the student	1.13
The student's total academic workload during the semester	50		

Module Evaluation

Course Material Assessment

		Time/Number	(Weight) Marks	Week due	Relevant learning outcomes
	Short tests	3	20%	5.10	6 ,5 ,4 ,3 ,2
	Tasks	2	10%	13 ,10 ,5 ,2	
	Projects/Laboratory				

	a report	2	10%	Week 9	All outputs
	Midterm exam	1	10%	Week 7	4-1
	Final exam	2	%50	Week 16	All outputs
Overall assessment			100% (100 Marks)		

Weekly theoretical curriculum	
Week	covered Materials
1 Week	The concept of democracy 1
2 Week	2 The development of democracy
3 Week	3 Principles of democracy
4 Week	4 The concept of human rights
5 Week	5 Human rights sources
6 Week	6 Civil and political rights
7 Week	7 Economic and social rights
8 Week	8 Review and test
9 Week	9 Public freedoms
10 Week	10 Citizenship and the rule of law
11 Week	11 Women's rights
12 Week	12 Children's rights
13 Week	13 human rights institutions
14 Week	14 community participation
15 Week	15 Comprehensive review

Weekly laboratory schedule

covered materials	
Week 1	-
Week 2	-
Week 3	-
Week 4	-
weeks 5	-
Week 6	-
Week 7	-

and learning teaching Resources for		
	text	Is it available in the ?library
Required texts	Comprehensive collection of Arabic lessons by Sheikh Mustafa Al-Ghalabini	Yes
Recommended texts	Internet sources	Yes
websites		

Groups	Appreciation	Grades %	identification
Success 50-100 Group	privilege	90 - 100	Outstanding performance
	very good	80 - 89	Above average with some errors
	good	70 - 79	Good work with some noticeable errors
	middle	60-69	.Acceptable, but with major flaws
	acceptable	50-59	.The work meets minimum standards
Failure group (0-49)	Sediment (under processing	(45-49)	More work is needed, but .appreciation is given
	Precipitate	(0-44)	A large amount of work is required

Course description template

Marketing Management Marketing Management -13

Course Information		
Unit Title	Marketing Department	Module Delivery
Unit type	essential	theoretical☒

Unity symbol	BA2101		☐ Lecture ☐ Laboratory Educational program ☐ ☒ My work seminar ☐	
Credit hours according to ECTS the system	7			
Hour/Section (Study)	175			
Unit level		the second	semester	the first
Scientific Department		Financial and banking sciences	College	Management and Economics
Unit teacher	M.M. Ibrahim Walid Abdul Razzaq		Email	
Academic level of the unit teacher		Assistant teacher	Unit Teacher Qualifications	
		Master's		
Head of Department	Dr. Ahmed Abdul Ismail Ibrahim Al-Saffar		Email	
Name of peer reference			Email	
Date of approval by the Scientific Committee			issue number	1

Course objectives and learning outcomes Learn it and its guiding content	
Course Objectives	,Market analysis, identifying the target audience, applying the marketing mix . analyzing consumer behavior, and preparing marketing plans
Learning outcomes for the subject	,Market analysis, identifying the target audience, applying the marketing mix . analyzing consumer behavior, and preparing marketing plans
Guideline Contents	,The concept of marketing, the marketing environment, consumer behavior ,marketing research, market segmentation, targeting and positioning, product . price, distribution, promotion, branding and e-marketing
Relationship with other study subjects	

Basic Requirements Unit	nothing	semester	
Common Requirements Unit	nothing	semester	

Learning and teaching strategies

Strategies	. Basics Concepts And he explained Interactive Lectures throw . Classroom Questions And he proposed Discussion• . With the material Related Applied and cases Exercises Solution• - assignment when And the offers Reports Preparation Self Learning• - Students
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.The student's academic workload is calculated for 15 weeks

Regular academic workload for the student during the semester	63	Student's regular weekly study load	5
Irregular student workload during the semester	112	Irregular weekly study load for the student	7
The student's total academic workload during the semester	175		

Module Evaluation

Course Material Assessment

		Time/Number	(Weight) Marks	Week due	Relevant learning outcomes
	Short tests	2	15%	5.8	6-1
	Tasks	1	5%	continuous	All outputs

	Projects/Laboratory	2	%10	continuous	All outputs
	a report	1	5%	12	All outputs
	Midterm exam	2	10%	13	8-7
	Final exam	3	%50	Week 16	All outputs
Overall assessment			100% (100 Marks)		

Weekly theoretical curriculum	
Week	covered Materials
1 Week	Marketing Concept 1
2 Week	2 Marketing environment
3 Week	3 Consumer behavior
4 Week	4 Marketing Research
5 Week	5 Market segmentation
6 Week	6 Targeting and positioning
7 Week	7 Product
8 Week	8 Review and test
9 Week	9 Pricing
10 Week	10 distribution
11 Week	11 Promotion
12 Week	12 Brand
13 Week	13 Digital Marketing
14 Week	14 Preparing the marketing plan
15 Week	15 Comprehensive review

Weekly laboratory schedule	
covered materials	
Week 1	-
Week 2	-
Week 3	-
Week 4	-
weeks 5	-
Week 6	-
Week 7	-

and learning teaching Resources for		
	text	Is it available in the ?library
Required texts	Intermediate financial accounting according to accounting standards and financial reporting standards 2025 .Dr. Bushra Al-Tai, Dr. Hakim Hamoud Faleh, and Dr Salama Ibrahim, Part One and Part Two	no
Recommended texts		
websites		

Groups	Appreciation	Grades %	identification
Success 50-100 Group	privilege	90 - 100	Outstanding performance
	very good	80 - 89	Above average with some errors
	good	70 - 79	Good work with some noticeable errors
	middle	60-69	.Acceptable, but with major flaws
	acceptable	50-59	.The work meets minimum standards
Failure group (0-49)	Sediment (under processing)	(45-49)	More work is needed, but .appreciation is given
	Precipitate	(0-44)	A large amount of work is required

Course description template

Organizational Theory Organization Theory -14

Course Information		
Unit Title	Organization theory	Module Delivery
Unit type	essential	theoretical ☒ ☐ Lecture ☐ Laboratory Educational program ☐ ☒ My work
Unity symbol	BA2102	
Credit hours according to	6	

ECTS the system			seminar ☐	
Hour/Section (Study)	150			
Unit level	the second	semester	the first	
Scientific Department	Business Administration	College	Management and Economics	
Unit teacher	Dr. Ahmed Abdel-Sama'il Al-Saffar	Email		
Academic level of the unit teacher	Assistant Professor .Dr	Unit Teacher Qualifications	PhD	
Head of Department	Dr. Ahmed Abdul Ismail Ibrahim Al-Saffar	Email		
Name of peer reference		Email		
Date of approval by the Scientific Committee		issue number	1	

Course objectives and learning outcomes Learn it and its guiding content			
Course Objectives	Introducing the student to organizational theories, organizational structure . design, and factors affecting organizational performance		
Learning outcomes for the subject	,Organizational structure analysis, interpretation of organizational culture understanding the organizational environment, and analysis of organizational . change		
Guideline Contents	The concept of the organization, organizational schools, organizational ,structure, centralization and decentralization, authority, coordination . organizational culture, environment, organizational change and development		
Relationship with other study subjects			
Basic Requirements Unit	nothing	semester	

Common Requirements Unit	nothing	semester	
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Learning and teaching strategies

Strategies	. Basics Concepts And he explained Interactive Lectures throw . Classroom Questions And he proposed Discussion• . With the material Related Applied and cases Exercises Solution• - assignment when And the offers Reports Preparation Self Learning• - Students
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.The student's academic workload is calculated for 15 weeks

Regular academic workload for the student during the semester	63	Student's regular weekly study load	4.2
Irregular student workload during the semester	87	Irregular weekly study load for the student	5.8
The student's total academic workload during the semester	150		

Module Evaluation

Course Material Assessment

		Time/Number	(Weight) Marks	Week due	Relevant learning outcomes
	Short tests	2	15%	5.8	6-1
	Tasks	1	5%	continuous	All outputs
	Projects/Laboratory	2	%10	continuous	All outputs

	a report	1	5%	12	All outputs
	Midterm exam	2	10%	13	8-7
	Final exam	3	%50	Week 16	All outputs
Overall assessment			100% (100 Marks)		

Weekly theoretical curriculum	
Week	covered Materials
1 Week	Organizational Concept 1
2 Week	2 The development of organization theory
3 Week	3 Classical school
4 Week	4 Behavioral school
5 Week	5 Modern theories
6 Week	6 Organizational structure
7 Week	7 Centralization and decentralization
8 Week	8 Review and test
9 Week	9 Authority and coordination
10 Week	10 Organizational culture
11 Week	11 Regulatory environment
12 Week	12 Organizational change
13 Week	. And the vehicle Simple Interest
14 Week	. For money Time Value
15 Week	monthly exam

Weekly laboratory schedule
covered materials

Week 1	-
Week 2	-
Week 3	-
Week 4	-
weeks 5	-
Week 6	-
Week 7	-

and learning teaching Resources for		
	text	Is it available in the ?library
Required texts		
Recommended texts	Internet sources	Yes
websites		

Groups	Appreciation	Grades %	identification
Success 50-100 Group	privilege	90 - 100	Outstanding performance
	very good	80 - 89	Above average with some errors
	good	70 - 79	Good work with some noticeable errors
	middle	60-69	.Acceptable, but with major flaws
	acceptable	50-59	.The work meets minimum standards
Failure group (0-49)	Sediment (under processing	(45-49)	More work is needed, but .appreciation is given
	Precipitate	(0-44)	A large amount of work is required

Course description template

Human Resource Management Human Resources Management -15

Course Information		
Unit Title	Human Resources Management	Module Delivery
Unit type	essential	☐ My theory

Unity symbol	BA2103		☐ Lecture ☒ Laboratory Educational program ☐ ☒ My work seminar ☐	
Credit hours according to ECTS the system	7			
Hour/Section (Study)	175			
Unit level		the second	semester	the first
Scientific Department		Financial and banking sciences	College	Management and Economics
Unit teacher	M.M. Riyam Raad Yaqoub		Email	
Academic level of the unit teacher		Assistant teacher	Unit Teacher Qualifications	
		Master's		
Head of Department	Dr. Ahmed Abdul Ismail Ibrahim Al-Saffar		Email	
Name of peer reference			Email	
Date of approval by the Scientific Committee			issue number	1

Course objectives and learning outcomes Learn it and its guiding content	
Course Objectives	To introduce the student to the functions of human resource management and . its role in achieving the organization's goals
Learning outcomes for the subject	,Human resource planning, job analysis, recruitment and selection, training . performance evaluation, and wage and incentive management
Guideline Contents	Human resources planning, job analysis, recruitment, selection, hiring, training and development, performance appraisal, wages, incentives, career path, labor . relations and talent management
Relationship with other study subjects	

Basic Requirements Unit	nothing	semester	
Common Requirements Unit	nothing	semester	

Learning and teaching strategies

Strategies	. Basics Concepts And he explained Interactive Lectures throw . Classroom Questions And he proposed Discussion• . With the material Related Applied and cases Exercises Solution• - assignment when And the offers Reports Preparation Self Learning• - Students
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.The student's academic workload is calculated for 15 weeks

Regular academic workload for the student during the semester	63	Student's regular weekly study load	4.2
Irregular student workload during the semester	112	Irregular weekly study load for the student	7.47
The student's total academic workload during the semester	175		

Module Evaluation

Course Material Assessment

		Time/Number	(Weight) Marks	Week due	Relevant learning outcomes
	Short tests	2	10%(20)	1,2,6	
	Tasks	2	5%(10)	5.10	All outputs

	Projects/Laboratory	1	%5	continuous	All outputs
	a report	1	5%	continuous	All outputs
	Midterm exam	2	10%	11	
	Final exam	3	%50	Week 16	All outputs
Overall assessment			100% (100 Marks)		

Weekly theoretical curriculum	
Week	covered Materials
1 Week	1 The concept of human resource management
2 Week	2 Human Resources Planning
3 Week	3 Job analysis
4 Week	4 Job design
5 Week	5 polarization
6 Week	6 Selection and appointment
7 Week	7 Training
8 Week	8 Review and test
9 Week	9 Performance evaluation
10 Week	10 Wages
11 Week	11 incentives
12 Week	12 career path
13 Week	13 Work relations
14 Week	14 Talent management
15 Week	15 Comprehensive review

Weekly laboratory schedule	
covered materials	
Week 1	-
Week 2	-
Week 3	-
Week 4	-
weeks 5	-
Week 6	-
Week 7	-

and learning teaching Resources for		
	text	Is it available in the ?library
Required texts	Financial Management Book by Dr. Muhammad Al-Amri	
Recommended texts	Lectures prepared by the course instructor	
websites		

Groups	Appreciation	Grades %	identification
Success 50-100 Group	privilege	90-100	Outstanding performance
	very good	80-89	Above average with some errors
	good	70-79	Good work with some noticeable errors
	middle	60-69	.Acceptable, but with major flaws
	acceptable	50-59	.The work meets minimum standards
Failure group (0-49)	Sediment (under processing	(45-49)	More work is needed, but .appreciation is given
	Precipitate	(0-44)	A large amount of work is required

Course description template

Intermediate Accounting Intermediate Accounting -16

Course Information		
Unit Title	Intermediate Accounting	Module Delivery
Unit type	essential	☐ My theory ☐ Lecture ☒ Laboratory
Unity symbol	BA2104	

Credit hours according to ECTS the system	3		Educational program ☐ ☒ My work seminar ☐	
Hour/Section (Study)	75			
Unit level	the second	semester	the first	
Scientific Department	Financial and banking sciences	College	Management and Economics	
Unit teacher	M.M. Zahraa Muhammad Ali	Email		
Academic level of the unit teacher	Assistant teacher	Unit Teacher Qualifications	Master's	
Head of Department	Dr. Ahmed Abdul Ismail Ibrahim Al-Saffar	Email		
Name of peer reference		Email		
Date of approval by the Scientific Committee		issue number	1	

Course objectives and learning outcomes Learn it and its guiding content			
Course Objectives	Developing the student's knowledge of financial accounting and processing the . elements of financial statements		
Learning outcomes for the subject	Handling cash, inventory, assets, liabilities, and preparing financial statements .		
Guideline Contents	,Cash, receivables, inventory, fixed assets, depreciation, intangible assets . liabilities, equity, investments and financial statements		
Relationship with other study subjects			
Basic Requirements Unit	nothing	semester	

Common Requirements Unit	nothing	semester	
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Learning and teaching strategies

Strategies	. Basics Concepts And he explained Interactive Lectures throw . Classroom Questions And he proposed Discussion• . With the material Related Applied and cases Exercises Solution• - assignment when And the offers Reports Preparation Self Learning• - Students
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.The student's academic workload is calculated for 15 weeks

Regular academic workload for the student during the semester	33	Student's regular weekly study load	2.2
Irregular student workload during the semester	87	Irregular weekly study load for the student	5.8
The student's total academic workload during the semester	75		

Module Evaluation

Course Material Assessment

		Time/Number	(Weight) Marks	Week due	Relevant learning outcomes
	Short tests	2	5%	2,13	
	Tasks	1	5%(10)	7	
	Projects/Laboratory	1	%5	continuous	

	a report	1	5%	continuous	
	Midterm exam	2	10%	9	
	Final exam	3	%50	Week 16	All outputs
Overall assessment			100% (100 Marks)		

Weekly theoretical curriculum	
Week	covered Materials
1 Week	Conceptual Framework of Accounting 1
2 Week	2 Cash
3 Week	3 accounts receivable
4 Week	4 Inventory
5 Week	5 Inventory assessment
6 Week	6 Fixed assets
7 Week	7 destruction
8 Week	8 Review and test
9 Week	9 Intangible assets
10 Week	10 Obligations
11 Week	11 Property rights
12 Week	12 Investments
13 Week	13 Financial statements
14 Week	14 Financial Analysis
15 Week	15 Comprehensive review

Weekly laboratory schedule

covered materials	
Week 1	-
Week 2	-
Week 3	-
Week 4	-
weeks 5	-
Week 6	-
Week 7	-

and learning teaching Resources for		
	text	Is it available in the ?library
Required texts		
Recommended texts	Iraqi Penal Code No. (111) of 1969, as amended Companies Law No. (21) of 1997 as amended	
websites		

Groups	Appreciation	Grades %	identification
Success 50-100 Group	privilege	90-100	Outstanding performance
	very good	80-89	Above average with some errors
	good	70-79	Good work with some noticeable errors
	middle	60-69	.Acceptable, but with major flaws
	acceptable	50-59	.The work meets minimum standards
Failure group (0-49)	Sediment (under processing	(45-49)	More work is needed, but .appreciation is given
	Precipitate	(0-44)	A large amount of work is required

Course description template

Commercial Law Commercial Law -17

Course Information		
Unit Title	Commercial Law	Module Delivery
Unit type	essential	☐ My theory ☐ Lecture ☒ Laboratory
Unity symbol	BA2105	

Credit hours according to ECTS the system	3		Educational program ☐ ☒ My work seminar ☐	
Hour/Section (Study)	75			
Unit level	the second	semester	the first	
Scientific Department	Financial and banking sciences	College	Management and Economics	
Unit teacher	M.M. Zahraa Muhammad Ali	Email		
Academic level of the unit teacher	Assistant teacher	Unit Teacher Qualifications	Master's	
Head of Department	Dr. Ahmed Abdul Ismail Ibrahim Al-Saffar	Email		
Name of peer reference		Email		
Date of approval by the Scientific Committee		issue number	1	

Course objectives and learning outcomes Learn it and its guiding content			
Course Objectives	. Introducing the student to the legal concepts that govern business activities		
Learning outcomes for the subject	, Identifying business activities, understanding the characteristics of a merchant distinguishing between companies and commercial papers, and analyzing . commercial contracts		
Guideline Contents	Commercial law, business, merchant, companies, contracts, commercial . papers, check, bill of exchange, bankruptcy and liquidation		
Relationship with other study subjects			
Basic Requirements Unit	nothing	semester	

Common Requirements Unit	nothing	semester	
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Learning and teaching strategies

Strategies	. Basics Concepts And he explained Interactive Lectures throw . Classroom Questions And he proposed Discussion• . With the material Related Applied and cases Exercises Solution• - assignment when And the offers Reports Preparation Self Learning• - Students
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.The student's academic workload is calculated for 15 weeks

Regular academic workload for the student during the semester	48	Student's regular weekly study load	3.2
Irregular student workload during the semester	17	Irregular weekly study load for the student	1.13
The student's total academic workload during the semester	75		

Module Evaluation

Course Material Assessment

		Time/Number	(Weight) Marks	Week due	Relevant learning outcomes
	Short tests	3	10%(15)	4,8,10	11 ,10 ,2 ,1
	Tasks	2	10%(10)	5.9	7 ,6 ,4 ,3
	Projects/Laboratory				

	a report	1	10%(15)	12	10 ,8 ,5
	Midterm exam	2	10%	7	7-1
	Final exam	3	%50	Week 16	All outputs
Overall assessment			100% (100 Marks)		

Weekly theoretical curriculum	
Week	covered Materials
1 Week	The concept of commercial law 1
2 Week	2 Sources of Commercial Law
3 Week	3 Business
4 Week	4 The merchant
5 Week	5 Commercial obligations
6 Week	6 Commercial companies
7 Week	7 Types of companies
8 Week	8 Review and test
9 Week	9 Commercial papers
10 Week	10 bill of exchange
11 Week	11 Check
12 Week	12 Commercial contracts
13 Week	13 bankruptcy
14 Week	14 Liquidation
15 Week	15 Comprehensive review

Weekly laboratory schedule

covered materials	
Week 1	-
Week 2	-
Week 3	-
Week 4	-
weeks 5	-
Week 6	-
Week 7	-

and learning teaching Resources for		
	text	Is it available in the ?library
Required texts	Public Finance and Financial Legislation / Dr. Abdul Wahab Khallaf Principles of Public Finance / Dr. Sami Badie Public Finance (Theory and Application) / Dr. Ahmed Fouad Anwar	
Recommended texts		
websites		

Groups	Appreciation	Grades %	identification
Success 50-100 Group	privilege	90-100	Outstanding performance
	very good	80-89	Above average with some errors
	good	70-79	Good work with some noticeable errors
	middle	60-69	.Acceptable, but with major flaws
	acceptable	50-59	.The work meets minimum standards
Failure group (0-49)	Sediment (under processing)	(45-49)	More work is needed, but .appreciation is given
	Precipitate	(0-44)	A large amount of work is required

Course description template

Computer Computer -18

Course Information		
Unit Title	computer	Module Delivery
Unit type	essential	☐ My theory ☐ Lecture ☐ Laboratory Educational program ☐ ☒ My work
Unity symbol	UNI-2106	
Credit hours according to	2	

ECTS the system				seminar ☐	
Hour/Section (Study)	50				
Unit level		the second	semester		the first
Scientific Department		Financial and banking sciences	College	Management and Economics	
Unit teacher	LLM Osama Muwaffaq Sahm Hussein		Email		
Academic level of the unit teacher		Assistant teacher	Unit Teacher Qualifications		Master's
Head of Department	Dr. Ahmed Abdul Ismail Ibrahim Al-Saffar		Email		
Name of peer reference			Email		
Date of approval by the Scientific Committee			issue number	1	

Course objectives and learning outcomes Learn it and its guiding content			
Course Objectives	. Developing the student's skills in using computer applications in business		
Learning outcomes for the subject	PowerPoint , organizing and analyzing data and andExcel ,Word Advanced use of creating tables and charts .		
Guideline Contents	basic ,PowerPoint ,functions, tables, graphs ,Excel ,Word ,Office applications . databases, internet and business applications		
Relationship with other study subjects			
Basic Requirements Unit	nothing	semester	

Common Requirements Unit	nothing	semester	
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Learning and teaching strategies

Strategies	. Basics Concepts And he explained Interactive Lectures throw . Classroom Questions And he proposed Discussion• . With the material Related Applied and cases Exercises Solution• - assignment when And the offers Reports Preparation Self Learning• - Students
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.The student's academic workload is calculated for 15 weeks

Regular academic workload for the student during the semester	48	Student's regular weekly study load	3.2
Irregular student workload during the semester	17	Irregular weekly study load for the student	1.13
The student's total academic workload during the semester	50		

Module Evaluation

Course Material Assessment

		Time/Number	(Weight) Marks	Week due	Relevant learning outcomes
	Short tests	2	10%(10)	4,8,10	11 ,10 ,2 ,1
	Tasks	2	10%(10)	5.9	7 ,6 ,4 ,3
	Projects/Laboratory	1	5%(5)	11	

	a report	1	10%(15)	12	10 ,8 ,5
	Midterm exam	2	10%	7	7-1
	Final exam	3	%50	Week 16	All outputs
Overall assessment			100% (100 Marks)		

Weekly theoretical curriculum	
Week	covered Materials
1 Week	Office Applications 1
2 Week	2 Word Advanced
3 Week	3 Document formatting
4 Week	4 Tables
5 Week	5 Excel
6 Week	6 Functions
7 Week	7 Data analysis
8 Week	8 Review and test
9 Week	9 graphs
10 Week	10 PowerPoint
11 Week	11 presentations
12 Week	12 databases
13 Week	13 Internet
14 Week	14 Business applications
15 Week	15 practical project

Weekly laboratory schedule

covered materials	
Week 1	-
Week 2	-
Week 3	-
Week 4	-
weeks 5	-
Week 6	-
Week 7	-

and learning teaching Resources for		
	text	Is it available in the ?library
Required texts		
Recommended texts	Lectures prepared by professors	Yes
websites		

Groups	Appreciation	Grades %	identification
Success 50-100 Group	privilege	90-100	Outstanding performance
	very good	80-89	Above average with some errors
	good	70-79	Good work with some noticeable errors
	middle	60-69	.Acceptable, but with major flaws
	acceptable	50-59	.The work meets minimum standards
Failure group (0-49)	Sediment (under processing	(45-49)	More work is needed, but .appreciation is given
	Precipitate	(0-44)	A large amount of work is required

Study Material a description model

Ba'ath Party Crimes Ba'ath Party Crimes -19

Course Information		
Unit Title	Ba'ath Party crimes	Module Delivery
Unit type	Support him	☒ My theory ☐ Lecture ☒ Laboratory
Unity symbol	UNI-2107	

Credit hours according to ECTS the system	2		Educational program ☐ ☒ My work seminar ☐	
Hour/Section (Study)	50			
Unit level	the second	semester	the first	
Scientific Department	Business Administration	College	Management and Economics	
Unit teacher	M.M. Heba Ali		Email	
Academic level of the unit teacher	Assistant teacher	Unit Teacher Qualifications		Master's
Head of Department	Dr. Ahmed Abdul Ismail Ibrahim Al-Saffar		Email	
Name of peer reference		Email		
Date of approval by the Scientific Committee		issue number	1	

Course objectives and learning outcomes Learn it and its guiding content			
Course Objectives	Informing students about the violations and crimes committed by the former . regime and their effects on Iraqi society		
Learning outcomes for the subject	Identifying the types of violations, analyzing their humanitarian and social impacts, and understanding the importance of documenting crimes and justice .		
Guideline Contents	,The historical background of the previous regime, human rights violations arrests, displacement, mass graves, Anfal, suppression of uprisings, social . and economic effects and transitional justice		
Relationship with other study subjects			
Basic Requirements Unit	nothing	semester	

Common Requirements Unit	nothing	semester	
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Learning and teaching strategies

Strategies	. Basics Concepts And he explained Interactive Lectures throw . Classroom Questions And he proposed Discussion• . With the material Related Applied and cases Exercises Solution• - assignment when And the offers Reports Preparation Self Learning• - Students
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.The student's academic workload is calculated for 15 weeks

Regular academic workload for the student during the semester	33	Student's regular weekly study load	2.2
Irregular student workload during the semester		Irregular weekly study load for the student	0.0
The student's total academic workload during the semester	50		

Module Evaluation

Course Material Assessment

		Time/Number	(Weight) Marks	Week due	Relevant learning outcomes
	Short tests	2	10%(10)	4,8,10	11 ,10 ,2 ,1
	Tasks	2	10%(10)	5.9	7 ,6 ,4 ,3
	Projects/Laboratory	1	5%(5)	11	

	a report	1	10%(15)	12	10 ,8 ,5
	Midterm exam	2	10%	7	7-1
	Final exam	3	%50	Week 16	All outputs
Overall assessment			100% (100 Marks)		

Weekly theoretical curriculum	
Week	covered Materials
1 Week	Historical Background 1
2 Week	2 The concept of political crimes
3 Week	3 Human rights violations
4 Week	4 Arrests and prisons
5 Week	5 Forced displacement
6 Week	6 mass graves
7 Week	7 Anfal crimes
8 Week	8 Review and test
9 Week	9 Suppression of uprisings
10 Week	10 Violations against society
11 Week	11 social impacts
12 Week	12 Economic effects
13 Week	13 Documenting crimes
14 Week	14 Transitional justice
15 Week	15 Comprehensive review

Weekly laboratory schedule

covered materials	
Week 1	-
Week 2	-
Week 3	-
Week 4	-
weeks 5	-
Week 6	-
Week 7	-

and learning teaching Resources for		
	text	Is it available in the ?library
Required texts		
Recommended texts	Lectures prepared by professors	Yes
websites		

Groups	Appreciation	Grades %	identification
Success 50-100 Group	privilege	90-100	Outstanding performance
	very good	80-89	Above average with some errors
	good	70-79	Good work with some noticeable errors
	middle	60-69	.Acceptable, but with major flaws
	acceptable	50-59	.The work meets minimum standards
Failure group (0-49)	Sediment (under processing)	(45-49)	More work is needed, but .appreciation is given
	Precipitate	(0-44)	A large amount of work is required

Study Material a description model

Digital Marketing Digital Marketing -20

Course Information		
Unit Title	Digital Marketing	Module Delivery
Unit type	essential	☐ My theory ☐ Lecture ☒ Laboratory Educational program ☐ ☒ My work
Unity symbol	BA2201	
Credit hours according to	7	

ECTS the system				seminar ☐	
Hour/Section (Study)	175				
Unit level	the second		semester	the second	
Scientific Department	Financial and banking sciences		College	Management and Economics	
Unit teacher	M.M. Ibrahim Walid Abdul Razzaq Abbas		Email		
Academic level of the unit teacher	Assistant teacher		Unit Teacher Qualifications		Master's
Head of Department	Dr. Ahmed Abdul Ismail Ibrahim Al-Saffar		Email		
Name of peer reference			Email		
Date of approval by the Scientific Committee			issue number	1	

Course objectives and learning outcomes Learn it and its guiding content			
Course Objectives	Introducing the student to the concepts and tools of digital marketing and their . application in the business environment		
Learning outcomes for the subject	,SEO Designing digital campaigns, using social media, understanding analyzing key performance indicators, and preparing a digital marketing . strategy		
Guideline Contents	,search engines ,SEO ,Digital marketing, online consumer behavior, websites social media, content, email, e-commerce, digital advertising, and data . analytics . Disclosure And the offer Settlements• . Applied and cases Finance Lists Analysis•		
Relationship with other study subjects			
Basic Requirements Unit	nothing	semester	

Common Requirements Unit	nothing	semester	
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Learning and teaching strategies

Strategies	. Basics Concepts And he explained Interactive Lectures throw . Classroom Questions And he proposed Discussion• . With the material Related Applied and cases Exercises Solution• - assignment when And the offers Reports Preparation Self Learning• - Students
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.The student's academic workload is calculated for 15 weeks

Regular academic workload for the student during the semester	78	Student's regular weekly study load	5.2
Irregular student workload during the semester	87	Irregular weekly study load for the student	5.8
The student's total academic workload during the semester	175		

Module Evaluation

Course Material Assessment

		Time/Number	(Weight) Marks	Week due	Relevant learning outcomes
	Short tests	2	10%(20)	5.8	6-1
	Tasks	1	5%(5)	continuous	All outputs
	Projects/Laboratory	2	5%(5)	continuous	All outputs

	a report	1	10%(10)	12	All outputs
	Midterm exam	2	10%	13	8-7
	Final exam	3	%50	Week 16	All outputs
Overall assessment			100% (100 Marks)		

Weekly theoretical curriculum	
Week	covered Materials
1 Week	1 The concept of digital marketing
2 Week	2 Digital environment
3 Week	3 e-consumer
4 Week	4 Websites
5 Week	5 SEO
6 Week	6 search engines
7 Week	7 social media
8 Week	8 Review and test
9 Week	9 Content marketing
10 Week	10 e-mail
11 Week	11 e-commerce
12 Week	12 Digital advertising
13 Week	13 Data analysis
14 Week	14 Digital campaigns
15 Week	15 Developing a digital strategy

Weekly laboratory schedule

covered materials	
Week 1	-
Week 2	-
Week 3	-
Week 4	-
weeks 5	-
Week 6	-
Week 7	-

and learning teaching Resources for		
	text	Is it available in the ?library
Required texts	Intermediate Financial Accounting in accordance with Accounting Standards and Financial Reporting Standards 2025 / Dr. Bushra Al-Tai	
Recommended texts	Lectures prepared by professors	Yes
websites		

Groups	Appreciation	Grades %	identification
Success 50-100 Group	privilege	90-100	Outstanding performance
	very good	80-89	Above average with some errors
	good	70-79	Good work with some noticeable errors
	middle	60-69	.Acceptable, but with major flaws
	acceptable	50-59	.The work meets minimum standards
Failure group (0-49)	Sediment (under processing	(45-49)	More work is needed, but .appreciation is given
	Precipitate	(0-44)	A large amount of work is required

Study Material a description model

Contemporary Contemporary Human Resource Management -21
Human Resource Management

Course Information		
Unit Title	Modern Human Resource Management	Module Delivery
Unit type	essential	☐ My theory

Unity symbol	BA2202		☐ Lecture ☒ Laboratory Educational program ☐ ☒ My work seminar ☐	
Credit hours according to ECTS the system	7			
Hour/Section (Study)	175			
Unit level		the second	semester	the second
Scientific Department		Financial and banking sciences	College	Management and Economics
Unit teacher	M.M. Riyam Raad Yaqoub		Email	
Academic level of the unit teacher		Assistant teacher	Unit Teacher Qualifications	
		Master's		
Head of Department	Dr. Ahmed Abdul Ismail Ibrahim Al-Saffar		Email	
Name of peer reference			Email	
Date of approval by the Scientific Committee			issue number	1

Course objectives and learning outcomes Learn it and its guiding content	
Course Objectives	Introducing the student to modern and strategic trends in human resource . management
Learning outcomes for the subject	Introducing the student to modern and strategic trends in human resource . management
Guideline Contents	Strategic human resources management, talent management, e-recruitment, e-training, performance, incentives, diversity, knowledge management, artificial . intelligence and the future of work
Relationship with other study subjects	

Basic Requirements Unit	nothing	semester	
Common Requirements Unit	nothing	semester	

Learning and teaching strategies

Strategies	. Basics Concepts And he explained Interactive Lectures throw . Classroom Questions And he proposed Discussion• . With the material Related Applied and cases Exercises Solution• - assignment when And the offers Reports Preparation Self Learning• - Students
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.The student's academic workload is calculated for 15 weeks

Regular academic workload for the student during the semester	78	Student's regular weekly study load	5.2
Irregular student workload during the semester	112	Irregular weekly study load for the student	7.47
The student's total academic workload during the semester	175		

Module Evaluation

Course Material Assessment

		Time/Number	(Weight) Marks	Week due	Relevant learning outcomes
	Short tests	2	10%(20)	5.8	6-1
	Tasks	1	5%(5)	continuous	All outputs

	Projects/Laboratory	2	5%(5)	continuous	All outputs
	a report	1	10%(10)	12	All outputs
	Midterm exam	2	10%	13	8-7
	Final exam	3	%50	Week 16	All outputs
Overall assessment			100% (100 Marks)		

Weekly theoretical curriculum	
Week	covered Materials
1 Week	Modern Trends 1
2 Week	2 Strategic Human Resources Management
3 Week	3 Workforce planning
4 Week	4 Talent management
5 Week	5 Online recruitment
6 Week	6 Electronic selection
7 Week	7 e-training
8 Week	8 Review and test
9 Week	9 Performance Management
10 Week	10 modern incentives
11 Week	11 Knowledge management
12 Week	12 Diversity and Inclusion
13 Week	13 artificial intelligence
14 Week	14 Future of work
15 Week	15 Comprehensive review

Weekly laboratory schedule	
covered materials	
Week 1	-
Week 2	-
Week 3	-
Week 4	-
weeks 5	-
Week 6	-
Week 7	-

and learning teaching Resources for		
	text	Is it available in the ?library
Required texts	Advanced Financial Management Book by Dr. Hamza Al-Zubaidi, 2023	
Recommended texts	Lectures prepared by professors	Yes
websites		

Groups	Appreciation	Grades %	identification
Success 50-100 Group	privilege	90-100	Outstanding performance
	very good	80-89	Above average with some errors
	good	70-79	Good work with some noticeable errors
	middle	60-69	.Acceptable, but with major flaws
	acceptable	50-59	.The work meets minimum standards
Failure group (0-49)	Sediment (under processing	(45-49)	More work is needed, but .appreciation is given
	Precipitate	(0-44)	A large amount of work is required

Study Material a description model

Organizational Behavior Organizational Behavior -22

Course Information		
Unit Title	organizational behavior	Module Delivery
Unit type	essential	☐ My theory

Unity symbol	BA2203		☐ Lecture ☒ Laboratory Educational program ☐ ☒ My work seminar ☐	
Credit hours according to ECTS the system	6			
Hour/Section (Study)	150			
Unit level		the second	semester	the second
Scientific Department		Financial and banking sciences	College	Management and Economics
Unit teacher	Dr. Ahmed Abdel-Sama'il Al-Saffar		Email	
Academic level of the unit teacher		,Professor Instructor, Doctor	Unit Teacher Qualifications	
		PhD		
Head of Department	Dr. Ahmed Abdul Ismail Ibrahim Al-Saffar		Email	
Name of peer reference			Email	
Date of approval by the Scientific Committee			issue number	1

Course objectives and learning outcomes Learn it and its guiding content	
Course Objectives	Understanding individual and group behavior and its impact on organizational . performance
Learning outcomes for the subject	Analysis of personality, motivation, communication, leadership, conflict, and . organizational culture
Guideline Contents	,Organizational behavior, personality, perception, values, attitudes, motivation ,job satisfaction, groups, work teams, communication, leadership, conflict . culture and change
Relationship with other study subjects	

Basic Requirements Unit	nothing	semester	
Common Requirements Unit	nothing	semester	

Learning and teaching strategies

Strategies	. Basics Concepts And he explained Interactive Lectures throw . Classroom Questions And he proposed Discussion• . With the material Related Applied and cases Exercises Solution• - assignment when And the offers Reports Preparation Self Learning• - Students
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.The student's academic workload is calculated for 15 weeks

Regular academic workload for the student during the semester	48	Student's regular weekly study load	3.2
Irregular student workload during the semester	77	Irregular weekly study load for the student	5.13
The student's total academic workload during the semester	150		

Module Evaluation

Course Material Assessment

		Time/Number	(Weight) Marks	Week due	Relevant learning outcomes
	Short tests	2	10%(20)	5.7	6-1
	Tasks	1	5%(5)	continuous	All outputs

	Projects/Laboratory	2	5%(5)	continuous	All outputs
	a report	1	10%(10)	11	All outputs
	Midterm exam	2	10%	14	8-7
	Final exam	3	%50	Week 16	All outputs
Overall assessment			100% (100 Marks)		

Weekly theoretical curriculum	
Week	covered Materials
1 Week	The concept of organizational behavior 1
2 Week	2 Personality
3 Week	3 perception
4 Week	4 Values and attitudes
5 Week	5 Motivation
6 Week	6 Job satisfaction
7 Week	7 Groups and work teams
8 Week	8 Review and test
9 Week	9 Contact
10 Week	10 Leadership
11 Week	11 Conflict
12 Week	12 organizational power
13 Week	13 Organizational culture
14 Week	14 Organizational change
15 Week	15 Comprehensive review

Weekly laboratory schedule	
covered materials	
Week 1	-
Week 2	-
Week 3	-
Week 4	-
weeks 5	-
Week 6	-
Week 7	-

and learning teaching Resources for		
	text	Is it available in the ?library
Required texts		
Recommended texts	Lectures prepared by professors	Yes
websites		

Groups	Appreciation	Grades %	identification
Success 50-100 Group	privilege	90-100	Outstanding performance
	very good	80-89	Above average with some errors
	good	70-79	Good work with some noticeable errors
	middle	60-69	.Acceptable, but with major flaws
	acceptable	50-59	.The work meets minimum standards
Failure group (0-49)	Sediment (under processing	(45-49)	More work is needed, but .appreciation is given
	Precipitate	(0-44)	A large amount of work is required

Study Material a description model

Operations Research by QSB QSB Operations Research using -23

Course Information		
Unit Title	QSB Operations research using	Module Delivery
Unit type	essential	☐ My theory

Unity symbol	BA2204		☐ Lecture ☒ Laboratory Educational program ☐ ☒ My work seminar ☐	
Credit hours according to ECTS the system	6			
Hour/Section (Study)	150			
Unit level		the second	semester	the second
Scientific Department		Business Administration	College	Management and Economics
Unit teacher	A.M. Malek Saleh Ali		Email	
Academic level of the unit teacher		assistant professor	Unit Teacher Qualifications Master's	
Head of Department	Dr. Ahmed Abdul Ismail Ibrahim Al-Saffar		Email	
Name of peer reference			Email	
Date of approval by the Scientific Committee			issue number	1

Course objectives and learning outcomes Learn it and its guiding content	
Course Objectives	Introducing the student to operations research methods and the application of QSB. quantitative models using
Learning outcomes for the subject	,Building mathematical models, solving linear programming problems transportation and allocation analysis, and using the software in decision-making.
Guideline Contents	,Operations research concepts, mathematical models, linear programming ,sensitivity analysis, transportation, allocation ,QSB ,graphical solution .inventory, and queuing
Relationship with other study subjects	

Basic Requirements Unit	nothing	semester	
Common Requirements Unit	nothing	semester	

Learning and teaching strategies

Strategies	. Basics Concepts And he explained Interactive Lectures throw . Classroom Questions And he proposed Discussion• . With the material Related Applied and cases Exercises Solution• - assignment when And the offers Reports Preparation Self Learning• - Students
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.The student's academic workload is calculated for 15 weeks

Regular academic workload for the student during the semester	48	Student's regular weekly study load	3.2
Irregular student workload during the semester	77	Irregular weekly study load for the student	5.13
The student's total academic workload during the semester	150		

Module Evaluation

Course Material Assessment

		Time/Number	(Weight) Marks	Week due	Relevant learning outcomes
	Short tests	2	10%(20)	5.7	6-1
	Tasks	1	5%(5)	continuous	All outputs

	Projects/Laboratory	2	5%(5)	continuous	All outputs
	a report	1	10%(10)	11	All outputs
	Midterm exam	2	10%	14	8-7
	Final exam	3	%50	Week 16	All outputs
Overall assessment			100% (100 Marks)		

Weekly theoretical curriculum	
Week	covered Materials
1 Week	Operations Research Concept 1
2 Week	2 Model building
3 Week	3 Linear programming
4 Week	4 graphical solution
5 Week	5 appQSB
6 Week	6 Sensitivity analysis
7 Week	7 Linear programming problems
8 Week	8 Review and test
9 Week	9 Transport model
10 Week	10 Allocation model
11 Week	11 Inventory Management
12 Week	12 waiting lines
13 Week	13 Administrative applications
14 Week	14 ApplicationsQSB
15 Week	15 Comprehensive project and application

Weekly laboratory schedule	
covered materials	
Week 1	-
Week 2	-
Week 3	-
Week 4	-
weeks 5	-
Week 6	-
Week 7	-

and learning teaching Resources for		
	text	Is it available in the ?library
Required texts	Raed Al-Obaidi, Management of Financial and Banking ,Institutions, Dar Al-Ayyam Publishing and Distribution 2018	
Recommended texts	Lectures prepared by professors	Yes
websites		

Groups	Appreciation	Grades %	identification
Success 50-100 Group	privilege	90-100	Outstanding performance
	very good	80-89	Above average with some errors
	good	70-79	Good work with some noticeable errors
	middle	60-69	.Acceptable, but with major flaws
	acceptable	50-59	.The work meets minimum standards
Failure group (0-49)	Sediment (under processing	(45-49)	More work is needed, but .appreciation is given
	Precipitate	(0-44)	A large amount of work is required

Study Material a description model

Logistics Management Logistics Management -24

Course Information		
Unit Title	Logistics Management	Module Delivery
Unit type	essential	☐ My theory ☐ Lecture ☒ Laboratory
Unity symbol	BF2205	

Credit hours according to ECTS the system	2		☒ Educational program ☒ My work seminar ☐	
Hour/Section (Study)	50			
Unit level	the second	semester	the second	
Scientific Department	Business Administration	College	Management and Economics	
Unit teacher	M.M. Ahmed Hassan Jabr	Email		
Academic level of the unit teacher	Assistant teacher	Unit Teacher Qualifications	Master's	
Head of Department	Dr. Ahmed Abdul Ismail Ibrahim Al-Saffar	Email		
Name of peer reference		Email		
Date of approval by the Scientific Committee		issue number	1	

Course objectives and learning outcomes Learn it and its guiding content			
Course Objectives	Introducing the student to the concept of logistics and its role in managing the . supply chain		
Learning outcomes for the subject	Analysis of logistics operations, management of inventory, transportation and . storage, and improvement of logistics efficiency		
Guideline Contents	,The concept of logistics, supply chain, procurement, inventory, transportation storage, distribution, international and reverse logistics, technology and cost . reduction		
Relationship with other study subjects			
Basic Requirements Unit	nothing	semester	

Common Requirements Unit	nothing	semester	
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Learning and teaching strategies

Strategies	. Basics Concepts And he explained Interactive Lectures throw . Classroom Questions And he proposed Discussion• . With the material Related Applied and cases Exercises Solution• - assignment when And the offers Reports Preparation Self Learning• - Students
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.The student's academic workload is calculated for 15 weeks

Regular academic workload for the student during the semester	33	Student's regular weekly study load	2.2
Irregular student workload during the semester	52	Irregular weekly study load for the student	3.47
The student's total academic workload during the semester	50		

Module Evaluation

Course Material Assessment

		Time/Number	(Weight) Marks	Week due	Relevant learning outcomes
	Short tests	2	10%(20)	1,2,6	Specific curriculum
	Tasks	2	5%(10)	5.10	Specific curriculum
	a report	2	10%(10)		All outputs

	Midterm exam	2	10%		All outputs
	Final exam	3	%50	Week 16	All outputs
Overall assessment			100% (100 Marks)		

Weekly theoretical curriculum	
Week	covered Materials
1 Week	Logistics Management Concept 1
2 Week	2 Equipment chain
3 Week	3 Purchases
4 Week	4 Inventory Management
5 Week	5 Transportation
6 Week	6 Storage
7 Week	7 distribution
8 Week	8 Review and test
9 Week	9 Logistics
10 Week	10 International Logistics
11 Week	11 reverse logistics
12 Week	12 Logistics technology
13 Week	13 Cost reduction
14 Week	14 Performance improvement
15 Week	15 Comprehensive review

Weekly laboratory schedule

covered materials	
Week 1	-
Week 2	-
Week 3	-
Week 4	-
weeks 5	-
Week 6	-
Week 7	-

and learning teaching Resources for		
	text	Is it available in the ?library
Required texts		Yes
Recommended texts		
websites		

Groups	Appreciation	Grades %	identification
Success 50-100 Group	privilege	90-100	Outstanding performance
	very good	80-89	Above average with some errors
	good	70-79	Good work with some noticeable errors
	middle	60-69	.Acceptable, but with major flaws
	acceptable	50-59	.The work meets minimum standards
Failure group (0-49)	Sediment (under processing	(45-49)	More work is needed, but .appreciation is given
	Precipitate	(0-44)	A large amount of work is required

Study Material a description model

Arabic Arabic language -25

Course Information		
Unit Title	Arabic	Module Delivery
Unit type	Sanda	☐ My theory

Unity symbol	UNI-2206		☐ Lecture ☒ Laboratory ☒ Educational program ☒ My work seminar ☐	
Credit hours according to ECTS the system	2			
Hour/Section (Study)	50			
Unit level		the second	semester	the second
Scientific Department		Business Administration	College	Management and Economics
Unit teacher	M.M. Yasmin Shallal Ahmed		Email	
Academic level of the unit teacher		Assistant teacher	Unit Teacher Qualifications	
		Master's		
Head of Department	Dr. Ahmed Abdul Ismail Ibrahim Al-Saffar		Email	
Name of peer reference			Email	
Date of approval by the Scientific Committee			issue number	1

Course objectives and learning outcomes Learn it and its guiding content	
Course Objectives	Developing the student's linguistic and academic skills and enabling him to . write reports and research properly
Learning outcomes for the subject	. Applying grammatical rules● . Detecting and correcting errors● . Report writing● . Summarize and paraphrase● . Preparing academic correspondence●
Guideline Contents	,Rules, styles, grammar and morphology, punctuation, linguistic errors . academic writing, reports, summarizing, quoting and paraphrasing
Relationship with other study subjects	

Basic Requirements Unit	nothing	semester	
Common Requirements Unit	nothing	semester	

Learning and teaching strategies

Strategies	. Basics Concepts And he explained Interactive Lectures throw . Classroom Questions And he proposed Discussion• . With the material Related Applied and cases Exercises Solution• - assignment when And the offers Reports Preparation Self Learning• - Students
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.The student's academic workload is calculated for 15 weeks

Regular academic workload for the student during the semester	33	Student's regular weekly study load	2.2
Irregular student workload during the semester	27	Irregular weekly study load for the student	1.8
The student's total academic workload during the semester	50		

Module Evaluation

Course Material Assessment

		Time/Number	(Weight) Marks	Week due	Relevant learning outcomes
	Short tests	2	10%(20)	1,2,6	Specific curriculum
	Tasks	2	5%(10)	5.10	Specific curriculum

	a report	1	10%(10)	11	Rules
	Midterm exam	1	10%	13	All outputs
	Final exam	3	%50	Week 16	All outputs
Overall assessment			100% (100 Marks)		

Weekly theoretical curriculum	
Week	covered Materials
1 Week	Rules Review 1
2 Week	2 linguistic methods
3 Week	3 Grammar
4 Week	4 Disbursement
5 Week	5 punctuation marks
6 Week	6 Common mistakes
7 Week	7 Academic writing
8 Week	8 Review and test
9 Week	9 Report writing
10 Week	10 Summary
11 Week	11 Rewriting
12 Week	12 Quote
13 Week	13 Correspondence
14 Week	14 Linguistic editing
15 Week	15 Comprehensive review

Weekly laboratory schedule	
covered materials	
Week 1	-
Week 2	-
Week 3	-
Week 4	-
weeks 5	-
Week 6	-
Week 7	-

and learning teaching Resources for		
	text	Is it available in the ?library
Required texts		Yes
Recommended texts		
websites		

Groups	Appreciation	Grades %	identification
Success 50-100 Group	privilege	90-100	Outstanding performance
	very good	80-89	Above average with some errors
	good	70-79	Good work with some noticeable errors
	middle	60-69	.Acceptable, but with major flaws
	acceptable	50-59	.The work meets minimum standards
Failure group (0-49)	Sediment (under processing)	(45-49)	More work is needed, but .appreciation is given
	Precipitate	(0-44)	A large amount of work is required

Study Material a description model

English Language -26

Course Information					
Unit Title	English language		Module Delivery		
Unit type	Sanda		☐ My theory ☐ Lecture ☒ Laboratory ☒ Educational program ☒ My work seminar ☐		
Unity symbol	UNI-2207				
Credit hours according to ECTS the system	2				
Hour/Section (Study)	50				
Unit level		the second	semester		the second
Scientific Department		Business Administration	College	Management and Economics	

Unit teacher	M.M. Zahraa Raad	Email	
Academic level of the unit teacher	Assistant teacher	Unit Teacher Qualifications	Master's
Head of Department	Dr. Ahmed Abdul Ismail Ibrahim Al-Saffar	Email	
Name of peer reference		Email	
Date of approval by the Scientific Committee		issue number	1

Course objectives and learning outcomes Learn it and its guiding content

Course Objectives	Developing specialized English language skills in business administration and . professional communication
Learning outcomes for the subject	The student will be able to read specialized texts, use professional terminology, write reports and letters, and make basic communications in a . business environment
Guideline Contents	Business ,Human Resources ,Marketing ,Management ,Business Vocabulary ,Negotiation ,Presentations ,Reports ,Business Correspondence ,Communication Entrepreneurship..

Relationship with other study subjects

Basic Requirements Unit	nothing	semester	
Common Requirements Unit	nothing	semester	

Learning and teaching strategies

Strategies	. Basics Concepts And he explained Interactive Lectures throw . Classroom Questions And he proposed Discussion• . With the material Related Applied and cases Exercises Solution•
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	assignment when And the offers Reports Preparation Self Learning• Students
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.The student's academic workload is calculated for 15 weeks			
Regular academic workload for the student during the semester	33	Student's regular weekly study load	2.2
Irregular student workload during the semester	27	Irregular weekly study load for the student	1.8
The student's total academic workload during the semester	50		

Module Evaluation					
Course Material Assessment					
		Time/Number	(Weight) Marks	Week due	Relevant learning outcomes
	Short tests	2	10%(20)	1,2,6	Specific curriculum
	Tasks	2	5%(10)	5.10	Specific curriculum
	a report	1	10%(10)	11	Rules
	Midterm exam	1	10%	13	All outputs
	Final exam	3	%50	Week 16	All outputs
Overall assessment			100% (100 Marks)		

Weekly theoretical curriculum	
Week	covered Materials

1 Week	1 Business Vocabulary
2 Week	2 Management Terms
3 Week	3 Marketing Terms
4 Week	4 Human Resources
5 Week	5 Business Communication
6 Week	6 Business Correspondence
7 Week	7 Business Reading
8 Week	8 Review and test
9 Week	9 Business Reports
10 Week	10 Presentations
11 Week	11 Negotiation
12 Week	12 Entrepreneurship
13 Week	13 Business Articles
14 Week	14 Professional Communication
15 Week	15 Comprehensive review

Weekly laboratory schedule	
covered materials	
Week 1	-
Week 2	-
Week 3	-
Week 4	-

weeks 5	-
Week 6	-
Week 7	-

and learning teaching Resources for		
	text	Is it available in the ?library
Required texts		Yes
Recommended texts		
websites		

Groups	Appreciation	Grades %	identification
Success 50-100 Group	privilege	90-100	Outstanding performance
	very good	80-89	Above average with some errors
	good	70-79	Good work with some noticeable errors
	middle	60-69	.Acceptable, but with major flaws
	acceptable	50-59	.The work meets minimum standards
Failure group (0-49)	Sediment (under (processing	(45-49)	More work is needed, but .appreciation is given
	Precipitate	(0-44)	A large amount of work is required