

## Curriculum Guide ٢٠٢٥-٢٠٢٦



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 -١**

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 -٢**

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 -٣**

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 -٤**

,Developing administrative skills and teaching planning, organizing -١  
And preparing students to make sound. directing, and controlling skills  
. administrative decisions

Developing strategic thinking and understanding how to formulate -٢  
and analyzing the internal and external environment of, long-term plans  
. organizations

Preparing leadership cadres and qualifying students to be successful -٣  
And enhancing leadership and. leaders in companies and institutions  
. teamwork skills

,Acquiring knowledge in multiple fields such as marketing, finance -٤  
and understanding how, human resources, and general management  
. these fields are integrated within the organization

Enhancing communication skills and developing effective -٥  
Learning negotiation and. interpersonal communication skills  
. presentation skills

Supporting initiative and entrepreneurship , encouraging students to -٦  
and understanding the basics of small, create their own projects  
. business management

Keeping up with modern developments and using technology in -٧  
And understanding the digital transformations in the. management  
. business world

Linking theory with practice and applying knowledge through practical -٨  
. studying real-life cases from the labor marketand training

### **:Student learning outcomes -٩**

-١ 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 -٢  
business, and working within different work teams and organizations.

Developing students' ability to employ computer skills and digital technologies in -٣  
processing and analyzing administrative information and supporting decision-making.

Knowledge of the principles, methods and techniques of making administrative decisions -٤  
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 -٥  
and employing data and information in the fields of business administration.

Developing students' ability to research, think critically and creatively, and to activate -٦  
problem-solving and decision-making methods in the business environment.

Possessing the necessary knowledge and skills in the field of human resource -٧  
management, planning, organizing, directing, and controlling, and employing them in the work environment.

Understanding and comprehending the advanced principles and concepts in strategic -٨  
management, operations management, marketing, human resources and entrepreneurship.

Enabling students to employ the principles of mathematics, statistics and quantitative -٩  
methods in analyzing administrative data and supporting the decision-making process.

Developing students' ability to deal with changes, crises and risks in the business -١٠  
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 -٦

| phone number | Email | General/Specialized specialization                                    | Scientific title               | Instructor's name in Arabic      | T  |
|--------------|-------|-----------------------------------------------------------------------|--------------------------------|----------------------------------|----|
|              |       | Business Administration/Organizational Behavior                       | <b>Assistant Professor .Dr</b> | Ahmed Abdul Ismail Al-Saffar     | ١  |
|              |       | <b>Business Administration Quality Management /</b>                   | <b>Professor .Dr</b>           | Samir Kamel Saeed Al-Khatib      | ٢  |
|              |       | / Management / Business Strategic Management                          | <b>Assistant Professor .Dr</b> | Intisar Abbas Hammadi Khalaf     | ٣  |
|              |       | / Business Administration Strategic Management                        | <b>Professor Doctor</b>        | Raed Ghanem Rahim Mutlaq         | ٤  |
|              |       | Statistics / Standard Statistics                                      | <b>assistant professor</b>     | Malik Saleh Ali Hassan           | ٥  |
|              |       | / Business Administration Marketing                                   | <b>Assistant teacher</b>       | Ibrahim Abdul Walid Razzaq Abbas | ٦  |
|              |       | – Business Administration Marketing                                   | <b>Assistant teacher</b>       | Awn Haidar Eidan Abdul           | ٧  |
|              |       | law                                                                   | <b>Assistant teacher</b>       | Zahraa Muhammad Ali              | ٨  |
|              |       | / Business Administration Marketing                                   | <b>Assistant teacher</b>       | Riyam Raad Abdul Yaqoub Nabi     | ٩  |
|              |       | / Business Administration Marketing                                   | <b>Assistant teacher</b>       | Ahmed Hassan Jabr Sabet          | ١٠ |
|              |       | Strategic planning                                                    | <b>Assistant teacher</b>       | Wafaa Ali Katafa                 |    |
|              |       | Management Information Technologies                                   | <b>Assistant teacher</b>       | Dania Anwar Sabit                |    |
|              |       | / Electrical Engineering Computer and Information Systems Engineering | <b>Assistant teacher</b>       | Osama Muwaffaq Sahm Hussein      |    |

## **:Credits, grades, and cumulative GPA -٧**

### **: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 credits٣٠ ,.i.e , ٢٤٠ European credits For the system According to it  
are equivalent to ٢٠ 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 (٥٠ - | privilege    | ٩٠ - ١٠٠   | Amazing performance            |
|                           | very good    | ٨٠ - ٨٩    | Above average with some errors |

|                           |                                |         |                                                                    |
|---------------------------|--------------------------------|---------|--------------------------------------------------------------------|
| ١٠٠)                      | good                           | ٧٠ - ٧٩ | Sound work with some noticeable errors                             |
|                           | middle                         | ٦٠ - ٦٩ | Fair, but with major flaws                                         |
|                           | acceptable                     | ٥٠ - ٥٩ | The work meets minimum standards                                   |
| Total failure<br>(٠ - ٤٩) | - Precipitate Under processing | (٤٥-٤٩) | ,More work is needed but only to meet the minimum requirements     |
|                           | Precipitate                    | (٠-٤٤)  | 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 -١

In it In private beaten loneliness all grades

.for the programECTS Then they are all divided by the total

. Years four Bachelor's degree in For points Cumulative Rate -٢

$$\text{X ECTS Degree of unity (Second (X ECTS) + first unit gradeCGPA} = \{ ( + .... \} \times 40 / 1$$

**:Curriculum/Study Units -A**

**First semester / ٣٠ ECTS units / Each ECTS unit = ٣٠ hours**

| The symbol | Study material                          | Organized clock s | Unregulated hours | Total hours | ECTS | Type of material |
|------------|-----------------------------------------|-------------------|-------------------|-------------|------|------------------|
| BA١١.١     | Fundamentals of Business Administration | ٧٨                | ١٢٢               | ٢٠٠         | ٨,٠٠ | C                |
| BA١١.٢     | Principles of Economics                 | ٦٣                | ٨٧                | ١٥٠         | ٦,٠٠ | B                |
| BA١١.٣     | Accounting basics                       | ٦٣                | ٨٧                | ١٥٠         | ٦,٠٠ | B                |

|         |                                         |    |    |     |      |   |
|---------|-----------------------------------------|----|----|-----|------|---|
| BA11.4  | Mathematics for Business Administration | ٦٣ | ٨٧ | ١٥٠ | ٦,٠٠ | B |
| UNI11.5 | English language                        | ٣٣ | ١٧ | ٥٠  | ٢,٠٠ | S |
| UNI11.6 | Arabic                                  | ٣٣ | ١٧ | ٥٠  | ٢,٠٠ | S |

**Second semester / ٣٠ European units / Each European unit = ٢٥ hours**

| The symbol | Study material                              | Organized clocks | Unregulated hours | Total hours | ECTS | Type of material |
|------------|---------------------------------------------|------------------|-------------------|-------------|------|------------------|
| BA12.1     | Principles of Business Administration       | ٧٨               | ١٢٢               | ٢٠٠         | ٨,٠٠ | C                |
| BA12.2     | Principles of Statistics                    | ٦٣               | ٨٧                | ١٥٠         | ٦,٠٠ | C                |
| BA12.3     | Principles of Accounting                    | ٦٣               | ٨٧                | ١٥٠         | ٦,٠٠ | C                |
| BA12.4     | English readings in business administration | ٤٨               | ٧٧                | ١٢٥         | ٥,٠٠ | C                |
| UNI-12.5   | computer                                    | ٤٨               | ٢٧                | ٧٥          | ٣,٠٠ | S                |
| UNI-12.6   | Democracy and human rights                  | ٣٣               | ١٧                | ٥٠          | ٢,٠٠ | B                |

**:Communication -٩**

**Prof. Dr. Ahmed Abdel Ismail Al-Saffar / Head of Department**

**Phone : ٧٧٣٣٣٣٤٨٤٢ .**

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### **:Overview-١**

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  
 ٦٠٠٠ With a total of Study . subjects has ٤٧  
 presentation depends, European units total, ٢٤٠ 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 ٢٠٢٤-٢٠٢٥

### Bachelor's Degree Units ٢٠٢٤-٢٠٢٥-٢

#### Unit ١

| The symbol                                                                                                                                                                                                                                                     | Title of the study unit                 | European Points System | semester    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|------------------------|-------------|
| BA١١٠١                                                                                                                                                                                                                                                         | Fundamentals of Business Administration | ٨,٠٠                   | ١           |
| Class (hours/week)                                                                                                                                                                                                                                             | Lecturer/Laboratory/Practical/Teacher   | One semester           | Hour/Weight |
| ٤                                                                                                                                                                                                                                                              | ١                                       | ١٢٢                    | ٢٠٠         |
| a description                                                                                                                                                                                                                                                  |                                         |                        |             |
| Introducing students to the basic concepts of management and the nature of the administrative process -١<br>Understanding management schools, utilizing internal and external factors affecting organizations, and making ethical and sustainable decisions -٢ |                                         |                        |             |

## Unit ۲

| The symbol                                                                                                                                                                                                                                                               | Title of the study unit               | European Points System | semester    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|------------------------|-------------|
| BA۱۱۰۲                                                                                                                                                                                                                                                                   | Principles of Economics               | ۶,۰۰                   | ۱           |
| Class (hours/week)                                                                                                                                                                                                                                                       | Lecturer/Laboratory/Practical/Teacher | One semester           | Hour/Weight |
| ۴                                                                                                                                                                                                                                                                        | ۳                                     | ۸۷                     | ۱۰۰         |
| a description                                                                                                                                                                                                                                                            |                                       |                        |             |
| <p>To introduce the student to the fundamentals of economics at the micro and macro levels -۱<br/>according to modern methods</p> <p>Clarifying the relationship between economics and management science and developing -۲<br/>skills in dealing with economic data</p> |                                       |                        |             |

## Unit ۳

| The symbol                                                                                                                                                                                                                            | Title of the study unit               | European Points System | semester    |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|------------------------|-------------|
| BA۱۱۰۳                                                                                                                                                                                                                                | Accounting basics                     | ۶,۰۰                   | ۱           |
| Class (hours/week)                                                                                                                                                                                                                    | Lecturer/Laboratory/Practical/Teacher | One semester           | Hour/Weight |
| ۳                                                                                                                                                                                                                                     | ۱                                     | ۸۷                     | ۱۰۰         |
| a description                                                                                                                                                                                                                         |                                       |                        |             |
| <p>,Providing a comprehensive understanding of basic accounting concepts, assumptions -۱<br/>and principles</p> <p>To enable students to prepare accounting entries and understand the accounting cycle -۲<br/>and its importance</p> |                                       |                        |             |

### Unit ٤

| The symbol                                                                                                                                                                      | Title of the study unit                 | European Points System | semester    |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|------------------------|-------------|
| BA١١٠٤                                                                                                                                                                          | Mathematics for Business Administration | ٦,٠٠                   | ١           |
| Class (hours/week)                                                                                                                                                              | Lecturer/Laboratory/Practical/Teacher   | One semester           | Hour/Weight |
| ٣                                                                                                                                                                               | ١                                       | ٨٧                     | ١٥٠         |
| a description                                                                                                                                                                   |                                         |                        |             |
| <p>Developing students' skills in dealing with administrative problems using a mathematical approach -١</p> <p>Using mathematical methods to arrive at optimal solutions -٢</p> |                                         |                        |             |

### Unit ٥

| The symbol                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Title of the study unit               | European Points System | semester    |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|------------------------|-------------|
| UN١١٥                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | English language                      | ٢,٠٠                   | ١           |
| Class (hours/week)                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Lecturer/Laboratory/Practical/Teacher | One semester           | Hour/Weight |
| ٢                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | ١                                     | ١٧                     | ٥٠          |
| a description                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                       |                        |             |
| <p>. Developing students' basic skills in the English language-١</p> <p>. Developing reading, writing, listening and speaking skills-٢</p> <p>To equip students with the basic vocabulary and terminology used in the university-٣</p> <p>. environment</p> <p>. Developing the ability to understand scientific texts and sources in English-٤</p> <p>Enhancing the communication skills that the student needs in the academic and-٥</p> <p>. professional field</p> |                                       |                        |             |

## Unit ٦

| The symbol                                                                                                                                                                                                                                                                                                                                                                                                                               | Title of the study unit               | European Points System | semester    |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|------------------------|-------------|
| UN١١٦                                                                                                                                                                                                                                                                                                                                                                                                                                    | Arabic                                | ٢,٠٠                   | ١           |
| Class (hours/week)                                                                                                                                                                                                                                                                                                                                                                                                                       | Lecturer/Laboratory/Practical/Teacher | One semester           | Hour/Weight |
| ٢                                                                                                                                                                                                                                                                                                                                                                                                                                        | ١                                     | ١٧                     | ٥٠          |
| a description                                                                                                                                                                                                                                                                                                                                                                                                                            |                                       |                        |             |
| <p>. ability to use the Arabic language correctly '١- Developing students</p> <p>. Enhancing writing, expression, and academic communication skills-٢</p> <p>. Developing the ability to prepare official texts, reports, and correspondence-٣</p> <p>. Addressing common linguistic errors in academic and professional writing-٤</p> <p>Enhancing the necessary language communication skills for academic and professional life-٥</p> |                                       |                        |             |

## Unit ٧

| The symbol                                                                                                                                                                                                                                                                                                                   | Title of the study unit               | European Points System | semester    |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|------------------------|-------------|
| BF١٢٠١                                                                                                                                                                                                                                                                                                                       | Principles of Business Administration | ٨,٠٠                   | ٢           |
| Class (hours/week)                                                                                                                                                                                                                                                                                                           | Lecturer/Laboratory/Practical/Teacher | One semester           | Hour/Weight |
| ٤                                                                                                                                                                                                                                                                                                                            | ١                                     | ١٢٢                    | ٢٠٠         |
| a description                                                                                                                                                                                                                                                                                                                |                                       |                        |             |
| <p>. To deepen students' knowledge of the basic principles of business administration-١</p> <p>,Studying administrative functions and practical applications of planning, organizing -٢<br/> . directing and controlling</p> <p>. Identifying the manager's skills, roles and responsibilities within the organization-٣</p> |                                       |                        |             |

- . Analyzing administrative problems and selecting appropriate alternatives to address them-<sup>٤</sup>
- . Developing the ability to apply management principles in different business environments-<sup>٥</sup>

### Unit ٨

| The symbol                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Title of the study unit               | European Points System | semester    |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|------------------------|-------------|
| BF١٢.٢                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Principles of Statistics              | ٦,٠٠                   | ٢           |
| Class (hours/week)                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Lecturer/Laboratory/Practical/Teacher | One semester           | Hour/Weight |
| ٣                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | ١                                     | ٨٧                     | ١٥٠         |
| a description                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                       |                        |             |
| <ul style="list-style-type: none"> <li>-١ Introducing students to the basic concepts in the science of statistics.</li> <li>-٢ Training students on how to collect, organize, classify, and present data.</li> <li>-٣ Studying measures of central tendency and dispersion.</li> <li>٤ To become familiar with the principles of probability, sampling, and statistical methods -.</li> <li>-٥ Employing statistical analysis to support administrative decisions.</li> </ul> |                                       |                        |             |

### Unit ٩

| The symbol         | Title of the study unit               | European Points System | semester    |
|--------------------|---------------------------------------|------------------------|-------------|
| BF١٢.٣             | Principles of Accounting              | ٦,٠٠                   | ٢           |
| Class (hours/week) | Lecturer/Laboratory/Practical/Teacher | One semester           | Hour/Weight |
| ٣                  | ١                                     | ٨٧                     | ١٥٠         |
| a description      |                                       |                        |             |

- ١ Enhancing knowledge of accounting principles and their applications in business organizations.
- ٢ Studying, analyzing, and recording financial transactions in accounting.
- ٣ Understanding the preparation of accounts and financial statements -.
- ٤ Analyzing accounting information and using it in planning and control.
- ٥ Statement of the role of accounting in administrative and financial decision-making

## Unit ١٠

| The symbol                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Title of the study unit               | European Points System | semester    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|------------------------|-------------|
| BF١٢٠٤                                                                                                                                                                                                                                                                                                                                                                                                                                                         | English readings                      | ٥,٠٠                   | ٢           |
| Class (hours/week)                                                                                                                                                                                                                                                                                                                                                                                                                                             | Lecturer/Laboratory/Practical/Teacher | One semester           | Hour/Weight |
| ٢                                                                                                                                                                                                                                                                                                                                                                                                                                                              | ١                                     | ٢٢                     | ١٢٥         |
| a description                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                       |                        |             |
| ١ Developing students' ability to read specialized texts in business administration in English -.<br>-٢ To become familiar with administrative, economic and marketing terminology in English.<br>٣ Training students to analyze texts and extract main ideas -.<br>-٤ Developing the ability to understand foreign scientific references and sources.<br>-٥ Developing professional communication and reading skills in the field of business administration. |                                       |                        |             |

## Unit ١١

| The symbol | Title of the study unit | European Points System | semester |
|------------|-------------------------|------------------------|----------|
| UN١٢٥      | computer                | ٣,٠٠                   | ٢        |

| <b>Class<br/>(hours/week)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>Lecturer/Laboratory/Practical/Teacher</b> | <b>One semester</b> | <b>Hour/Weight</b> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|---------------------|--------------------|
| ٢                                                                                                                                                                                                                                                                                                                                                                                                                                                              | ١                                            | ٢٧                  | ٧٥                 |
| <b>a description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                              |                     |                    |
| <p>١- computers Introducing students to the basic concepts of information technology and.</p> <p>٢ Training students on the use of word processing and spreadsheet applications -.</p> <p>-٣ Developing skills in preparing presentations and administrative reports.</p> <p>-٤ Using computers to organize and process data.</p> <p>-٥ Employing digital applications to accomplish administrative tasks and duties.</p> <p style="text-align: right;">-١</p> |                                              |                     |                    |

## Unit ١٢

| <b>The symbol</b>                                                                                                                                                                                                                                                                                                                                                                                                     | <b>Title of the study unit</b>               | <b>European Points System</b> | <b>semester</b>    |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|-------------------------------|--------------------|
| UN١٢٦                                                                                                                                                                                                                                                                                                                                                                                                                 | Democracy and human rights                   | ٢,٠٠                          | ٢                  |
| <b>Class<br/>(hours/week)</b>                                                                                                                                                                                                                                                                                                                                                                                         | <b>Lecturer/Laboratory/Practical/Teacher</b> | <b>One semester</b>           | <b>Hour/Weight</b> |
| ٢                                                                                                                                                                                                                                                                                                                                                                                                                     | ١                                            | ١٧                            | ٥٠                 |
| <b>a description</b>                                                                                                                                                                                                                                                                                                                                                                                                  |                                              |                               |                    |
| <p>-١ Introducing students to the concept of democracy and the principles of human rights.</p> <p>-٢ Understanding public freedoms, the rule of law, and citizenship.</p> <p>-٣ Promoting the values of tolerance, respect, and equality.</p> <p>-٤ Statement of the individual's responsibility to protect rights and freedoms.</p> <p>-٥ Linking human rights principles to university and professional values.</p> |                                              |                               |                    |

## Unit ١٣

| The symbol                                                                                                                                                                                                                                                                                                                                     | Title of the study unit               | European Points System | semester    |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|------------------------|-------------|
| BA٢١٠١                                                                                                                                                                                                                                                                                                                                         | Marketing Department                  | ٦,٠٠                   | ١           |
| Class (hours/week)                                                                                                                                                                                                                                                                                                                             | Lecturer/Laboratory/Practical/Teacher | One semester           | Hour/Weight |
| ٤                                                                                                                                                                                                                                                                                                                                              | ٣                                     |                        | ١٥٠         |
| a description                                                                                                                                                                                                                                                                                                                                  |                                       |                        |             |
| <p>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</p> |                                       |                        |             |

## Unit ١٤

| The symbol                                                                                                                                                                                                                                                                                 | Title of the study unit               | European Points System | semester    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|------------------------|-------------|
| BA٢١٠٢                                                                                                                                                                                                                                                                                     | Organization theory                   | ٦,٠٠                   | ١           |
| Class (hours/week)                                                                                                                                                                                                                                                                         | Lecturer/Laboratory/Practical/Teacher | One semester           | Hour/Weight |
| ٤                                                                                                                                                                                                                                                                                          | ١                                     |                        | ١٥٠         |
| a description                                                                                                                                                                                                                                                                              |                                       |                        |             |
| <p>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</p> |                                       |                        |             |

## Unit ١٥

| The symbol | Title of the study unit | European Points System | semester |
|------------|-------------------------|------------------------|----------|
|------------|-------------------------|------------------------|----------|

|                                                                                                                                                                                                       |                                              |                     |                    |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|---------------------|--------------------|
| BA۲۱.۳                                                                                                                                                                                                | Human Resources Management                   | ۶,۰۰                | ۱                  |
| <b>Class (hours/week)</b>                                                                                                                                                                             | <b>Lecturer/Laboratory/Practical/Teacher</b> | <b>One semester</b> | <b>Hour/Weight</b> |
| ۳                                                                                                                                                                                                     | ۱                                            |                     | ۱۰۰                |
| <b>a description</b>                                                                                                                                                                                  |                                              |                     |                    |
| 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 ۱۶

|                                                                                                                                                                                                                                                |                                              |                               |                    |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|-------------------------------|--------------------|
| <b>The symbol</b>                                                                                                                                                                                                                              | <b>Title of the study unit</b>               | <b>European Points System</b> | <b>semester</b>    |
| BA۲۱.۴                                                                                                                                                                                                                                         | Intermediate Accounting                      | ۴,۰۰                          | ۱                  |
| <b>Class (hours/week)</b>                                                                                                                                                                                                                      | <b>Lecturer/Laboratory/Practical/Teacher</b> | <b>One semester</b>           | <b>Hour/Weight</b> |
| ۳                                                                                                                                                                                                                                              | ۱                                            |                               | ۱۰۰                |
| <b>a description</b>                                                                                                                                                                                                                           |                                              |                               |                    |
| ,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 ۱۷

|                           |                                              |                               |                    |
|---------------------------|----------------------------------------------|-------------------------------|--------------------|
| <b>The symbol</b>         | <b>Title of the study unit</b>               | <b>European Points System</b> | <b>semester</b>    |
| BA۲۱.۵                    | Commercial Law                               | ۳,۰۰                          | ۱                  |
| <b>Class (hours/week)</b> | <b>Lecturer/Laboratory/Practical/Teacher</b> | <b>One semester</b>           | <b>Hour/Weight</b> |
| ۳                         | ۱                                            |                               | ۷۵                 |
| <b>a description</b>      |                                              |                               |                    |

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 ١٨

| The symbol                                                                                                                                                                                               | Title of the study unit               | European Points System | semester    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|------------------------|-------------|
| UNI-٢١٠٦                                                                                                                                                                                                 | computer                              | ٣,٠٠                   | ١           |
| Class (hours/week)                                                                                                                                                                                       | Lecturer/Laboratory/Practical/Teacher | One semester           | Hour/Weight |
| ٣                                                                                                                                                                                                        | ٣                                     |                        | ٧٥          |
| 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 ١٩

| The symbol                                                                                                                                                                                        | Title of the study unit               | European Points System | semester    |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|------------------------|-------------|
| UNI-٢١٠٧                                                                                                                                                                                          | Ba'ath Party crimes                   | ٢,٠٠                   | ١           |
| Class (hours/week)                                                                                                                                                                                | Lecturer/Laboratory/Practical/Teacher | One semester           | Hour/Weight |
| ٢                                                                                                                                                                                                 | ١                                     | ٢٧                     | ٥٠          |
| 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 ٢٠

| The symbol | Title of the study unit | European Points System | semester |
|------------|-------------------------|------------------------|----------|
| BA٢٢٠١     | Digital Marketing       | ٦,٠٠                   | ٢        |

| Class<br>(hours/week)                                                                                                                                                                                                    | Lecturer/Laboratory/Practical/Teacher | One semester | Hour/Weight |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|--------------|-------------|
| ٤                                                                                                                                                                                                                        | ١                                     |              | ١٥٠         |
| <b>a description</b>                                                                                                                                                                                                     |                                       |              |             |
| ,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 ٢١

| The symbol                                                                                                                                                                                               | Title of the study unit               | European Points System | semester    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|------------------------|-------------|
| BA٢٢٠٢                                                                                                                                                                                                   | Modern Human Resource Management      | ٦,٠٠                   | ٢           |
| Class<br>(hours/week)                                                                                                                                                                                    | Lecturer/Laboratory/Practical/Teacher | One semester           | Hour/Weight |
| ٣                                                                                                                                                                                                        | ١                                     |                        | ١٥٠         |
| <b>a description</b>                                                                                                                                                                                     |                                       |                        |             |
| 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 ٢٢

| The symbol                                                                                                                                                                                                       | Title of the study unit               | European Points System | semester    |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|------------------------|-------------|
| BA٢٢٠٣                                                                                                                                                                                                           | organizational behavior               | ٦,٠٠                   | ٢           |
| Class<br>(hours/week)                                                                                                                                                                                            | Lecturer/Laboratory/Practical/Teacher | One semester           | Hour/Weight |
| ٤                                                                                                                                                                                                                | ١                                     |                        | ١٥٠         |
| <b>a description</b>                                                                                                                                                                                             |                                       |                        |             |
| 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 ٢٣

| The symbol                                                                                                                                                                                       | Title of the study unit               | European Points System | semester    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|------------------------|-------------|
| BA٢٢.٤                                                                                                                                                                                           | Operations research using QSB         | ٥,٠٠                   | ٢           |
| Class (hours/week)                                                                                                                                                                               | Lecturer/Laboratory/Practical/Teacher | One semester           | Hour/Weight |
| ٣                                                                                                                                                                                                | ٣                                     |                        | ١٢٥         |
| 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 ٢٤

| The symbol                                                                                                                                                                                          | Title of the study unit               | European Points System | semester    |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|------------------------|-------------|
| BA٢٢.٥                                                                                                                                                                                              | Logistics Management                  | ٣,٠٠                   | ٢           |
| Class (hours/week)                                                                                                                                                                                  | Lecturer/Laboratory/Practical/Teacher | One semester           | Hour/Weight |
| ٣                                                                                                                                                                                                   | ٣                                     |                        | ٧٥          |
| 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 ٢٥

| The symbol                                                                                                                                                                          | Title of the study unit               | European Points System | semester    |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|------------------------|-------------|
| UNI-٢٢.٦                                                                                                                                                                            | Arabic                                | ٢,٠٠                   | ٢           |
| Class (hours/week)                                                                                                                                                                  | Lecturer/Laboratory/Practical/Teacher | One semester           | Hour/Weight |
| ٢                                                                                                                                                                                   | ٢                                     |                        | ٥٠          |
| 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 ٢٦

| The symbol                                                                                                                                                                                    | Title of the study unit               | European Points System | semester    |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|------------------------|-------------|
| UNI-٢٢.٧                                                                                                                                                                                      | English language                      | ٢,٠٠                   | ٢           |
| Class (hours/week)                                                                                                                                                                            | Lecturer/Laboratory/Practical/Teacher | One semester           | Hour/Weight |
| ٢                                                                                                                                                                                             | ٢                                     |                        | ٥٠          |
| 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 |                                           |                                        |                                | جمهورية العراق - وزارة التعليم العالي والبحث العلمي                            |             |            |           |            |              |             |             |              |            |       |  |                             |  |  |  |  |
|---------------------------------------------------------------------------------|----------|-------|-------------------------------------------------------------------------|-------------------------------------------|----------------------------------------|--------------------------------|--------------------------------------------------------------------------------|-------------|------------|-----------|------------|--------------|-------------|-------------|--------------|------------|-------|------------------------------------------------------------------------------------|-----------------------------|--|--|--|--|
| Name of University                                                              |          |       |                                                                         |                                           |                                        |                                | جامعة                                                                          |             |            |           |            |              |             |             |              |            |       |                                                                                    |                             |  |  |  |  |
| Bachelor's degree in Business Administration (First cycle)                      |          |       |                                                                         |                                           |                                        |                                | بكالوريوس في إدارة الأعمال (الدورة الأولى)                                     |             |            |           |            |              |             |             |              |            |       |                                                                                    |                             |  |  |  |  |
| Four years (Eight semesters) - 240 ECTS credits - 1 ECTS = 25 hr                |          |       |                                                                         |                                           |                                        |                                | 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) | Semnn (hr/w) | Exam hr/sem | SSWL hr/sem | USSWL hr/sem | SWL hr/sem | ECTS  | Modul e Type                                                                       | Prerequisite Module(s) Code |  |  |  |  |
| UGI                                                                             | One      | 1     | BA1101                                                                  | Basic of business Administration          | اساسيات إدارة الاعمال                  | Arabic                         | 4                                                                              |             |            |           | 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                                                                                  |                             |  |  |  |  |
|                                                                                 |          |       |                                                                         |                                           | Total                                  | Total                          | 17                                                                             | 0           | 0          | 2         | 2          | 0            | 18          | 333         | 417          | 750        | 30.00 |                                                                                    |                             |  |  |  |  |
|                                                                                 | 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) | Semnn (hr/w) | Exam hr/sem | SSWL hr/sem | USSWL hr/sem | SWL hr/sem | ECTS  | Modul e Type                                                                       | Prerequisite Module(s) Code |  |  |  |  |
|                                                                                 |          | Two   | 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                           |  |  |  |  |
|                                                                                 |          |       | 5                                                                       | UNI1205                                   | 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                                  | Total                          | 16                                                                             | 0           | 1          | 1         | 3          | 0            | 18          | 333         | 417          | 750        | 30.00 |                                                                                    |                             |  |  |  |  |
|                                                                                 |          |       |                                                                         |                                           | Total                                  | Total                          | 33                                                                             | 0           | 1          | 3         | 5          | 0            | 36          | 666         | 834          | 1500       | 60    |                                                                                    |                             |  |  |  |  |
| 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) | Semnn (hr/w) | Exam hr/sem | SSWL hr/sem | USSWL hr/sem | SWL hr/sem | ECTS  | Modul e Type                                                                       | Prerequisite Module(s) Code |  |  |  |  |
| UGII                                                                            | Three    | 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                                                                                  |                             |  |  |  |  |
|                                                                                 |          | 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                                                                              |             |            |           |            |              | 3           | 33          | 17           | 50         | 2.00  | S                                                                                  |                             |  |  |  |  |
|                                                                                 |          |       |                                                                         |                                           | Total                                  | Total                          | 17                                                                             | 0           | 2          | 2         | 1          | 0            | 21          | 351         | 399          | 750        | 30.00 |                                                                                    |                             |  |  |  |  |
|                                                                                 | 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) | Semnn (hr/w) | Exam hr/sem | SSWL hr/sem | USSWL hr/sem | SWL hr/sem | ECTS  | Modul e Type                                                                       | Prerequisite Module(s) Code |  |  |  |  |
|                                                                                 |          | Four  | 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                           |  |  |  |  |
|                                                                                 | 7        |       | UNI-2207                                                                | English                                   | اللغة الانكليزية                       | English                        | 2                                                                              |             |            | 2         | 2          | 0            | 0           | 3           | 33           | 17         | 50    | 2.00                                                                               | S                           |  |  |  |  |
|                                                                                 |          |       |                                                                         | Total                                     | Total                                  | 17                             | 0                                                                              | 2           | 2          | 0         | 0          | 21           | 336         | 414         | 750          | 30.00      |       |                                                                                    |                             |  |  |  |  |
|                                                                                 |          |       |                                                                         | Total                                     | Total                                  | 34                             | 0                                                                              | 4           | 4          | 1         | 0          | 42           | 687         | 813         | 1500         | 60         |       |                                                                                    |                             |  |  |  |  |
| 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) | Semnn (hr/w) | Exam hr/sem | SSWL hr/sem | USSWL hr/sem | SWL hr/sem | ECTS  | Modul e Type                                                                       | Prerequisite Module(s) Code |  |  |  |  |
| UGIII                                                                           | Five     | 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                                                                                  |                             |  |  |  |  |
|                                                                                 |          |       |                                                                         |                                           | Total                                  | Total                          | 16                                                                             | 0           | 2          | 2         | 3          | 0            | 18          | 363         | 362          | 750        | 30.00 |                                                                                    |                             |  |  |  |  |
|                                                                                 | 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) | Semnn (hr/w) | Exam hr/sem | SSWL hr/sem | USSWL hr/sem | SWL hr/sem | ECTS  | Modul e Type                                                                       | Prerequisite Module(s) Code |  |  |  |  |
|                                                                                 |          | Six   | 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                           |  |  |  |  |
|                                                                                 |          |       | 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                                  | Total                          | 15                                                                             | 0           | 0          | 3         | 3          | 0            | 18          | 333         | 417          | 750        | 30.00 |                                                                                    |                             |  |  |  |  |
|                                                                                 |          |       |                                                                         |                                           | Total                                  | Total                          | 31                                                                             | 0           | 2          | 5         | 6          | 0            | 36          | 696         | 779          | 1500       | 60    |                                                                                    |                             |  |  |  |  |
| 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) | Semnn (hr/w) | Exam hr/sem | SSWL hr/sem | USSWL hr/sem | SWL hr/sem | ECTS  | Modul e Type                                                                       | Prerequisite Module(s) Code |  |  |  |  |
| UGIV                                                                            | Seven    | 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                                                                                  |                             |  |  |  |  |
|                                                                                 |          | 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                          | Total                                                                          | 18          | 0          | 0         | 1          | 3            | 0           | 15          | 348          | 402        | 750   | 30.0                                                                               |                             |  |  |  |  |
|                                                                                 | 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) | Semnn (hr/w) | Exam hr/sem | SSWL hr/sem | USSWL hr/sem | SWL hr/sem | ECTS  | Modul e Type                                                                       | Prerequisite Module(s) Code |  |  |  |  |
|                                                                                 |          | Eight | 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                                  | Total                          | 14                                                                             | 0           | 0          | 4         | 3          | 0            | 15          | 330         | 420          | 750        | 30.0  |                                                                                    |                             |  |  |  |  |
|                                                                                 |          |       |                                                                         |                                           | Total                                  | Total                          | 32                                                                             | 0           | 0          | 5         | 6          | 0            | 30          | 678         | 822          | 1500       | 60    |                                                                                    |                             |  |  |  |  |
|                                                                                 |          |       |                                                                         |                                           | Total                                  | Total                          | 130                                                                            | 0           | 7          | 17        | 18         | 0            | 144         | 2727        | 3248         | 6000       | 240.0 |                                                                                    | Must be 240 ECTS            |  |  |  |  |

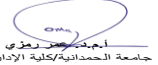
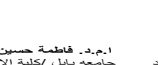
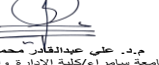
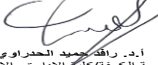
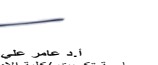
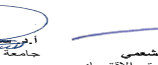
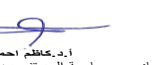
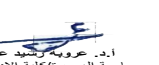
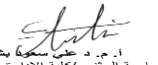
Note: The student should complete 4 weeks of Summer Internships to fulfill the requirements of the Bachelor's degree

| Structured SWL (hr/w) type | CL | Lab | Pr | Tut | Lect | Semnn | Module type | <b>B</b> Basic learning activities<br><b>C</b> Core learning activity<br><b>S</b> Support or related learning activity<br><b>E</b> Elective learning activity |  | <b>SWL:</b> Student Workload<br><b>SSWL:</b> Structured SWL<br><b>USSWL:</b> Unstructured SWL |  |  |
|----------------------------|----|-----|----|-----|------|-------|-------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-----------------------------------------------------------------------------------------------|--|---------------------------------------------------------------------------------------|
|                            |    |     |    |     |      |       |             |                                                                                                                                                               |  |                                                                                               |  |                                                                                       |

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

ملاحظة: مشروع بحث التفرج يحسب ساعتين دراسية اسبوعيا لكل مشروع بحث وعلى مستوى كورسين في المرحلة الرابعة ويعد متطلب من متطلبات التفرج ويشترط فيه النجاح ويعطى تقدير مستوفي

اجتماع رؤساء اقسام ادارة الاعمال في الجامعات العراقية بتاريخ 2025 / 7 / 19

|                                                                                                                                                                |                                                                                                                                                                   |                                                                                                                                                                   |                                                                                                                                                                    |                                                                                                                                                                   |                                                                                                                                                                |                                                                                                                                                                  |                                                                                                                                                               |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <br><b>أ.م.د. احمد حسين علي جاسم</b><br>جامعة الموصل/كلية الإدارة والاقتصاد | <br><b>أ.م.د. احمد بولس محمد السعوي</b><br>جامعة الموصل/كلية الإدارة والاقتصاد | <br><b>أ.م.د. فاطمة حسين كاظم البكري</b><br>جامعة بابل /كلية الإدارة والاقتصاد | <br><b>م.د. علي عبدالقادر محمود</b><br>جامعة سامراء/كلية الإدارة والاقتصاد      | <br><b>م.د. علي فاخر كاظم</b><br>جامعة سومر/كلية الإدارة والاقتصاد            | <br><b>د. احمد خلف مطر المحمدي</b><br>جامعة الموصل/كلية الإدارة والاقتصاد | <br><b>د. ليث جليل إبراهيم</b><br>جامعة ذي قار /كلية الإدارة والاقتصاد      | <br><b>م.د. محمد روفيق محمود</b><br>جامعة ميسان/كلية الإدارة والاقتصاد   |
| <br><b>أ.د. رافد حميد الحدراوي</b><br>جامعة الكوفة/كلية الإدارة والاقتصاد    | <br><b>أ.د. عامر علي حمد</b><br>جامعة تكريت /كلية الإدارة والاقتصاد            | <br><b>أ.م.د. هادي علي علي</b><br>جامعة كركوك/كلية الإدارة والاقتصاد           | <br><b>أ.د.كاظم احمد جواد الجشمي</b><br>جامعة المستنصرية/كلية الإدارة والاقتصاد | <br><b>أ.د. عروبة رشيد علي البهزاد</b><br>جامعة البصرة/كلية الإدارة والاقتصاد | <br><b>أ.م.د علي سكوفا شين</b><br>جامعة المثنى /كلية الإدارة والاقتصاد    | <br><b>أ.م.د. محمد فاضل هادي</b><br>الجامعة العراقية/كلية الإدارة والاقتصاد | <br><b>أ.م.د. كريم جابر ضايح</b><br>جامعة الفلوجة/كلية الإدارة والاقتصاد |

## Course description template

### of Business Administration Fundamentals -١

| Course Information                           |                                                |                             |                                                                                                                                                                                                                                                                 |     |           |
|----------------------------------------------|------------------------------------------------|-----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|-----------|
| Unit Title                                   | <b>Fundamentals of Business Administration</b> |                             | <b>Module Delivery</b>                                                                                                                                                                                                                                          |     |           |
| Unit type                                    | Essential/ Basic to learn activity             |                             | My theory <input checked="" type="checkbox"/><br>a lecture <input checked="" type="checkbox"/><br>Laboratory <input type="checkbox"/><br>Educational program <input type="checkbox"/><br>practical <input type="checkbox"/><br>seminar <input type="checkbox"/> |     |           |
| Unity symbol                                 | BA١١٠١                                         |                             |                                                                                                                                                                                                                                                                 |     |           |
| Credit hours according to ECTS the system    | ٨,٠٠                                           |                             |                                                                                                                                                                                                                                                                 |     |           |
| Hour/Section (Study)                         | ٢٠٠                                            |                             |                                                                                                                                                                                                                                                                 |     |           |
| 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                                                                                                                                                                                                                                                    | ١   |           |

Course objectives and learning outcomes Learn it and its guiding content

|                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |          |  |
|----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--|
| Course Objectives                      | <ul style="list-style-type: none"><li>. Introducing students to the basic concepts of business administration•</li><li>Clarifying the nature of the administrative process and the functions of<ul style="list-style-type: none"><li>. management</li></ul></li><li>Understanding the evolution of administrative thought and administrative<ul style="list-style-type: none"><li>. schools</li></ul></li><li>Understanding the relationship between the organization and its surrounding<ul style="list-style-type: none"><li>. environment</li></ul></li><li>. Developing planning, organizational, and decision-making skills•</li><li>. Understanding the roles and managerial skills of a manager•</li><li>. Enhancing the ability to analyze administrative problems•</li><li>Developing awareness of the importance of ethical and sustainable<ul style="list-style-type: none"><li>. management</li></ul></li></ul> |          |  |
| Learning outcomes for the subject      | <ul style="list-style-type: none"><li>. Defining the basic concepts of business management•</li><li>. Explanation of the main management functions•</li><li>. Interpretation of management theories and schools of thought•</li><li>. Identifying the factors affecting organizational performance•</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |          |  |
| Guideline Contents                     | <ul style="list-style-type: none"><li>. Preparing simple administrative plans•</li><li>. Applying the principles of organization and coordination<ul style="list-style-type: none"><li>. Active participation in work teams•</li></ul></li><li>. Making administrative decisions ethically•</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |          |  |
| Relationship with other study subjects |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |          |  |
| Basic Requirements Unit                | nothing                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | semester |  |
| Common Requirements Unit               | nothing                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | semester |  |

|                                  |                                                                                                                                                                                                                                                                                                                                                     |
|----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Learning and teaching strategies |                                                                                                                                                                                                                                                                                                                                                     |
| Strategies                       | <ul style="list-style-type: none"> <li>• Basics Concepts And he explained Interactive Lectures throw</li> <li>• Classroom Questions And he proposed Discussion</li> <li>• With the material Related Applied and cases Exercises Solution</li> <li>• assignment when And the offers Reports Preparation Self Learning</li> <li>• Students</li> </ul> |

|                                                             |
|-------------------------------------------------------------|
| .The student's academic workload is calculated for 10 weeks |
|-------------------------------------------------------------|

|                                                               |     |                                             |     |
|---------------------------------------------------------------|-----|---------------------------------------------|-----|
| Regular academic workload for the student during the semester | ٧٨  | Student's regular weekly study load         | ٥,٢ |
| Irregular student workload during the semester                | ١٢٢ | Irregular weekly study load for the student | ٨,١ |
| The student's total academic workload during the semester     | ٢٠٠ |                                             |     |

### Module Evaluation

#### Course Material Assessment

|                    |                     | Time/Number | (Weight) Marks   | Week due   | Relevant learning outcomes |
|--------------------|---------------------|-------------|------------------|------------|----------------------------|
|                    | Short tests         | ٢           | ٢٠%              | ٥ Week     | <b>١-٢ Outputs</b>         |
|                    | Tasks               | ٣           | ١٥%              | continuous | All outputs                |
|                    | Projects/Laboratory | -           |                  |            |                            |
|                    | a report            | ٢           | ١٠%              | ١٥ Week    | All outputs                |
|                    | Midterm exam        | ١           | ١٠%              | Week ٨     |                            |
|                    | Final exam          | ٣           | ٧٥%              | Week ١٦    | All outputs                |
| Overall assessment |                     |             | ١٠٠% (١٠٠ Marks) |            |                            |

#### Weekly theoretical curriculum

| Week   | covered Materials                                       |
|--------|---------------------------------------------------------|
| ١ Week | The concept of business management and its importance   |
| ٢ Week | The nature of management and the administrative process |

|         |                                             |
|---------|---------------------------------------------|
| ۳ Week  | The evolution of management thought         |
| ۴ Week  | Classical school                            |
| ۵ Week  | Behavioral school                           |
| ۶ Week  | The modern school of management             |
| ۷ Week  | Planning                                    |
| ۸ Week  | organization                                |
| ۹ Week  | Guidance and leadership                     |
| ۱۰ Week | censorship                                  |
| ۱۱ Week | decision making                             |
| ۱۲ Week | Administrative Communication                |
| ۱۳ Week | business environment                        |
| ۱۴ Week | Management ethics and social responsibility |
| ۱۵ Week | Sustainable management and material review  |

| Weekly laboratory schedule |   |
|----------------------------|---|
| covered materials          |   |
| Week ۱                     | - |
| Week ۲                     | - |
| Week ۳                     | - |
| Week ۴                     | - |
| weeks ۵                    | - |
| Week ۶                     | - |

|        |   |
|--------|---|
| Week ٧ | - |
|        |   |

| and learning teaching Resources for |                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                    |
|-------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|
|                                     | text                                                                                                                                                                                                                                                                                                                                                                                                                                       | Is it available in the<br>?library |
| Required texts                      | <p>Essential books</p> <ul style="list-style-type: none"> <li>'Written by Abu Muhammad Khalil al-Shamma</li> <li>. Modern management books</li> <li>Specialized scientific references in business</li> <li>. administration</li> </ul> <p>Electronic sources</p> <ul style="list-style-type: none"> <li>. Academic databases</li> <li>. Specialized scientific websites</li> <li>. Digital resources approved by the university</li> </ul> | Yes                                |
| Recommended texts                   |                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                    |
| websites                            |                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                    |

| Groups                  | Appreciation                | Grades % | identification                                  |
|-------------------------|-----------------------------|----------|-------------------------------------------------|
| Success<br>٥٠-١٠٠ Group | privilege                   | ٩٠ - ١٠٠ | Outstanding performance                         |
|                         | very good                   | ٨٠-٨٩    | Above average with some errors                  |
|                         | good                        | ٧٠-٧٩    | Good work with some noticeable errors           |
|                         | middle                      | ٦٠-٦٩    | .Acceptable, but with major flaws               |
|                         | acceptable                  | ٥٠-٥٩    | .The work meets minimum standards               |
| Failure group<br>(٠-٤٩) | Sediment (under processing) | (٤٥-٤٩)  | More work is needed, but .appreciation is given |
|                         | Precipitate                 | (٠-٤٤)   | A large amount of work is required              |

## Course description template

Principles of Economics Principles of Economics٢.

Course Information

|                                              |                                               |                         |                                                                                                                                                                                                                                   |                          |
|----------------------------------------------|-----------------------------------------------|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| Unit Title                                   | <b>Principles of Economics</b>                |                         | Module Delivery                                                                                                                                                                                                                   |                          |
| Unit type                                    | Basic/core learning activity                  |                         | My theory <input checked="" type="checkbox"/><br>a lecture <input checked="" type="checkbox"/><br>Educational program <input type="checkbox"/><br>work <input checked="" type="checkbox"/><br>My seminar <input type="checkbox"/> |                          |
| Unity symbol                                 | BA11.2                                        |                         |                                                                                                                                                                                                                                   |                          |
| Credit hours according to ECTS the system    | 6,00                                          |                         |                                                                                                                                                                                                                                   |                          |
| Hour/Section (Study)                         | 100                                           |                         |                                                                                                                                                                                                                                   |                          |
| 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                           | <b>Prof. Dr. Ahmed Abdel Ismail Al-Saffar</b> |                         | Email                                                                                                                                                                                                                             | Master's                 |
| 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                                                        | <ul style="list-style-type: none"> <li>. Introducing students to basic economic concepts</li> <li>. Understanding the economic problem</li> <li>. Studying supply and demand</li> <li>. Understanding how markets work</li> <li>. Identifying production and costs</li> <li>. A statement of the impact of economic variables on business organizations</li> <li>. Using economic analysis in decision-making</li> </ul> |
| Learning outcomes for the subject                                        | : After completing the course, the student can <ul style="list-style-type: none"> <li>. Explanation of basic economic concepts</li> <li>. Supply and demand analysis</li> <li>. Interpreting price changes</li> </ul>                                                                                                                                                                                                    |

|                                        |                                                                                                                                                                                                                                                                  |          |  |
|----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--|
|                                        | <ul style="list-style-type: none"><li>. Analysis of production costs</li><li>. Linking economic variables to business decisions</li><li>. Using economic thinking to solve problems</li></ul>                                                                    |          |  |
| 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•<br>. Basics<br>. Classroom Questions And he proposed Discussion•<br>With the Related Applied and cases Exercises Solution•<br>. material<br>when And the offers Reports Preparation Self Learning•<br>. The students assignment |

|                                                               |    |                                             |     |
|---------------------------------------------------------------|----|---------------------------------------------|-----|
| .The student's academic workload is calculated for ١٥ weeks   |    |                                             |     |
| Regular academic workload for the student during the semester | ٦٣ | Student's regular weekly study load         | ٤,٢ |
| Irregular student workload during the semester                | ٨٧ | Irregular weekly study load for the student | ٥,٨ |

|                                                           |     |
|-----------------------------------------------------------|-----|
| The student's total academic workload during the semester | ١٥٠ |
|-----------------------------------------------------------|-----|

| Module Evaluation          |                     |             |                  |            |                            |
|----------------------------|---------------------|-------------|------------------|------------|----------------------------|
| Course Material Assessment |                     |             |                  |            |                            |
|                            |                     | Time/Number | (Weight) Marks   | Week due   | Relevant learning outcomes |
|                            | Short tests         | ٢           | ٢٠٪              | Week ٨, ٥  | ١-٣ <b>Outputs</b>         |
|                            | Tasks               | ١           | ٥٪               | continuous | All outputs                |
|                            | Projects/Laboratory | ٢           | ٪١٠              | continuous |                            |
|                            | a report            | ١           | ٥٪               | Week ١٢    | All outputs                |
|                            | Midterm exam        | ٢           | ١٠٪              | Week ١٣    |                            |
|                            | Final exam          | ٣           | ٪٥٠              | Week ١٦    | All outputs                |
| Overall assessment         |                     |             | ١٠٠٪ (١٠٠ Marks) |            |                            |

| Weekly theoretical curriculum |                          |
|-------------------------------|--------------------------|
| Week                          | covered Materials        |
| ١ Week                        | The concept of economics |
| ٢ Week                        | The economic problem     |
| ٣ Week                        | Resources and needs      |
| ٤ Week                        | demand                   |
| ٥ Week                        | the offer                |
| ٦ Week                        | Market balance           |
| ٧ Week                        | flexibility              |

|         |                        |
|---------|------------------------|
| ^ Week  | Production             |
| ᠑ Week  | Costs                  |
| ᠑᠐ Week | Revenues and profits   |
| ᠑᠑ Week | markets                |
| ᠑᠒ Week | competition            |
| ᠑᠓ Week | inflation              |
| ᠑᠔ Week | Unemployment           |
| ᠑᠕ 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<br>?library |

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

| Groups                  | Appreciation               | Grades % | identification                                  |
|-------------------------|----------------------------|----------|-------------------------------------------------|
| Success<br>٥٠-١٠٠ Group | privilege                  | ٩٠ - ١٠٠ | Outstanding performance                         |
|                         | very good                  | ٨٠-٨٩    | Above average with some errors                  |
|                         | good                       | ٧٠-٧٩    | Good work with some noticeable errors           |
|                         | middle                     | ٦٠-٦٩    | .Acceptable, but with major flaws               |
|                         | acceptable                 | ٥٠-٥٩    | The work meets the minimum standards            |
| Failure group<br>(٠-٤٩) | Sediment (under processing | (٤٥-٤٩)  | More work is needed, but .appreciation is given |
|                         | Precipitate                | (٠-٤٤)   | A large amount of work is required              |

## Course description template

### Accounting Fundamentals-٣

#### Basics of Accounting

| Course Information                           |                                          |                         |                                                                                                                                                                                                                                     |                          |
|----------------------------------------------|------------------------------------------|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| Unit Title                                   | Accounting basics                        |                         | Module Delivery                                                                                                                                                                                                                     |                          |
| Unit type                                    | Basic/core learning activity             |                         | My theory <input checked="" type="checkbox"/><br>a lecture <input checked="" type="checkbox"/><br>Educational program <input type="checkbox"/><br>seminar <input type="checkbox"/><br>Exercises <input checked="" type="checkbox"/> |                          |
| Unity symbol                                 | BA١١.٣                                   |                         |                                                                                                                                                                                                                                     |                          |
| Credit hours according to ECTS the system    | ٦,٠٠                                     |                         |                                                                                                                                                                                                                                     |                          |
| Hour/Section (Study)                         | ١٥٠                                      |                         |                                                                                                                                                                                                                                     |                          |
| 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                                                                                                                                                                                                                        | ١                        |

## Course objectives and learning outcomes Learn it and its guiding content

|                                   |                                                                                                                                                                                                                                                                                                                                                                                                  |
|-----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Course Objectives                 | <ul style="list-style-type: none"> <li>. Understanding the concept of accounting and its importance•</li> <li>. Understanding the elements of financial statements•</li> <li>. Recording financial transactions•</li> <li>. Understanding the accounting cycle•</li> <li>. Preparing the basic financial statements•</li> <li>. Using accounting information in management decisions•</li> </ul> |
| Learning outcomes for the subject | <ul style="list-style-type: none"> <li>. Administrative and jobs And the manager Administration Defines•</li> <li>. Administrative and schools Administrative thought development Explains•</li> <li>. The facility and activities Administration Jobs between Distinguishes•</li> <li>. Simplified practical Positions in Administrative Concepts Applies•</li> </ul>                           |
| Guideline Contents                | <ul style="list-style-type: none"> <li>. And the manager Administration nature•</li> <li>. Administrative and schools Administrative thought Development•</li> <li>. And oversight and guidance and organization Planning•</li> <li>. Modern and trends The establishment Activities Management•</li> </ul>                                                                                      |

## Relationship with other study subjects

|                          |         |          |  |
|--------------------------|---------|----------|--|
| Basic Requirements Unit  | nothing | semester |  |
| Common Requirements Unit | nothing | semester |  |

## Learning and teaching strategies

|            |                                                                                                                                                                                                                                                                                                                                                              |
|------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Strategies | <ul style="list-style-type: none"> <li>. Basics Concepts And he explained Interactive Lectures Delivery•</li> <li>. Classroom Questions And he proposed Discussion•</li> <li>. With the material Related Applied and cases Exercises Solution•</li> <li>assignment when And the offers Reports Preparation Self Learning•</li> <li>. The students</li> </ul> |
|------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## .The student's academic workload is calculated for ١٥ weeks

|                                                               |    |                                     |     |
|---------------------------------------------------------------|----|-------------------------------------|-----|
| Regular academic workload for the student during the semester | ٦٣ | Student's regular weekly study load | ٤,٢ |
|---------------------------------------------------------------|----|-------------------------------------|-----|

|                                                           |     |                                             |     |
|-----------------------------------------------------------|-----|---------------------------------------------|-----|
| Irregular student workload during the semester            | ٨٧  | Irregular weekly study load for the student | ٥,٨ |
| The student's total academic workload during the semester | ١٥٠ |                                             |     |

| Module Evaluation          |                     |             |                  |           |                            |
|----------------------------|---------------------|-------------|------------------|-----------|----------------------------|
| Course Material Assessment |                     |             |                  |           |                            |
|                            |                     | Time/Number | (Weight) Marks   | Week due  | Relevant learning outcomes |
|                            | Short tests         | ٢           | ٢٠٪              | Week ٩, ٥ | ١-٣ Outputs                |
|                            | Tasks               | ٣           | ١٥٪              | ١٢, ٨, ٤  | All outputs                |
|                            | Projects/Laboratory |             |                  |           |                            |
|                            | a report            | ١           | ٥٪               | Week ١٣   | All outputs                |
|                            | Midterm exam        | ٢           | ١٠٪              | Week ١٤   |                            |
|                            | Final exam          | ٣           | ٪٥٠              | Week ١٦   | All outputs                |
| Overall assessment         |                     |             | ١٠٠٪ (١٠٠ Marks) |           |                            |

| Weekly theoretical curriculum |                                    |
|-------------------------------|------------------------------------|
| Week                          | covered Materials                  |
| ١ Week                        | The concept of accounting          |
| ٢ Week                        | Accounting Objectives              |
| ٣ Week                        | Elements of financial statements   |
| ٤ Week                        | accounting equation                |
| ٥ Week                        | Debit and Credit Accounts          |
| ٦ Week                        | Recording operations               |
| ٧ Week                        | journal                            |
| ٨ Week                        | Ledger                             |
| ٩ Week                        | trial balance                      |
| ١٠ Week                       | Inventory adjustments              |
| ١١ Week                       | Income statement                   |
| ١٢ Week                       | Balance sheet                      |
| ١٣ Week                       | cash flows                         |
| ١٤ Week                       | Analysis of accounting information |
| ١٥ Week                       | review                             |

| Weekly laboratory schedule |   |
|----------------------------|---|
| covered materials          |   |
| Week ١                     | - |
| Week ٢                     | - |
| Week ٣                     | - |

|         |   |
|---------|---|
| Week ٤  | - |
| Weeks ٥ | - |
| Week ٦  | - |
| Week ٧  | - |
|         |   |

| 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<br>٥٠-١٠٠ Group | privilege                   | ٩٠ - ١٠٠ | Outstanding performance                         |
|                         | very good                   | ٨٠-٨٩    | Above average with some errors                  |
|                         | good                        | ٧٠-٧٩    | Good work with some noticeable errors           |
|                         | middle                      | ٦٠-٦٩    | .Acceptable, but with major flaws               |
|                         | acceptable                  | ٥٠-٥٩    | .The work meets minimum standards               |
| Failure group<br>(٠-٤٩) | Sediment (under processing) | (٤٥-٤٩)  | More work is needed, but .appreciation is given |
|                         | Precipitate                 | (٠-٤٤)   | A large amount of work is required              |

### Course description template

## Mathematics Mathematics for Business Administration -٤ for Business

| Course Information                        |                                         |                                                                                                                                                                                                      |
|-------------------------------------------|-----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Unit Title                                | Mathematics for Business Administration | Module Delivery                                                                                                                                                                                      |
| Unit type                                 | essential                               | My theory <input checked="" type="checkbox"/><br>a lecture <input checked="" type="checkbox"/><br>Educational program <input type="checkbox"/><br>seminar <input type="checkbox"/><br>work <b>My</b> |
| Unity symbol                              | BA١١٠٤                                  |                                                                                                                                                                                                      |
| Credit hours according to ECTS the system | ١٥٠                                     |                                                                                                                                                                                                      |

|                                                 |                                             |                             |                          |  |
|-------------------------------------------------|---------------------------------------------|-----------------------------|--------------------------|--|
| Hour/Section<br>(Study)                         | ٦                                           |                             |                          |  |
| Unit level                                      | the first                                   | semester                    | the first                |  |
| Scientific Department                           | Financial and<br>banking sciences           | College                     | Management and Economics |  |
| Unit teacher                                    | A.M. Malek Saleh Ali                        | Email                       |                          |  |
| Academic level of the unit<br>teacher           | Assistant Professor<br>.Dr                  | Unit Teacher Qualifications | Master's                 |  |
| Head of<br>Department                           | Dr. Ahmed Abdul Ismail<br>Ibrahim Al-Saffar | Email                       |                          |  |
| Name of peer reference                          |                                             | Email                       |                          |  |
| Date of approval by the<br>Scientific Committee |                                             | issue number                | ١                        |  |

### Course objectives and learning outcomes Learn it and its guiding content

|                                      |                                                                                                                                                                                                                                                                                                                                         |
|--------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Course Objectives                    | and the approach ,Its application and fields Statistics Basics student identification<br>To take Information and use ,Data collection and ways Scientific Search in statistician<br>. Results and interpretation Prediction Decisions                                                                                                   |
| Learning outcomes<br>for the subject | <ul style="list-style-type: none"> <li>• For statistical purposes Basic and principles Concepts on recognizes•</li> <li>• Suitable In picture And he displays it Data Collects•</li> <li>• Analysis in Basic Statistics Measurements Used•</li> <li>• And prediction decision in And employs it Statistics Results Explains•</li> </ul> |
| Guideline Contents                   | <ul style="list-style-type: none"> <li>• Its application and fields Statistics Concept•</li> <li>• And its display and its classification Data Collection•</li> <li>• And dispersion Central The tendency Measurements•</li> <li>• Preliminary In picture and decline and connection Probabilities•</li> </ul>                          |

### Relationship with other study subjects

|                             |         |          |  |
|-----------------------------|---------|----------|--|
| Basic Requirements<br>Unit  | nothing | semester |  |
| Common Requirements<br>Unit | nothing | semester |  |

## Learning and teaching strategies

|            |                                                                                                                                                                                                                                                                                                                                                              |
|------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Strategies | <ul style="list-style-type: none"> <li>. Basics Concepts And he explained Interactive Lectures Delivery•</li> <li>. Classroom Questions And he proposed Discussion•</li> <li>. With the material Related Applied and cases Exercises Solution•</li> <li>assignment when And the offers Reports Preparation Self Learning•</li> <li>. The students</li> </ul> |
|------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## .The student's academic workload is calculated for ١٥ weeks

|                                                               |     |                                             |     |
|---------------------------------------------------------------|-----|---------------------------------------------|-----|
| Regular academic workload for the student during the semester | ٦٣  | Student's regular weekly study load         | ٤,٢ |
| Irregular student workload during the semester                | ٨٧  | Irregular weekly study load for the student | ٥,٨ |
| The student's total academic workload during the semester     | ١٥٠ |                                             |     |

## Module Evaluation

### Course Material Assessment

|  |                     | Time/Number | (Weight) Marks | Week due  | Relevant learning outcomes |
|--|---------------------|-------------|----------------|-----------|----------------------------|
|  | Short tests         | ٢           | ٢٠٪            | Week ٥    | ٦,٥,٤,٣,٢ Exits            |
|  | Tasks               | ٣           | ١٥٪            | ٢,٥,١٠,١٣ | All outputs                |
|  | Projects/Laboratory |             |                |           |                            |
|  | a report            | ١           | ٥٪             | Week ٩    | All outputs                |
|  | Midterm exam        | ٢           | ١٠٪            | Week ٧    |                            |
|  | Final exam          | ٣           | ٪٥٠            | Week ١٦   | 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<br>?library |
| Required texts       | Book / Introduction to Statistics by Dr. Khashaa Al-Rawi | Yes                                |
| Recommended<br>texts |                                                          |                                    |
| websites             |                                                          |                                    |

| Groups                  | Appreciation                   | Grades<br>% | identification                                     |
|-------------------------|--------------------------------|-------------|----------------------------------------------------|
| Success<br>٥٠-١٠٠ Group | privilege                      | ٩٠ - ١٠٠    | Outstanding performance                            |
|                         | very good                      | ٨٠ - ٨٩     | Above average with some errors                     |
|                         | good                           | ٧٠ - ٧٩     | Good work with some noticeable errors              |
|                         | middle                         | ٦٠ - ٦٩     | .Acceptable, but with major flaws                  |
|                         | acceptable                     | ٥٠ - ٥٩     | .The work meets minimum standards                  |
| Failure group<br>(٠-٤٩) | Sediment (under<br>(processing | (٤٥-٤٩)     | More work is needed, but<br>.appreciation is given |
|                         | Precipitate                    | (٠-٤٤)      | A large amount of work is required                 |

## Course description template

### English language .٥

#### English Language

| Course Information                           |                  |                                          |                                                                                                                                                                                                              |                          |
|----------------------------------------------|------------------|------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| Unit Title                                   | English language |                                          | Module Delivery                                                                                                                                                                                              |                          |
| Unit type                                    | secondary        |                                          | <input type="checkbox"/> Lecture<br><input checked="" type="checkbox"/> My theory<br><input type="checkbox"/> Educational program<br><input type="checkbox"/> seminar<br><input checked="" type="checkbox"/> |                          |
| Unity symbol                                 | UNI١١٥           |                                          |                                                                                                                                                                                                              |                          |
| Credit hours according to ECTS the system    | ٥٠               |                                          |                                                                                                                                                                                                              |                          |
| Hour/Section (Study)                         | ٢                |                                          |                                                                                                                                                                                                              |                          |
| Unit level                                   |                  | the first                                | semester                                                                                                                                                                                                     |                          |
| 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                                                                                                                                                                                  |                          |
| Head of Department                           |                  | Dr. Ahmed Abdul Ismail Ibrahim Al-Saffar | Email                                                                                                                                                                                                        | Master's                 |
| Name of peer reference                       |                  |                                          | Email                                                                                                                                                                                                        |                          |
| Date of approval by the Scientific Committee |                  |                                          | issue number                                                                                                                                                                                                 | ١                        |

| Course objectives and learning outcomes Learn it and its guiding content |                                                                                                                                                                                                      |
|--------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                          | . Developing basic skills in the English language•<br>. Developing reading, writing, listening, and speaking skills•<br>. To equip the student with the basic vocabulary used in the academic field• |

|                                        |                                                                                                                                                                                                                                                                                                                                                                                                                      |          |  |
|----------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--|
| Course Objectives                      | . To enable the student to deal with administrative terminology in English•                                                                                                                                                                                                                                                                                                                                          |          |  |
| Learning outcomes for the subject      | . Reading and understanding simple texts•<br>. Using basic vocabulary and grammar•<br>. Writing short sentences and paragraphs•<br>. Communicating in English in basic situations•<br>. 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●<br>. Classroom Questions And he proposed Discussion●<br>. With the material Related Applied and cases Exercises Solution●<br>assignment when And the offers Reports Preparation Self Learning●<br>. The students |

|                                                               |    |                                             |      |
|---------------------------------------------------------------|----|---------------------------------------------|------|
| .The student's academic workload is calculated for ١٥ weeks   |    |                                             |      |
| Regular academic workload for the student during the semester | ٣٣ | Student's regular weekly study load         | ٢,٢  |
| Irregular student workload during the semester                | ١٧ | Irregular weekly study load for the student | ١,١٣ |

|                                                           |    |
|-----------------------------------------------------------|----|
| The student's total academic workload during the semester | ٥٠ |
|-----------------------------------------------------------|----|

| Module Evaluation          |                     |             |                  |          |                            |
|----------------------------|---------------------|-------------|------------------|----------|----------------------------|
| Course Material Assessment |                     |             |                  |          |                            |
|                            |                     | Time/Number | (Weight) Marks   | Week due | Relevant learning outcomes |
|                            | Short tests         | ٢           | ٢٠٪              | ١٠, ٥    | ٨-١ Exits                  |
|                            | Tasks               | ٣           | ١٥٪              | ٢, ١٢    | All outputs                |
|                            | Projects/Laboratory |             |                  |          |                            |
|                            | a report            | ١           | ٥٪               | Week ١٣  | All outputs                |
|                            | Midterm exam        | ٣           | ١٠٪              | Week ٧   |                            |
|                            | Final exam          | ٣           | ٪٥٠              | Week ١٦  | All outputs                |
| Overall assessment         |                     |             | ١٠٠٪ (١٠٠ Marks) |          |                            |

| Weekly theoretical curriculum |                                                 |
|-------------------------------|-------------------------------------------------|
| Week                          | covered Materials                               |
| ١ Week                        | ١ Introduction to English Language              |
| ٢ Week                        | ٢ Basic Vocabulary                              |
| ٣ Week                        | ٣ Sentence Structure                            |
| ٤ Week                        | ٤ Nouns and Pronouns                            |
| ٥ Week                        | ٥ Verbs and Basic Tenses                        |
| ٦ Week                        | ٦ Adjectives and Adverbs                        |
| ٧ Week                        | ٧ Prepositions and Connectors                   |
| ٨ Week                        | ٨ <b>Midterm review and test</b>                |
| ٩ Week                        | ٩ Reading Comprehension                         |
| ١٠ Week                       | ١٠ Writing Simple Paragraphs                    |
| ١١ Week                       | ١١ Business Vocabulary                          |
| ١٢ Week                       | ١٢ Basic Business Communication                 |
| ١٣ Week                       | ١٣ Reading Short Business Texts                 |
| ١٤ Week                       | ١٤ Writing Simple Business Messages             |
| ١٥ Week                       | ١٥ <b>Comprehensive review and applications</b> |

| Weekly laboratory schedule |   |
|----------------------------|---|
| covered materials          |   |
| Week ١                     | - |
| Week ٢                     | - |
| Week ٣                     | - |
| Week ٤                     | - |
| weeks ٥                    | - |

|        |   |
|--------|---|
| Week ٦ | - |
| Week ٧ | - |
|        |   |

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

| Groups                  | Appreciation               | Grades % | identification                                  |
|-------------------------|----------------------------|----------|-------------------------------------------------|
| Success<br>٥٠-١٠٠ Group | privilege                  | ٩٠ - ١٠٠ | Outstanding performance                         |
|                         | very good                  | ٨٠ - ٨٩  | Above average with some errors                  |
|                         | good                       | ٧٠ - ٧٩  | Good work with some noticeable errors           |
|                         | middle                     | ٦٠-٦٩    | .Acceptable, but with major flaws               |
|                         | acceptable                 | ٥٠-٥٩    | .The work meets minimum standards               |
| Failure group<br>(٠-٤٩) | Sediment (under processing | (٤٥-٤٩)  | More work is needed, but .appreciation is given |
|                         | Precipitate                | (٠-٤٤)   | A large amount of work is required              |

## Course description template

### ١ Arabic LanguageArabic language

| Course Information                        |                           |                         |                                                                                                                                                                                                                                  |                          |
|-------------------------------------------|---------------------------|-------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| Unit Title                                | Arabic                    |                         | Module Delivery                                                                                                                                                                                                                  |                          |
| Unit type                                 | secondary                 |                         | <input type="checkbox"/> Lecture      My theory <input checked="" type="checkbox"/><br><input type="checkbox"/> Educational program <input type="checkbox"/><br><input type="checkbox"/> workMy seminar <input type="checkbox"/> |                          |
| Unity symbol                              | UNI١١٦                    |                         |                                                                                                                                                                                                                                  |                          |
| Credit hours according to ECTS the system | ٥٠                        |                         |                                                                                                                                                                                                                                  |                          |
| Hour/Section (Study)                      | ٢                         |                         |                                                                                                                                                                                                                                  |                          |
| 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                      | <ul style="list-style-type: none"><li>. Promoting the safe use of the Arabic language●</li><li>. Developing reading, writing, and expression skills●</li><li>. Introducing students to basic grammatical rules●</li><li>. Developing the ability to write academic reports and correspondence●</li><li>Addressing common linguistic errors●</li></ul> |          |  |
| Learning outcomes for the subject      | <ul style="list-style-type: none"><li>. Applying basic grammatical rules●</li><li>. Distinguishing between different types of sentences●</li><li>. Writing grammatically correct texts●</li><li>. Preparing reports and correspondence●</li><li>. Use punctuation marks correctly●</li><li>. Expressing ideas clearly●</li></ul>                      |          |  |
| Guideline Contents                     |                                                                                                                                                                                                                                                                                                                                                       |          |  |
| Relationship with other study subjects |                                                                                                                                                                                                                                                                                                                                                       |          |  |
| Basic Requirements Unit                | nothing                                                                                                                                                                                                                                                                                                                                               | semester |  |
| Common Requirements Unit               | nothing                                                                                                                                                                                                                                                                                                                                               | semester |  |

### Learning and teaching strategies

|            |                                                                                                                                                                                                                                                           |  |  |
|------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
| Strategies | <ul style="list-style-type: none"> <li>. Basics Concepts And he explained Interactive Lectures Delivery•</li> <li>. Classroom Questions And he proposed Discussion•</li> <li>. With the material Related Applied and cases Exercises Solution•</li> </ul> |  |  |
|------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|

|  |                                                                                     |
|--|-------------------------------------------------------------------------------------|
|  | assignment when And the offers Reports Preparation Self Learning•<br>. The students |
|--|-------------------------------------------------------------------------------------|

| .The student's academic workload is calculated for ١٥ weeks   |    |                                             |      |
|---------------------------------------------------------------|----|---------------------------------------------|------|
| Regular academic workload for the student during the semester | ٣٣ | Student's regular weekly study load         | ٢,٢  |
| Irregular student workload during the semester                | ١٧ | Irregular weekly study load for the student | ١,١٣ |
| The student's total academic workload during the semester     | ٥٠ |                                             |      |

| Module Evaluation          |                     |             |                  |          |                            |
|----------------------------|---------------------|-------------|------------------|----------|----------------------------|
| Course Material Assessment |                     |             |                  |          |                            |
|                            |                     | Time/Number | (Weight) Marks   | Week due | Relevant learning outcomes |
|                            | Short tests         | ٢           | ٢٠٪              | ١٠,٥     | ٨-١ Exits                  |
|                            | Tasks               | ٢           | ١٠٪              | ٢,١٢     | All outputs                |
|                            | Projects/Laboratory |             |                  |          |                            |
|                            | a report            | ١           | ٥٪               | Week ١٣  | All outputs                |
|                            | Midterm exam        | ٢           | ١٠٪              | Week ٧   |                            |
|                            | Final exam          | ٣           | ٪٥٠              | Week ١٦  | All outputs                |
| Overall assessment         |                     |             | ١٠٠٪ (١٠٠ Marks) |          |                            |

| Weekly theoretical curriculum |                                         |
|-------------------------------|-----------------------------------------|
| Week                          | covered Materials                       |
| ١ Week                        | . And the vocabulary Basic Rules        |
| ٢ Week                        | . Dialogues And he understood Listening |

|         |                                                  |
|---------|--------------------------------------------------|
| ٣ Week  | . And communication The conversation             |
| ٤ Week  | . And the expression Writing Reading             |
| ٥ Week  | . And the vocabulary Basic Rules                 |
| ٦ Week  | . Dialogues And he understood Listening          |
| ٧ Week  | . And communication The conversation             |
| ٨ Week  | the chapter Mid and test and applications review |
| ٩ Week  | . And the vocabulary Basic Rules                 |
| ١٠ Week | . Dialogues And he understood Listening          |
| ١١ Week | . And communication The conversation             |
| ١٢ Week | . And the expression Writing Reading             |
| ١٣ Week | . And the vocabulary Basic Rules                 |
| ١٤ Week | . Dialogues And he understood Listening          |
| ١٥ Week | Final The exam                                   |

| Weekly laboratory schedule |   |
|----------------------------|---|
| covered materials          |   |
| Week ١                     | - |
| Week ٢                     | - |
| Week ٣                     | - |
| Week ٤                     | - |
| weeks ٥                    | - |
| Week ٦                     | - |
| Week ٧                     | - |
|                            |   |

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

|                   |  |  |
|-------------------|--|--|
| Recommended texts |  |  |
| websites          |  |  |

| Groups                  | Appreciation               | Grades % | identification                                  |
|-------------------------|----------------------------|----------|-------------------------------------------------|
| Success<br>٥٠-١٠٠ Group | privilege                  | ٩٠ - ١٠٠ | Outstanding performance                         |
|                         | very good                  | ٨٠ - ٨٩  | Above average with some errors                  |
|                         | good                       | ٧٠ - ٧٩  | Good work with some noticeable errors           |
|                         | middle                     | ٦٠-٦٩    | .Acceptable, but with major flaws               |
|                         | acceptable                 | ٥٠-٥٩    | .The work meets minimum standards               |
| Failure group<br>(٠-٤٩) | Sediment (under processing | (٤٥-٤٩)  | More work is needed, but .appreciation is given |
|                         | Precipitate                | (٠-٤٤)   | A large amount of work is required              |

## Course description template

**Principles of business** **Principles of Business Administration -٧**  
administration

| Course Information                           |                                              |                             |                                                                                                                                                                                                                                                               |     |
|----------------------------------------------|----------------------------------------------|-----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| Unit Title                                   | <b>Principles of Business Administration</b> |                             | Module Delivery                                                                                                                                                                                                                                               |     |
| Unit type                                    | essential                                    |                             | <input checked="" type="checkbox"/> My theory<br><input type="checkbox"/> Lecture<br><input checked="" type="checkbox"/> laboratory<br><input type="checkbox"/> Educational program<br><input type="checkbox"/> practical<br><input type="checkbox"/> seminar |     |
| Unity symbol                                 | BA١٢٠١                                       |                             |                                                                                                                                                                                                                                                               |     |
| Credit hours according to ECTS the system    | ١٧٥                                          |                             |                                                                                                                                                                                                                                                               |     |
| Hour/Section (Study)                         | ٧                                            |                             |                                                                                                                                                                                                                                                               |     |
| 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                | ١                                                                                                                                                                                                                                                             |     |

| Course objectives and learning outcomes Learn it and its guiding content |                                                                                                                                                                                                                                                                                                                                                                           |
|--------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Course Objectives                                                        | . Introducing the student to the basic concepts of business administration●<br>Explaining the functions of management and its importance in organizations●<br>. Developing skills in planning, organizing, directing, and controlling●<br>. Introducing the student to the internal and external business environment●<br>. Developing managerial decision-making skills● |
| Learning outcomes for the subject                                        | . Defining the basic concepts of business management●<br>. Distinguishing between administrative functions●<br>. Applying the principles of planning and organization●<br>. 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<br>. Classroom Questions And he proposed Discussion•<br>. With the material Related Applied and cases Exercises Solution•<br>assignment when And the offers Reports Preparation Self Learning•<br>Students |

|                                                               |     |                                             |      |
|---------------------------------------------------------------|-----|---------------------------------------------|------|
| .The student's academic workload is calculated for ١٥ weeks   |     |                                             |      |
| Regular academic workload for the student during the semester | ٦٣  | Student's regular weekly study load         | ٤,٢  |
| Irregular student workload during the semester                | ١١٢ | Irregular weekly study load for the student | ٧,٤٧ |
| The student's total academic workload during the semester     | ١٧٥ |                                             |      |

|                            |
|----------------------------|
| Module Evaluation          |
| Course Material Assessment |

|                    |                     | Time/Number | (Weight) Marks   | Week due           | Relevant learning outcomes |
|--------------------|---------------------|-------------|------------------|--------------------|----------------------------|
|                    | Short tests         | ۳           | ۱۵%              | ,Weeks ۴ and ۱۰, ۸ | ۱۱, ۱۰, ۲, ۱               |
|                    | Tasks               | ۲           | ۱۰%              | ۵, ۹               | ۷, ۶, ۴, ۳                 |
|                    | Projects/Laboratory | -           |                  |                    |                            |
|                    | a report            | ۲           | ۱۵%              | Week ۱۲            | ۱۰, ۸, ۵                   |
|                    | Midterm exam        | ۱           | ۱۰%              | Week ۸             | ۸-۱                        |
|                    | Final exam          | ۲           | ۵۰%              | Week ۱۶            | All outputs                |
| Overall assessment |                     |             | ۱۰۰% (۱۰۰ Marks) |                    |                            |

| Weekly theoretical curriculum |                                                             |
|-------------------------------|-------------------------------------------------------------|
| Week                          | covered Materials                                           |
| ۱ Week                        | The concept of business administration and its importance ۱ |
| ۲ Week                        | ۲ The evolution of management thought                       |
| ۳ Week                        | ۳ Management jobs                                           |
| ۴ Week                        | ۴ Planning and its stages                                   |
| ۵ Week                        | ۵ decision making                                           |
| ۶ Week                        | ۶ Organization and organizational structures                |
| ۷ Week                        | ۷ Authority, responsibility, and delegation                 |
| ۸ Week                        | ۸ <b>Midterm review and test</b>                            |
| ۹ Week                        | ۹ Guidance and leadership                                   |
| ۱۰ Week                       | ۱۰ Motivation                                               |
| ۱۱ Week                       | ۱۱ Administrative Communication                             |

|         |                                                                |
|---------|----------------------------------------------------------------|
| ١٢ Week | ١٢ Coordination                                                |
| ١٣ Week | ١٣ censorship                                                  |
| ١٤ Week | ١٤ business environment                                        |
| ١٥ Week | ١٥ <b>Comprehensive review and administrative applications</b> |

| Weekly laboratory schedule |   |
|----------------------------|---|
| covered materials          |   |
| Week ١                     | - |
| Week ٢                     | - |
| Week ٣                     | - |
| Week ٤                     | - |
| weeks ٥                    | - |
| Week ٦                     | - |
| Week ٧                     | - |
|                            |   |

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

|          |  |
|----------|--|
| websites |  |
|----------|--|

| Groups                  | Appreciation                | Grades % | identification                                  |
|-------------------------|-----------------------------|----------|-------------------------------------------------|
| Success<br>٥٠-١٠٠ Group | privilege                   | ٩٠ - ١٠٠ | Outstanding performance                         |
|                         | very good                   | ٨٠ - ٨٩  | Above average with some errors                  |
|                         | good                        | ٧٠ - ٧٩  | Good work with some noticeable errors           |
|                         | middle                      | ٦٠ - ٦٩  | .Acceptable, but with major flaws               |
|                         | acceptable                  | ٥٠ - ٥٩  | .The work meets minimum standards               |
| Failure group<br>(٠-٤٩) | Sediment (under processing) | (٤٥-٤٩)  | More work is needed, but .appreciation is given |
|                         | Precipitate                 | (٠-٤٤)   | A large amount of work is required              |

## Course description template

Statistics for Business Principles of Statistics -٨

| Course Information                           |                                          |                                |                                                                                                                                                                                                                                                    |                          |
|----------------------------------------------|------------------------------------------|--------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| Unit Title                                   | <b>Principles of Statistics</b>          |                                | Module Delivery                                                                                                                                                                                                                                    |                          |
| Unit type                                    | essential                                |                                | <input type="checkbox"/> My theory<br><input type="checkbox"/> Lecture<br><input checked="" type="checkbox"/> laboratory<br><input type="checkbox"/> Educational program<br><input type="checkbox"/> practical<br><input type="checkbox"/> seminar |                          |
| Unity symbol                                 | BA12.2                                   |                                |                                                                                                                                                                                                                                                    |                          |
| Credit hours according to ECTS the system    | 170                                      |                                |                                                                                                                                                                                                                                                    |                          |
| 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<br>. Enabling the student to collect, classify, and analyze data<br>. Using measures of central tendency and dispersion<br>. Developing the ability to interpret statistical results<br>. Using statistical methods in decision-making |
| Learning outcomes for the subject                                        | . Data from Beneficiary and the authorities Accounting Goals Understands<br>. Double and the restriction Budget equation Applies<br>. Accounts to And he takes her away Operations Scores<br>Lists elements And distinguishes Primary In picture Review balance Consider<br>. Finance                                        |

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

|                                  |                                                                                                                                                                                                                                                                                                                                              |
|----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Learning and teaching strategies |                                                                                                                                                                                                                                                                                                                                              |
| Strategies                       | <ul style="list-style-type: none"> <li>Basics Concepts And he explained Interactive Lectures throw</li> <li>Classroom Questions And he proposed Discussion•</li> <li>With the material Related Applied and cases Exercises Solution•</li> <li>assignment when And the offers Reports Preparation Self Learning•</li> <li>Students</li> </ul> |

|                                                               |     |                                             |      |
|---------------------------------------------------------------|-----|---------------------------------------------|------|
| .The student's academic workload is calculated for ١٥ weeks   |     |                                             |      |
| Regular academic workload for the student during the semester | ٦٣  | Student's regular weekly study load         | ٤,٢  |
| Irregular student workload during the semester                | ١١٢ | Irregular weekly study load for the student | ٧,٤٧ |
| The student's total academic workload during the semester     | ١٧٥ |                                             |      |

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

|                    |                     |   |                  |            |             |
|--------------------|---------------------|---|------------------|------------|-------------|
|                    | Short tests         | ۲ | ۲۰٪              | ۵,۸        | ۳- ۶-۴ , ۱  |
|                    | Tasks               | ۱ | ۵٪               | continuous |             |
|                    | Projects/Laboratory | ۲ | ٪۱۰              | continuous |             |
|                    | a report            | ۱ | ۵٪               | Week ۱۲    | All outputs |
|                    | Midterm exam        | ۲ | ۱۰٪              | Week ۱۳    | ۸-۷         |
|                    | Final exam          | ۳ | ٪۵۰              | Week ۱۶    | All outputs |
| Overall assessment |                     |   | ۱۰۰٪ (۱۰۰ Marks) |            |             |

| Weekly theoretical curriculum |                                                 |
|-------------------------------|-------------------------------------------------|
| Week                          | covered Materials                               |
| १ Week                        | The concept of statistics and its importance १  |
| २ Week                        | २ Data, its sources and types                   |
| ३ Week                        | ३ Data tab                                      |
| ४ Week                        | ४ Frequency distributions                       |
| ० Week                        | ० Graph                                         |
| १ Week                        | १ arithmetic mean                               |
| २ Week                        | २ Median and Mode                               |
| ^ Week                        | ^ <b>Midterm review and test</b>                |
| १ Week                        | १ Range and measures of dispersion              |
| १० Week                       | १० Contrast                                     |
| ११ Week                       | ११ standard deviation                           |
| १२ Week                       | १२ Coefficient of variation                     |
| १३ Week                       | १३ Principles of Probability                    |
| १४ Week                       | १४ Applications of statistics in business       |
| १० Week                       | १० <b>Comprehensive review and applications</b> |

| Weekly laboratory schedule |   |
|----------------------------|---|
| covered materials          |   |
| Week १                     | - |
| Week २                     | - |
| Week ३                     | - |
| Week ४                     | - |
| weeks ०                    | - |

|        |   |
|--------|---|
| Week ٦ | - |
| Week ٧ | - |
|        |   |

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

| Groups                  | Appreciation               | Grades % | identification                                  |
|-------------------------|----------------------------|----------|-------------------------------------------------|
| Success<br>٥٠-١٠٠ Group | privilege                  | ٩٠ - ١٠٠ | Outstanding performance                         |
|                         | very good                  | ٨٠ - ٨٩  | Above average with some errors                  |
|                         | good                       | ٧٠ - ٧٩  | Good work with some noticeable errors           |
|                         | middle                     | ٦٠-٦٩    | .Acceptable, but with major flaws               |
|                         | acceptable                 | ٥٠-٥٩    | .The work meets minimum standards               |
| Failure group<br>(٠-٤٩) | Sediment (under processing | (٤٥-٤٩)  | More work is needed, but .appreciation is given |
|                         | Precipitate                | (٠-٤٤)   | A large amount of work is required              |

## Course description template

### Principles of Accounting Principles of Accounting -٩

| Course Information                        |                                          |                             |                                                                                                                                                                                                                                                                                    |     |
|-------------------------------------------|------------------------------------------|-----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| Unit Title                                | <b>Principles of Accounting</b>          |                             | Module Delivery                                                                                                                                                                                                                                                                    |     |
| Unit type                                 | essential                                |                             | <div> <input type="checkbox"/> My theory<br/> <input type="checkbox"/> Lecture<br/> <input checked="" type="checkbox"/> laboratory<br/> <input type="checkbox"/> Educational program<br/> <input checked="" type="checkbox"/> My work<br/> <input type="checkbox"/> seminar </div> |     |
| Unity symbol                              | BA١٢.٣                                   |                             |                                                                                                                                                                                                                                                                                    |     |
| Credit hours according to ECTS the system | ١٥.                                      |                             |                                                                                                                                                                                                                                                                                    |     |
| Hour/Section (Study)                      | ٦                                        |                             |                                                                                                                                                                                                                                                                                    |     |
| 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 |                                                                                                                                                                                                                                                                                    | 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 | ١ |
|----------------------------------------------|--|--------------|---|

| Course objectives and learning outcomes Learn it and its guiding content |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |          |  |
|--------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--|
| Course Objectives                                                        | <ul style="list-style-type: none"><li>. Introducing the student to the basic principles of accounting●</li><li>. Developing his ability to analyze financial transactions●</li><li>. Training the student on recording accounting transactions●</li><li>. Preparing the trial balance and financial statements●</li><li>. Using accounting information in decision-making●</li></ul>                                                                                                                                                                                                                                                                                                                                          |          |  |
| Learning outcomes for the subject                                        | <ul style="list-style-type: none"><li>. Defining the concept of accounting, its objectives and functions●</li><li>. Identifying the users of accounting information and their needs●</li><li>. Explanation of basic accounting principles and assumptions●</li><li>. Applying the accounting equation in analyzing financial transactions●</li><li>. Distinguishing between debit and credit accounts●</li><li>. Recording financial transactions in the journal●</li><li>. Posting entries to the ledger●</li><li>. Preparing the trial balance●</li><li>. Performing basic accounting adjustments●</li><li>Preparing the basic financial statements and interpreting the information●</li><li>. contained therein</li></ul> |          |  |
| Guideline Contents                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |          |  |
| Relationship with other study subjects                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |          |  |
| Basic Requirements Unit                                                  | nothing                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | semester |  |
| Common Requirements Unit                                                 | nothing                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | semester |  |

| Learning and teaching strategies |                                                                                                                                                                                                                                                       |
|----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Strategies                       | <ul style="list-style-type: none"> <li>. Basics Concepts And he explained Interactive Lectures throw</li> <li>. Classroom Questions And he proposed Discussion●</li> <li>. With the material Related Applied and cases Exercises Solution●</li> </ul> |

|  |                                                                               |
|--|-------------------------------------------------------------------------------|
|  | assignment when And the offers Reports Preparation Self Learning•<br>Students |
|--|-------------------------------------------------------------------------------|

| .The student's academic workload is calculated for ١٠ weeks   |     |                                             |     |
|---------------------------------------------------------------|-----|---------------------------------------------|-----|
| Regular academic workload for the student during the semester | ٦٣  | Student's regular weekly study load         | ٤,٢ |
| Irregular student workload during the semester                | ٨٧  | Irregular weekly study load for the student | ٥,٨ |
| The student's total academic workload during the semester     | ١٥٠ |                                             |     |

| Module Evaluation          |                     |             |                  |          |                            |
|----------------------------|---------------------|-------------|------------------|----------|----------------------------|
| Course Material Assessment |                     |             |                  |          |                            |
|                            |                     | Time/Number | (Weight) Marks   | Week due | Relevant learning outcomes |
|                            | Short tests         | ٢           | ٢٠٪              | ٥,٩      | ٧-١                        |
|                            | Tasks               | ٣           | ١٥٪              | ٤,٨,١٢   |                            |
|                            | Projects/Laboratory |             |                  |          |                            |
|                            | a report            | ١           | ٥٪               | Week ١٣  | All outputs                |
|                            | Midterm exam        | ٢           | ١٠٪              | Week ١٤  |                            |
|                            | Final exam          | ٣           | ٪٥٠              | Week ١٦  | All outputs                |
| Overall assessment         |                     |             | ١٠٠٪ (١٠٠ Marks) |          |                            |

| Weekly theoretical curriculum |                                            |
|-------------------------------|--------------------------------------------|
| Week                          | covered Materials                          |
| ١ Week                        | The concept and objectives of accounting ١ |

|         |                                                 |
|---------|-------------------------------------------------|
| ۲ Week  | ۲ Accounting principles and assumptions         |
| ۳ Week  | ۳ accounting equation                           |
| ۴ Week  | ۴ Accounts, debit and credit                    |
| ۵ Week  | ۵ Recording transactions in the journal         |
| ۶ Week  | ۶ Posting to the ledger                         |
| ۷ Week  | ۷ Preparing the trial balance                   |
| ۸ Week  | ۸ <b>Midterm review and test</b>                |
| ۹ Week  | ۹ Accounting adjustments                        |
| ۱۰ Week | ۱۰ Expenses and revenues                        |
| ۱۱ Week | ۱۱ Income statement                             |
| ۱۲ Week | ۱۲ Financial Center List                        |
| ۱۳ Week | ۱۳ Cash flow statement                          |
| ۱۴ Week | ۱۴ Analysis of accounting information           |
| ۱۵ Week | ۱۵ <b>Comprehensive review and applications</b> |

| Weekly laboratory schedule |   |
|----------------------------|---|
| covered materials          |   |
| Week ۱                     | - |
| Week ۲                     | - |
| Week ۳                     | - |
| Week ۴                     | - |
| weeks ۵                    | - |

|        |   |
|--------|---|
| Week ٦ | - |
| Week ٧ | - |
|        |   |

| and learning teaching Resources for |                                                                     |                                 |
|-------------------------------------|---------------------------------------------------------------------|---------------------------------|
|                                     | text                                                                | Is it available in the ?library |
| Required texts                      | Book / Principles of Management by Muhammad Khalil Al-Shammaa, ٢٠٠٧ | Yes                             |
| Recommended texts                   |                                                                     |                                 |
| websites                            |                                                                     |                                 |

| Groups                  | Appreciation                | Grades % | identification                                  |
|-------------------------|-----------------------------|----------|-------------------------------------------------|
| Success<br>٥٠-١٠٠ Group | privilege                   | ٩٠ - ١٠٠ | Outstanding performance                         |
|                         | very good                   | ٨٠ - ٨٩  | Above average with some errors                  |
|                         | good                        | ٧٠ - ٧٩  | Good work with some noticeable errors           |
|                         | middle                      | ٦٠-٦٩    | .Acceptable, but with major flaws               |
|                         | acceptable                  | ٥٠-٥٩    | .The work meets minimum standards               |
| Failure group<br>(٠-٤٩) | Sediment (under (processing | (٤٥-٤٩)  | More work is needed, but .appreciation is given |
|                         | Precipitate                 | (٠-٤٤)   | A large amount of work is required              |

## Course description template

English Reading in Business English Readings -١٠

| Course Information                        |                                          |                         |                                                                                                                                                                                                                                                             |                          |
|-------------------------------------------|------------------------------------------|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| Unit Title                                | English readings                         |                         | Module Delivery                                                                                                                                                                                                                                             |                          |
| Unit type                                 | essential                                |                         | <input type="checkbox"/> My theory<br><input type="checkbox"/> Lecture<br><input checked="" type="checkbox"/> laboratory<br><input type="checkbox"/> Educational program<br><input checked="" type="checkbox"/> My work<br><input type="checkbox"/> seminar |                          |
| Unity symbol                              | BA١٢.٤                                   |                         |                                                                                                                                                                                                                                                             |                          |
| Credit hours according to ECTS the system | ١٢٥                                      |                         |                                                                                                                                                                                                                                                             |                          |
| Hour/Section (Study)                      | ٥                                        |                         |                                                                                                                                                                                                                                                             |                          |
| 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 | ١ |
|----------------------------------------------|--|--------------|---|

| Course objectives and learning outcomes Learn it and its guiding content |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |          |  |
|--------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--|
| Course Objectives                                                        | And ,And its fields Banking Finance the sciences Basics student identification<br>In And its use Banking Finance Terminology to understand on his training<br>. And practical Scientific picture                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |          |  |
| Learning outcomes for the subject                                        | They are the basic vocabulary and terminology used in business•<br>. administration<br>Reading and understanding the content of administrative and economic texts•<br>. in English<br>. Identifying the main and secondary ideas in specialized texts•<br>. Interpreting administrative and commercial terms within their context•<br>. Using professional vocabulary correctly•<br>. Summarizing texts and articles related to business•<br>. Analyzing commercial and administrative texts in an organized manner•<br>. Understanding simple business reports and correspondence•<br>. Developing English reading and comprehension skills•<br>. Using the English language in academic and professional situations• |          |  |
| Guideline Contents                                                       | . Basic and banking Finance Terminology•<br>activity . Banking Financial System•<br>. Financial Banker<br>. 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                       | <p>. Basics Concepts And he explained Interactive Lectures throw<br/>. Classroom Questions And he proposed Discussion•<br/>. With the material Related Applied and cases Exercises Solution•</p> |

|  |                                                                               |
|--|-------------------------------------------------------------------------------|
|  | assignment when And the offers Reports Preparation Self Learning•<br>Students |
|--|-------------------------------------------------------------------------------|

| .The student's academic workload is calculated for ١٥ weeks   |     |                                             |      |
|---------------------------------------------------------------|-----|---------------------------------------------|------|
| Regular academic workload for the student during the semester | ٤٨  | Student's regular weekly study load         | ٣,٢  |
| Irregular student workload during the semester                | ٧٧  | Irregular weekly study load for the student | ٥,١٣ |
| The student's total academic workload during the semester     | ١٢٥ |                                             |      |

| Module Evaluation          |                     |             |                  |           |                            |
|----------------------------|---------------------|-------------|------------------|-----------|----------------------------|
| Course Material Assessment |                     |             |                  |           |                            |
|                            |                     | Time/Number | (Weight) Marks   | Week due  | Relevant learning outcomes |
|                            | Short tests         | ٢           | ٢٠٪              | ٥,١٠      | ٦,٥,٤,٣,٢                  |
|                            | Tasks               | ٣           | ١٥٪              | ١٣,١٠,٥,٢ |                            |
|                            | Projects/Laboratory |             |                  |           |                            |
|                            | a report            | ١           | ٥٪               | Week ٩    | All outputs                |
|                            | Midterm exam        | ٢           | ١٠٪              | Week ٧    | ٤-١                        |
|                            | Final exam          | ٣           | ٪٥٠              | Week ١٦   | All outputs                |
| Overall assessment         |                     |             | ١٠٠٪ (١٠٠ Marks) |           |                            |

| Weekly theoretical curriculum |                                  |
|-------------------------------|----------------------------------|
| Week                          | covered Materials                |
| ١ Week                        | Introduction to Business English |

|         |                           |
|---------|---------------------------|
| ٢ Week  | ٢ Business Vocabulary     |
| ٣ Week  | ٣ Management              |
| ٤ Week  | ٤ Business Organizations  |
| ٥ Week  | ٥ Marketing               |
| ٦ Week  | ٦ Human Resources         |
| ٧ Week  | ٧ Business Reading        |
| ٨ Week  | ٨ Review and test         |
| ٩ Week  | ٩ Business Reports        |
| ١٠ Week | ١٠ Correspondence         |
| ١١ Week | ١١ Summarizing            |
| ١٢ Week | ١٢ Business Communication |
| ١٣ Week | ١٣ Entrepreneurship       |
| ١٤ Week | ١٤ Business Articles      |
| ١٥ Week | ١٥ Comprehensive review   |

| Weekly laboratory schedule |   |
|----------------------------|---|
| covered materials          |   |
| Week ١                     | - |
| Week ٢                     | - |
| Week ٣                     | - |
| Week ٤                     | - |
| weeks ٥                    | - |

|        |   |
|--------|---|
| Week ٦ | - |
| Week ٧ | - |
|        |   |

| 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<br>٥٠-١٠٠ Group | privilege                   | ٩٠ - ١٠٠ | Outstanding performance                         |
|                         | very good                   | ٨٠ - ٨٩  | Above average with some errors                  |
|                         | good                        | ٧٠ - ٧٩  | Good work with some noticeable errors           |
|                         | middle                      | ٦٠-٦٩    | .Acceptable, but with major flaws               |
|                         | acceptable                  | ٥٠-٥٩    | .The work meets minimum standards               |
| Failure group<br>(٠-٤٩) | Sediment (under processing) | (٤٥-٤٩)  | More work is needed, but .appreciation is given |
|                         | Precipitate                 | (٠-٤٤)   | A large amount of work is required              |

## Course description template

Computer Computer -١١

| Course Information                        |                                          |                             |                                                                                                                                                                                                                                                                                                    |          |
|-------------------------------------------|------------------------------------------|-----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| Unit Title                                | computer                                 |                             | Module Delivery                                                                                                                                                                                                                                                                                    |          |
| Unit type                                 | secondary                                |                             | <div> <input type="checkbox"/> My theory<br/> <input type="checkbox"/> Lecture<br/> <input checked="" type="checkbox"/> laboratory<br/> <input type="checkbox"/> Educational program<br/> <input checked="" type="checkbox"/> My work<br/> <input type="checkbox"/> seminar                 </div> |          |
| Unity symbol                              | UNI-١٢.٥                                 |                             |                                                                                                                                                                                                                                                                                                    |          |
| Credit hours according to ECTS the system | ٢                                        |                             |                                                                                                                                                                                                                                                                                                    |          |
| Hour/Section (Study)                      | ٧٥                                       |                             |                                                                                                                                                                                                                                                                                                    |          |
| 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 | ١ |
|----------------------------------------------|--|--------------|---|

| 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•<br>                                                      |  |  |

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

|                                                             |
|-------------------------------------------------------------|
| .The student's academic workload is calculated for ١٥ weeks |
|-------------------------------------------------------------|

|                                                               |    |                                             |     |
|---------------------------------------------------------------|----|---------------------------------------------|-----|
| Regular academic workload for the student during the semester | ٤٨ | Student's regular weekly study load         | ٤   |
| Irregular student workload during the semester                | ٢٧ | Irregular weekly study load for the student | ٥,٨ |
| The student's total academic workload during the semester     | ٧٥ |                                             |     |

### Module Evaluation

#### Course Material Assessment

|                    |                     | Time/Number | (Weight) Marks   | Week due  | Relevant learning outcomes |
|--------------------|---------------------|-------------|------------------|-----------|----------------------------|
|                    | Short tests         | ٢           | ٢٠%              | ٥,١٠      | ٦,٥,٤,٣,٢                  |
|                    | Tasks               | ٣           | ١٥%              | ١٣,١٠,٥,٢ |                            |
|                    | Projects/Laboratory |             |                  |           |                            |
|                    | a report            | ١           | ٥%               | Week ٩    | All outputs                |
|                    | Midterm exam        | ٢           | ١٠%              | Week ٧    | ٤-١                        |
|                    | Final exam          | ٣           | ٪٥٠              | Week ١٦   | All outputs                |
| Overall assessment |                     |             | ١٠٠% (١٠٠ Marks) |           |                            |

### Weekly theoretical curriculum

| Week    | covered Materials                                |
|---------|--------------------------------------------------|
| ١ Week  | . Operation And organized computer ingredients   |
| ٢ Week  | . Electronic and tables Texts to treat           |
| ٣ Week  | . And its organization Data Input                |
| ٤ Week  | . And finance Business in computer Applications  |
| ٥ Week  | . Operation And organized computer ingredients   |
| ٦ Week  | . Electronic and tables Texts to treat           |
| ٧ Week  | . And its organization Data Input                |
| ٨ Week  | the chapter Mid and test and applications review |
| ٩ Week  | . Operation And organized computer ingredients   |
| ١٠ Week | . Electronic and tables Texts to treat           |

|         |                                                 |
|---------|-------------------------------------------------|
| ١١ Week | . And its organization Data Input               |
| ١٢ Week | . And finance Business in computer Applications |
| ١٣ Week | . Operation And organized computer ingredients  |
| ١٤ Week | . Electronic and tables Texts to treat          |
| ١٥ Week | monthly exam                                    |

| Weekly laboratory schedule |   |
|----------------------------|---|
| covered materials          |   |
| Week ١                     | - |
| Week ٢                     | - |
| Week ٣                     | - |
| Week ٤                     | - |
| weeks ٥                    | - |
| Week ٦                     | - |
| Week ٧                     | - |
|                            |   |

| 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<br>٥٠-١٠٠ Group | privilege                   | ٩٠ - ١٠٠ | Outstanding performance                         |
|                         | very good                   | ٨٠ - ٨٩  | Above average with some errors                  |
|                         | good                        | ٧٠ - ٧٩  | Good work with some noticeable errors           |
|                         | middle                      | ٦٠ - ٦٩  | .Acceptable, but with major flaws               |
|                         | acceptable                  | ٥٠ - ٥٩  | .The work meets minimum standards               |
| Failure group<br>(٠-٤٩) | Sediment (under processing) | (٤٥-٤٩)  | More work is needed, but .appreciation is given |
|                         | Precipitate                 | (٠-٤٤)   | A large amount of work is required              |

## Course description template

### Human Rights & Democracy Democracy and Human Rights -١٢

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

|                                              |                                          |                         |                                                                                                                                                                                                         |                          |            |
|----------------------------------------------|------------------------------------------|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|------------|
| Unity symbol                                 | UN١٢.٦                                   |                         | <input checked="" type="checkbox"/> Lecture<br><input type="checkbox"/> Laboratory<br>Educational program <input type="checkbox"/><br><input type="checkbox"/> My work seminar <input type="checkbox"/> |                          |            |
| Credit hours according to ECTS the system    | ٢                                        |                         |                                                                                                                                                                                                         |                          |            |
| Hour/Section (Study)                         | ٥٠                                       |                         |                                                                                                                                                                                                         |                          |            |
| 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                                                                                                                                                                                            | ١                        |            |

| 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●<br>. Classification of rights and freedoms●<br>. Understanding the rule of law●<br>. Clarifying the concept of citizenship●<br>. Understanding the rights of women and children●<br>. 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 | <ul style="list-style-type: none"> <li>. Basics Concepts And he explained Interactive Lectures throw</li> <li>. Classroom Questions And he proposed Discussion•</li> <li>. With the material Related Applied and cases Exercises Solution•</li> <li>assignment when And the offers Reports Preparation Self Learning•</li> <li>Students</li> </ul> |
|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

### .The student's academic workload is calculated for ١٥ weeks

|                                                               |    |                                             |      |
|---------------------------------------------------------------|----|---------------------------------------------|------|
| Regular academic workload for the student during the semester | ٣٣ | Student's regular weekly study load         | ٢,٢  |
| Irregular student workload during the semester                | ١٧ | Irregular weekly study load for the student | ١,١٣ |
| The student's total academic workload during the semester     | ٥٠ |                                             |      |

### Module Evaluation

#### Course Material Assessment

|  |                     | Time/Number | (Weight) Marks | Week due  | Relevant learning outcomes |
|--|---------------------|-------------|----------------|-----------|----------------------------|
|  | Short tests         | ٣           | ٢٠٪            | ٥,١٠      | ٦,٥,٤,٣,٢                  |
|  | Tasks               | ٢           | ١٠٪            | ١٣,١٠,٥,٢ |                            |
|  | Projects/Laboratory |             |                |           |                            |

|                    |              |   |                  |         |             |
|--------------------|--------------|---|------------------|---------|-------------|
|                    | a report     | ۲ | ۱۰٪              | Week ۹  | All outputs |
|                    | Midterm exam | ۱ | ۱۰٪              | Week ۷  | ۴-۱         |
|                    | Final exam   | ۲ | ٪۵۰              | Week ۱۶ | All outputs |
| Overall assessment |              |   | ۱۰۰٪ (۱۰۰ Marks) |         |             |

| Weekly theoretical curriculum |                                    |
|-------------------------------|------------------------------------|
| Week                          | covered Materials                  |
| ۱ Week                        | The concept of democracy ۱         |
| ۲ Week                        | ۲ The development of democracy     |
| ۳ Week                        | ۳ Principles of democracy          |
| ۴ Week                        | ۴ The concept of human rights      |
| ۵ Week                        | ۵ Human rights sources             |
| ۶ Week                        | ۶ Civil and political rights       |
| ۷ Week                        | ۷ Economic and social rights       |
| ۸ Week                        | ۸ Review and test                  |
| ۹ Week                        | ۹ Public freedoms                  |
| ۱۰ Week                       | ۱۰ Citizenship and the rule of law |
| ۱۱ Week                       | ۱۱ Women's rights                  |
| ۱۲ Week                       | ۱۲ Children's rights               |
| ۱۳ Week                       | ۱۳ human rights institutions       |
| ۱۴ Week                       | ۱۴ community participation         |
| ۱۵ Week                       | ۱۵ Comprehensive review            |

### Weekly laboratory schedule

| covered materials |   |
|-------------------|---|
| Week ١            | - |
| Week ٢            | - |
| Week ٣            | - |
| Week ٤            | - |
| weeks ٥           | - |
| Week ٦            | - |
| Week ٧            | - |

| 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<br>٥٠-١٠٠ Group | privilege                   | ٩٠ - ١٠٠ | Outstanding performance                         |
|                         | very good                   | ٨٠ - ٨٩  | Above average with some errors                  |
|                         | good                        | ٧٠ - ٧٩  | Good work with some noticeable errors           |
|                         | middle                      | ٦٠ - ٦٩  | .Acceptable, but with major flaws               |
|                         | acceptable                  | ٥٠ - ٥٩  | .The work meets minimum standards               |
| Failure group<br>(٠-٤٩) | Sediment (under processing) | (٤٥-٤٩)  | More work is needed, but .appreciation is given |
|                         | Precipitate                 | (٠-٤٤)   | A large amount of work is required              |

## Course description template

### Marketing Management Marketing Management -١٣

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

|                                              |                                          |                                |                                                                                                                                                                                                         |                          |
|----------------------------------------------|------------------------------------------|--------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| Unity symbol                                 | BA٢١٠١                                   |                                | <input type="checkbox"/> Lecture<br><input type="checkbox"/> Laboratory<br>Educational program <input type="checkbox"/><br><input checked="" type="checkbox"/> My work seminar <input type="checkbox"/> |                          |
| Credit hours according to ECTS the system    | ٧                                        |                                |                                                                                                                                                                                                         |                          |
| Hour/Section (Study)                         | ١٧٥                                      |                                |                                                                                                                                                                                                         |                          |
| 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                                                                                                                                                                                            | ١                        |

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

|                             |         |          |  |
|-----------------------------|---------|----------|--|
| Basic Requirements<br>Unit  | nothing | semester |  |
| Common Requirements<br>Unit | nothing | semester |  |

### Learning and teaching strategies

|            |                                                                                                                                                                                                                                                                                                                                                    |
|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Strategies | <ul style="list-style-type: none"> <li>. Basics Concepts And he explained Interactive Lectures throw</li> <li>. Classroom Questions And he proposed Discussion•</li> <li>. With the material Related Applied and cases Exercises Solution•</li> <li>assignment when And the offers Reports Preparation Self Learning•</li> <li>Students</li> </ul> |
|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

### .The student's academic workload is calculated for ١٥ weeks

|                                                               |     |                                             |   |
|---------------------------------------------------------------|-----|---------------------------------------------|---|
| Regular academic workload for the student during the semester | ٦٣  | Student's regular weekly study load         | ٥ |
| Irregular student workload during the semester                | ١١٢ | Irregular weekly study load for the student | ٧ |
| The student's total academic workload during the semester     | ١٧٥ |                                             |   |

### Module Evaluation

#### Course Material Assessment

|  |             | Time/Number | (Weight) Marks | Week due   | Relevant learning outcomes |
|--|-------------|-------------|----------------|------------|----------------------------|
|  | Short tests | ٢           | ١٥%            | ٥,٨        | ٦-١                        |
|  | Tasks       | ١           | ٥%             | continuous | All outputs                |

|                    |                     |   |                  |            |             |
|--------------------|---------------------|---|------------------|------------|-------------|
|                    | Projects/Laboratory | ۲ | %۱۰              | continuous | All outputs |
|                    | a report            | ۱ | ۵%               | ۱۲         | All outputs |
|                    | Midterm exam        | ۲ | ۱۰%              | ۱۳         | ۸-۷         |
|                    | Final exam          | ۳ | %۵۰              | Week ۱۶    | All outputs |
| Overall assessment |                     |   | ۱۰۰% (۱۰۰ Marks) |            |             |

| Weekly theoretical curriculum |                                 |
|-------------------------------|---------------------------------|
| Week                          | covered Materials               |
| ۱ Week                        | Marketing Concept ۱             |
| ۲ Week                        | ۲ Marketing environment         |
| ۳ Week                        | ۳ Consumer behavior             |
| ۴ Week                        | ۴ Marketing Research            |
| ۵ Week                        | ۵ Market segmentation           |
| ۶ Week                        | ۶ Targeting and positioning     |
| ۷ Week                        | ۷ Product                       |
| ۸ Week                        | ۸ Review and test               |
| ۹ Week                        | ۹ Pricing                       |
| ۱۰ Week                       | ۱۰ distribution                 |
| ۱۱ Week                       | ۱۱ Promotion                    |
| ۱۲ Week                       | ۱۲ Brand                        |
| ۱۳ Week                       | ۱۳ Digital Marketing            |
| ۱۴ Week                       | ۱۴ Preparing the marketing plan |
| ۱۵ Week                       | ۱۵ Comprehensive review         |

| Weekly laboratory schedule |   |
|----------------------------|---|
| covered materials          |   |
| Week ١                     | - |
| Week ٢                     | - |
| Week ٣                     | - |
| Week ٤                     | - |
| weeks ٥                    | - |
| Week ٦                     | - |
| Week ٧                     | - |
|                            |   |

| 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<br>٢٠٢٥<br>.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<br>٥٠-١٠٠ Group | privilege                   | ٩٠ - ١٠٠ | Outstanding performance                         |
|                         | very good                   | ٨٠ - ٨٩  | Above average with some errors                  |
|                         | good                        | ٧٠ - ٧٩  | Good work with some noticeable errors           |
|                         | middle                      | ٦٠ - ٦٩  | .Acceptable, but with major flaws               |
|                         | acceptable                  | ٥٠ - ٥٩  | .The work meets minimum standards               |
| Failure group<br>(٠-٤٩) | Sediment (under processing) | (٤٥-٤٩)  | More work is needed, but .appreciation is given |
|                         | Precipitate                 | (٠-٤٤)   | A large amount of work is required              |

## Course description template

### Organizational Theory Organization Theory -١٤

| Course Information                        |                     |                                                                                                                                                                                                                                                               |
|-------------------------------------------|---------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Unit Title                                | Organization theory | Module Delivery                                                                                                                                                                                                                                               |
| Unit type                                 | essential           | theoretical <input checked="" type="checkbox"/><br><input type="checkbox"/> Lecture<br><input type="checkbox"/> Laboratory<br>Educational program <input type="checkbox"/><br><input checked="" type="checkbox"/> My work<br>seminar <input type="checkbox"/> |
| Unity symbol                              | BA٢١٠٢              |                                                                                                                                                                                                                                                               |
| Credit hours according to ECTS the system | ٦                   |                                                                                                                                                                                                                                                               |

|                                              |                                          |                         |                                 |                          |
|----------------------------------------------|------------------------------------------|-------------------------|---------------------------------|--------------------------|
| Hour/Section<br>(Study)                      | ١٥٠                                      |                         |                                 |                          |
| 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                    | ١                        |

### 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 |  |

## Learning and teaching strategies

|            |                                                                                                                                                                                                                                                                                                                                                                             |
|------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Strategies | <ul style="list-style-type: none"> <li>. Basics Concepts And he explained Interactive Lectures throw</li> <li>. Classroom Questions And he proposed Discussion•</li> <li>. With the material Related Applied and cases Exercises Solution•</li> <li>assignment when And the offers Reports Preparation Self Learning•</li> </ul> <p style="text-align: right;">Students</p> |
|------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## .The student's academic workload is calculated for ١٥ weeks

|                                                               |     |                                             |     |
|---------------------------------------------------------------|-----|---------------------------------------------|-----|
| Regular academic workload for the student during the semester | ٦٣  | Student's regular weekly study load         | ٤,٢ |
| Irregular student workload during the semester                | ٨٧  | Irregular weekly study load for the student | ٥,٨ |
| The student's total academic workload during the semester     | ١٥٠ |                                             |     |

## Module Evaluation

### Course Material Assessment

|  |                     | Time/Number | (Weight) Marks | Week due   | Relevant learning outcomes |
|--|---------------------|-------------|----------------|------------|----------------------------|
|  | Short tests         | ٢           | ١٥%            | ٥,٨        | ٦-١                        |
|  | Tasks               | ١           | ٥%             | continuous | All outputs                |
|  | Projects/Laboratory | ٢           | %١٠            | continuous | All outputs                |
|  | a report            | ١           | ٥%             | ١٢         | All outputs                |
|  | Midterm exam        | ٢           | ١٠%            | ١٣         | ٨-٧                        |
|  | Final exam          | ٣           | %٥٠            | Week ١٦    | 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 ٤  | - |
| Weeks ٥ | - |
| Week ٦  | - |
| Week ٧  | - |
|         |   |

| 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<br>٥٠-١٠٠ Group | privilege                  | ٩٠ - ١٠٠ | Outstanding performance                         |
|                         | very good                  | ٨٠ - ٨٩  | Above average with some errors                  |
|                         | good                       | ٧٠ - ٧٩  | Good work with some noticeable errors           |
|                         | middle                     | ٦٠-٦٩    | .Acceptable, but with major flaws               |
|                         | acceptable                 | ٥٠-٥٩    | .The work meets minimum standards               |
| Failure group<br>(٠-٤٩) | Sediment (under processing | (٤٥-٤٩)  | More work is needed, but .appreciation is given |
|                         | Precipitate                | (٠-٤٤)   | A large amount of work is required              |

## Course description template

### Human Resource Management Human Resources Management - ١٥

| Course Information                        |                                          |                                |                                                                                                                                                                                                                                                             |                          |
|-------------------------------------------|------------------------------------------|--------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| Unit Title                                | <b>Human Resources Management</b>        |                                | Module Delivery                                                                                                                                                                                                                                             |                          |
| Unit type                                 | essential                                |                                | <input type="checkbox"/> My theory<br><input type="checkbox"/> Lecture<br><input checked="" type="checkbox"/> Laboratory<br>Educational program <input type="checkbox"/><br><input checked="" type="checkbox"/> My work<br>seminar <input type="checkbox"/> |                          |
| Unity symbol                              | BA٢١٠٣                                   |                                |                                                                                                                                                                                                                                                             |                          |
| Credit hours according to ECTS the system | ٧                                        |                                |                                                                                                                                                                                                                                                             |                          |
| Hour/Section (Study)                      | ١٧٥                                      |                                |                                                                                                                                                                                                                                                             |                          |
| Unit level                                | the second                               | semester                       |                                                                                                                                                                                                                                                             |                          |
| 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                                                                                                                                                                                                                                 |                          |
| Head of Department                        | Dr. Ahmed Abdul Ismail Ibrahim Al-Saffar |                                | Email                                                                                                                                                                                                                                                       | Master's                 |

|                                              |  |              |   |
|----------------------------------------------|--|--------------|---|
| Name of peer reference                       |  | Email        |   |
| Date of approval by the Scientific Committee |  | issue number | ١ |

### 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<br>. Classroom Questions And he proposed Discussion•<br>. With the material Related Applied and cases Exercises Solution•<br>assignment when And the offers Reports Preparation Self Learning•<br>Students |
|------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

.The student's academic workload is calculated for ١٥ weeks

|                                                               |     |                                             |      |
|---------------------------------------------------------------|-----|---------------------------------------------|------|
| Regular academic workload for the student during the semester | ٦٣  | Student's regular weekly study load         | ٤,٢  |
| Irregular student workload during the semester                | ١١٢ | Irregular weekly study load for the student | ٧,٤٧ |
| The student's total academic workload during the semester     | ١٧٥ |                                             |      |

| Module Evaluation          |                     |             |                  |            |                            |
|----------------------------|---------------------|-------------|------------------|------------|----------------------------|
| Course Material Assessment |                     |             |                  |            |                            |
|                            |                     | Time/Number | (Weight) Marks   | Week due   | Relevant learning outcomes |
|                            | Short tests         | ٢           | ١٠%(٢٠)          | ١,٢,٦      |                            |
|                            | Tasks               | ٢           | ٥%(١٠)           | ٥,١٠       | All outputs                |
|                            | Projects/Laboratory | ١           | %٥               | continuous | All outputs                |
|                            | a report            | ١           | ٥%               | continuous | All outputs                |
|                            | Midterm exam        | ٢           | ١٠%              | ١١         |                            |
|                            | Final exam          | ٣           | %٥٠              | Week ١٦    | All outputs                |
| Overall assessment         |                     |             | ١٠٠% (١٠٠ Marks) |            |                            |

| Weekly theoretical curriculum |                                            |
|-------------------------------|--------------------------------------------|
| Week                          | covered Materials                          |
| ١ Week                        | ١ The concept of human resource management |
| ٢ Week                        | ٢ Human Resources Planning                 |
| ٣ Week                        | ٣ Job analysis                             |

|          |                             |
|----------|-----------------------------|
| ξ Week   | ξ Job design                |
| ο Week   | ο polarization              |
| Ϛ Week   | Ϛ Selection and appointment |
| ϣ Week   | ϣ Training                  |
| ^ Week   | ^ Review and test           |
| ϑ Week   | ϑ Performance evaluation    |
| Ϛ Ϙ Week | Ϛ Ϙ Wages                   |
| Ϛ ϙ Week | Ϛ ϙ incentives              |
| Ϛ Ϛ Week | Ϛ Ϛ career path             |
| Ϛ ϛ Week | Ϛ ϛ Work relations          |
| Ϛ ξ Week | Ϛ ξ Talent management       |
| Ϛ ο Week | Ϛ ο 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<br>٥٠-١٠٠ Group | privilege                  | ٩٠-١٠٠   | Outstanding performance                         |
|                         | very good                  | ٨٠-٨٩    | Above average with some errors                  |
|                         | good                       | ٧٠-٧٩    | Good work with some noticeable errors           |
|                         | middle                     | ٦٠-٦٩    | .Acceptable, but with major flaws               |
|                         | acceptable                 | ٥٠-٥٩    | .The work meets minimum standards               |
| Failure group<br>(٠-٤٩) | Sediment (under processing | (٤٥-٤٩)  | More work is needed, but .appreciation is given |
|                         | Precipitate                | (٠-٤٤)   | A large amount of work is required              |

## Course description template

### Intermediate Accounting    Intermediate Accounting - ١٦

| Course Information                           |                                          |                             |                                                                                                                                                                                                                                                             |          |
|----------------------------------------------|------------------------------------------|-----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| Unit Title                                   | <b>Intermediate Accounting</b>           |                             | <b>Module Delivery</b>                                                                                                                                                                                                                                      |          |
| Unit type                                    | essential                                |                             | <input type="checkbox"/> My theory<br><input type="checkbox"/> Lecture<br><input checked="" type="checkbox"/> Laboratory<br>Educational program <input type="checkbox"/><br><input checked="" type="checkbox"/> My work<br>seminar <input type="checkbox"/> |          |
| Unity symbol                                 | BA٢١٠٤                                   |                             |                                                                                                                                                                                                                                                             |          |
| Credit hours according to ECTS the system    | ٣                                        |                             |                                                                                                                                                                                                                                                             |          |
| Hour/Section (Study)                         | ٧٥                                       |                             |                                                                                                                                                                                                                                                             |          |
| Unit level                                   | the second                               | semester                    |                                                                                                                                                                                                                                                             |          |
| 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                                                                                                                                                                                                                                                | ١        |

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 |  |

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

|                                                               |    |                                             |     |
|---------------------------------------------------------------|----|---------------------------------------------|-----|
| .The student's academic workload is calculated for ١٥ weeks   |    |                                             |     |
| Regular academic workload for the student during the semester | ٣٣ | Student's regular weekly study load         | ٢,٢ |
| Irregular student workload during the semester                | ٨٧ | Irregular weekly study load for the student | ٥,٨ |
| The student's total academic workload during the semester     | ٧٥ |                                             |     |

| Module Evaluation          |                     |             |                  |            |                            |
|----------------------------|---------------------|-------------|------------------|------------|----------------------------|
| Course Material Assessment |                     |             |                  |            |                            |
|                            |                     | Time/Number | (Weight) Marks   | Week due   | Relevant learning outcomes |
|                            | Short tests         | ۲           | ۵%               | ۲, ۱۳      |                            |
|                            | Tasks               | ۱           | ۵%(۱۰)           | ۷          |                            |
|                            | Projects/Laboratory | ۱           | %۵               | continuous |                            |
|                            | a report            | ۱           | ۵%               | continuous |                            |
|                            | Midterm exam        | ۲           | ۱۰%              | ۹          |                            |
|                            | Final exam          | ۳           | %۵۰              | Week ۱۶    | All outputs                |
| Overall assessment         |                     |             | ۱۰۰% (۱۰۰ Marks) |            |                            |

| Weekly theoretical curriculum |                                      |
|-------------------------------|--------------------------------------|
| Week                          | covered Materials                    |
| ۱ Week                        | Conceptual Framework of Accounting ۱ |
| ۲ Week                        | ۲ Cash                               |
| ۳ Week                        | ۳ accounts receivable                |
| ۴ Week                        | ۴ Inventory                          |
| ۵ Week                        | ۵ Inventory assessment               |
| ۶ Week                        | ۶ Fixed assets                       |
| ۷ Week                        | ۷ destruction                        |
| ۸ Week                        | ۸ Review and test                    |

|         |                         |
|---------|-------------------------|
| ٩ Week  | ٩ Intangible assets     |
| ١٠ Week | ١٠ Obligations          |
| ١١ Week | ١١ Property rights      |
| ١٢ Week | ١٢ Investments          |
| ١٣ Week | ١٣ Financial statements |
| ١٤ Week | ١٤ Financial Analysis   |
| ١٥ Week | ١٥ Comprehensive review |

| Weekly laboratory schedule |                   |
|----------------------------|-------------------|
|                            | covered materials |
| Week ١                     | -                 |
| Week ٢                     | -                 |
| Week ٣                     | -                 |
| Week ٤                     | -                 |
| weeks ٥                    | -                 |
| Week ٦                     | -                 |
| Week ٧                     | -                 |

| and learning teaching Resources for |      |                                    |
|-------------------------------------|------|------------------------------------|
|                                     | text | Is it available in the<br>?library |
| Required texts                      |      |                                    |

|                   |                                                                                            |  |
|-------------------|--------------------------------------------------------------------------------------------|--|
| Recommended texts | Iraqi Penal Code No. (١١) of ١٩٦٩, as amended<br>Companies Law No. (٢١) of ١٩٩٧ as amended |  |
| websites          |                                                                                            |  |

| Groups                  | Appreciation               | Grades % | identification                                  |
|-------------------------|----------------------------|----------|-------------------------------------------------|
| Success<br>٥٠-١٠٠ Group | privilege                  | ٩٠-١٠٠   | Outstanding performance                         |
|                         | very good                  | ٨٠-٨٩    | Above average with some errors                  |
|                         | good                       | ٧٠-٧٩    | Good work with some noticeable errors           |
|                         | middle                     | ٦٠-٦٩    | .Acceptable, but with major flaws               |
|                         | acceptable                 | ٥٠-٥٩    | .The work meets minimum standards               |
| Failure group<br>(٠-٤٩) | Sediment (under processing | (٤٥-٤٩)  | More work is needed, but .appreciation is given |
|                         | Precipitate                | (٠-٤٤)   | A large amount of work is required              |

## Course description template

Commercial Law Commercial Law -١٧

| Course Information                           |                                          |                                |                                                                                                                                                                                                                                                             |                          |
|----------------------------------------------|------------------------------------------|--------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| Unit Title                                   | Commercial Law                           |                                | Module Delivery                                                                                                                                                                                                                                             |                          |
| Unit type                                    | essential                                |                                | <input type="checkbox"/> My theory<br><input type="checkbox"/> Lecture<br><input checked="" type="checkbox"/> Laboratory<br>Educational program <input type="checkbox"/><br><input checked="" type="checkbox"/> My work<br>seminar <input type="checkbox"/> |                          |
| Unity symbol                                 | BA٢١٠٥                                   |                                |                                                                                                                                                                                                                                                             |                          |
| Credit hours according to ECTS the system    | ٣                                        |                                |                                                                                                                                                                                                                                                             |                          |
| Hour/Section (Study)                         | ٧٥                                       |                                |                                                                                                                                                                                                                                                             |                          |
| 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                                                                                                                                                                                                                                                | ١                        |

| 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 |  |

|                                  |                                                                                                                                                                                                                                                                                                                                                    |
|----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Learning and teaching strategies |                                                                                                                                                                                                                                                                                                                                                    |
| Strategies                       | <ul style="list-style-type: none"> <li>. Basics Concepts And he explained Interactive Lectures throw</li> <li>. Classroom Questions And he proposed Discussion•</li> <li>. With the material Related Applied and cases Exercises Solution•</li> <li>assignment when And the offers Reports Preparation Self Learning•</li> <li>Students</li> </ul> |

|                                                               |    |                                             |      |
|---------------------------------------------------------------|----|---------------------------------------------|------|
| .The student's academic workload is calculated for ١٥ weeks   |    |                                             |      |
| Regular academic workload for the student during the semester | ٤٨ | Student's regular weekly study load         | ٣,٢  |
| Irregular student workload during the semester                | ١٧ | Irregular weekly study load for the student | ١,١٣ |
| The student's total academic workload during the semester     | ٧٥ |                                             |      |

|                            |
|----------------------------|
| Module Evaluation          |
| Course Material Assessment |

|                    |                     | Time/Number | (Weight) Marks   | Week due | Relevant learning outcomes |
|--------------------|---------------------|-------------|------------------|----------|----------------------------|
|                    | Short tests         | ۳           | ۱۰٪(۱۵)          | ۴,۸,۱۰   | ۱۱, ۱۰, ۲, ۱               |
|                    | Tasks               | ۲           | ۱۰٪(۱۰)          | ۵, ۹     | ۷, ۶, ۴, ۳                 |
|                    | Projects/Laboratory |             |                  |          |                            |
|                    | a report            | ۱           | ۱۰٪(۱۵)          | ۱۲       | ۱۰, ۸, ۵                   |
|                    | Midterm exam        | ۲           | ۱۰٪              | ۷        | ۷-۱                        |
|                    | Final exam          | ۳           | ٪۵۰              | Week ۱۶  | All outputs                |
| Overall assessment |                     |             | ۱۰۰٪ (۱۰۰ Marks) |          |                            |

| Weekly theoretical curriculum |                                 |
|-------------------------------|---------------------------------|
| Week                          | covered Materials               |
| ۱ Week                        | The concept of commercial law ۱ |
| ۲ Week                        | ۲ Sources of Commercial Law     |
| ۳ Week                        | ۳ Business                      |
| ۴ Week                        | ۴ The merchant                  |
| ۵ Week                        | ۵ Commercial obligations        |
| ۶ Week                        | ۶ Commercial companies          |
| ۷ Week                        | ۷ Types of companies            |
| ۸ Week                        | ۸ Review and test               |
| ۹ Week                        | ۹ Commercial papers             |
| ۱۰ Week                       | ۱۰ bill of exchange             |
| ۱۱ Week                       | ۱۱ Check                        |
| ۱۲ Week                       | ۱۲ Commercial contracts         |

|         |                         |
|---------|-------------------------|
| ١٣ Week | ١٣ bankruptcy           |
| ١٤ Week | ١٤ Liquidation          |
| ١٥ Week | ١٥ Comprehensive review |

| Weekly laboratory schedule |                   |
|----------------------------|-------------------|
|                            | covered materials |
| Week ١                     | -                 |
| Week ٢                     | -                 |
| Week ٣                     | -                 |
| Week ٤                     | -                 |
| weeks ٥                    | -                 |
| Week ٦                     | -                 |
| Week ٧                     | -                 |
|                            |                   |

| 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<br>٥٠-١٠٠ Group | privilege                  | ٩٠-١٠٠   | Outstanding performance                         |
|                         | very good                  | ٨٠-٨٩    | Above average with some errors                  |
|                         | good                       | ٧٠-٧٩    | Good work with some noticeable errors           |
|                         | middle                     | ٦٠-٦٩    | .Acceptable, but with major flaws               |
|                         | acceptable                 | ٥٠-٥٩    | .The work meets minimum standards               |
| Failure group<br>(٠-٤٩) | Sediment (under processing | (٤٥-٤٩)  | More work is needed, but .appreciation is given |
|                         | Precipitate                | (٠-٤٤)   | A large amount of work is required              |

## Course description template

Computer Computer -١ ٨

Course Information

|                                              |                                          |                                |                                                                                                                                                                                                                                                  |                          |
|----------------------------------------------|------------------------------------------|--------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| Unit Title                                   | <b>computer</b>                          |                                | <b>Module Delivery</b>                                                                                                                                                                                                                           |                          |
| Unit type                                    | essential                                |                                | <input type="checkbox"/> My theory<br><input type="checkbox"/> Lecture<br><input type="checkbox"/> Laboratory<br>Educational program <input type="checkbox"/><br><input checked="" type="checkbox"/> My work<br>seminar <input type="checkbox"/> |                          |
| Unity symbol                                 | UNI-٢١٠٦                                 |                                |                                                                                                                                                                                                                                                  |                          |
| Credit hours according to ECTS the system    | ٢                                        |                                |                                                                                                                                                                                                                                                  |                          |
| Hour/Section (Study)                         | ٥٠                                       |                                |                                                                                                                                                                                                                                                  |                          |
| Unit level                                   | the second                               | semester                       |                                                                                                                                                                                                                                                  |                          |
| 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                                                                                                                                                                                                                      |                          |
| Head of Department                           | Dr. Ahmed Abdul Ismail Ibrahim Al-Saffar |                                | Email                                                                                                                                                                                                                                            | Master's                 |
| Name of peer reference                       |                                          |                                | Email                                                                                                                                                                                                                                            |                          |
| Date of approval by the Scientific Committee |                                          |                                | issue number                                                                                                                                                                                                                                     | ١                        |

| 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 |  |

### Learning and teaching strategies

|            |                                                                                                                                                                                                                                                                                                                                                    |
|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Strategies | <ul style="list-style-type: none"> <li>. Basics Concepts And he explained Interactive Lectures throw</li> <li>. Classroom Questions And he proposed Discussion•</li> <li>. With the material Related Applied and cases Exercises Solution•</li> <li>assignment when And the offers Reports Preparation Self Learning•</li> <li>Students</li> </ul> |
|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

### .The student's academic workload is calculated for ١٥ weeks

|                                                               |    |                                             |      |
|---------------------------------------------------------------|----|---------------------------------------------|------|
| Regular academic workload for the student during the semester | ٤٨ | Student's regular weekly study load         | ٣,٢  |
| Irregular student workload during the semester                | ١٧ | Irregular weekly study load for the student | ١,١٣ |
| The student's total academic workload during the semester     | ٥٥ |                                             |      |

### Module Evaluation

#### Course Material Assessment

|             | Time/Number | (Weight) Marks | Week due | Relevant learning outcomes |
|-------------|-------------|----------------|----------|----------------------------|
| Short tests | ٢           | ١٠%(١٠)        | ٤,٨,١٠   | ١١,١٠,٢,١                  |

|                    |                     |   |                  |         |             |
|--------------------|---------------------|---|------------------|---------|-------------|
|                    | Tasks               | ٢ | ١٠%(١٠)          | ٥,٩     | ٧,٦,٤,٣     |
|                    | Projects/Laboratory | ١ | ٥%(٥)            | ١١      |             |
|                    | a report            | ١ | ١٠%(١٥)          | ١٢      | ١٠,٨,٥      |
|                    | Midterm exam        | ٢ | ١٠%              | ٧       | ٧-١         |
|                    | Final exam          | ٣ | %٥٠              | Week ١٦ | All outputs |
| Overall assessment |                     |   | ١٠٠% (١٠٠ Marks) |         |             |

| Weekly theoretical curriculum |                          |
|-------------------------------|--------------------------|
| Week                          | covered Materials        |
| ١ Week                        | Office Applications ١    |
| ٢ Week                        | ٢ Word Advanced          |
| ٣ Week                        | ٣ Document formatting    |
| ٤ Week                        | ٤ Tables                 |
| ٥ Week                        | ٥ Excel                  |
| ٦ Week                        | ٦ Functions              |
| ٧ Week                        | ٧ Data analysis          |
| ٨ Week                        | ٨ Review and test        |
| ٩ Week                        | ٩ graphs                 |
| ١٠ Week                       | ١٠ PowerPoint            |
| ١١ Week                       | ١١ presentations         |
| ١٢ Week                       | ١٢ databases             |
| ١٣ Week                       | ١٣ Internet              |
| ١٤ Week                       | ١٤ Business applications |
| ١٥ Week                       | ١٥ practical project     |

| Weekly laboratory schedule |   |
|----------------------------|---|
| covered materials          |   |
| Week ١                     | - |
| Week ٢                     | - |
| Week ٣                     | - |
| Week ٤                     | - |
| weeks ٥                    | - |
| Week ٦                     | - |
| Week ٧                     | - |
|                            |   |

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

| Groups                  | Appreciation                | Grades % | identification                                  |
|-------------------------|-----------------------------|----------|-------------------------------------------------|
| Success<br>٥٠-١٠٠ Group | privilege                   | ٩٠-١٠٠   | Outstanding performance                         |
|                         | very good                   | ٨٠-٨٩    | Above average with some errors                  |
|                         | good                        | ٧٠-٧٩    | Good work with some noticeable errors           |
|                         | middle                      | ٦٠-٦٩    | .Acceptable, but with major flaws               |
|                         | acceptable                  | ٥٠-٥٩    | .The work meets minimum standards               |
| Failure group<br>(٠-٤٩) | Sediment (under processing) | (٤٥-٤٩)  | More work is needed, but .appreciation is given |
|                         | Precipitate                 | (٠-٤٤)   | A large amount of work is required              |

## Study Material a description model

**Ba'ath Party Crimes Ba'ath Party Crimes -١٩**

| Course Information |                            |                                                                                                                                     |
|--------------------|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| Unit Title         | <b>Ba'ath Party crimes</b> | <b>Module Delivery</b>                                                                                                              |
| Unit type          | Support him                | <input checked="" type="checkbox"/> My theory<br><input type="checkbox"/> Lecture<br><input checked="" type="checkbox"/> Laboratory |
| Unity symbol       | UNI-٢١٠٧                   |                                                                                                                                     |

|                                              |                                          |                             |                                                                                                                              |          |
|----------------------------------------------|------------------------------------------|-----------------------------|------------------------------------------------------------------------------------------------------------------------------|----------|
| Credit hours according to ECTS the system    |                                          |                             | Educational program <input type="checkbox"/><br><input checked="" type="checkbox"/> My work seminar <input type="checkbox"/> |          |
| Hour/Section (Study)                         |                                          |                             |                                                                                                                              |          |
| 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                |                                                                                                                              |          |

| 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 |  |
|--------------------------|---------|----------|--|

### Learning and teaching strategies

|            |                                                                                                                                                                                                                                                                                                                                                    |
|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Strategies | <ul style="list-style-type: none"> <li>. Basics Concepts And he explained Interactive Lectures throw</li> <li>. Classroom Questions And he proposed Discussion•</li> <li>. With the material Related Applied and cases Exercises Solution•</li> <li>assignment when And the offers Reports Preparation Self Learning•</li> <li>Students</li> </ul> |
|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

### .The student's academic workload is calculated for ١٥ weeks

|                                                               |    |                                             |     |
|---------------------------------------------------------------|----|---------------------------------------------|-----|
| Regular academic workload for the student during the semester | ٣٣ | Student's regular weekly study load         | ٢,٢ |
| Irregular student workload during the semester                |    | Irregular weekly study load for the student | ٠,٠ |
| The student's total academic workload during the semester     | ٥٠ |                                             |     |

### Module Evaluation

#### Course Material Assessment

|  |                     | Time/Number | (Weight) Marks | Week due | Relevant learning outcomes |
|--|---------------------|-------------|----------------|----------|----------------------------|
|  | Short tests         | ٢           | ١٠%(١٠)        | ٤,٨,١٠   | ١١,١٠,٢,١                  |
|  | Tasks               | ٢           | ١٠%(١٠)        | ٥,٩      | ٧,٦,٤,٣                    |
|  | Projects/Laboratory | ١           | ٥%(٥)          | ١١       |                            |

|                    |              |   |                  |         |             |
|--------------------|--------------|---|------------------|---------|-------------|
|                    | a report     | ١ | ١٠٪ (١٥)         | ١٢      | ١٠, ٨, ٥    |
|                    | Midterm exam | ٢ | ١٠٪              | ٧       | ٧-١         |
|                    | Final exam   | ٣ | ٪٥٠              | Week ١٦ | All outputs |
| Overall assessment |              |   | ١٠٠٪ (١٠٠ Marks) |         |             |

| Weekly theoretical curriculum |                                   |
|-------------------------------|-----------------------------------|
| Week                          | covered Materials                 |
| ١ Week                        | Historical Background ١           |
| ٢ Week                        | ٢ The concept of political crimes |
| ٣ Week                        | ٣ Human rights violations         |
| ٤ Week                        | ٤ Arrests and prisons             |
| ٥ Week                        | ٥ Forced displacement             |
| ٦ Week                        | ٦ mass graves                     |
| ٧ Week                        | ٧ Anfal crimes                    |
| ٨ Week                        | ٨ Review and test                 |
| ٩ Week                        | ٩ Suppression of uprisings        |
| ١٠ Week                       | ١٠ Violations against society     |
| ١١ Week                       | ١١ social impacts                 |
| ١٢ Week                       | ١٢ Economic effects               |
| ١٣ Week                       | ١٣ Documenting crimes             |
| ١٤ Week                       | ١٤ Transitional justice           |
| ١٥ Week                       | ١٥ Comprehensive review           |

### Weekly laboratory schedule

| covered materials |   |
|-------------------|---|
| Week ١            | - |
| Week ٢            | - |
| Week ٣            | - |
| Week ٤            | - |
| weeks ٥           | - |
| Week ٦            | - |
| Week ٧            | - |
|                   |   |

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

| Groups                  | Appreciation                | Grades % | identification                                  |
|-------------------------|-----------------------------|----------|-------------------------------------------------|
| Success<br>٥٠-١٠٠ Group | privilege                   | ٩٠-١٠٠   | Outstanding performance                         |
|                         | very good                   | ٨٠-٨٩    | Above average with some errors                  |
|                         | good                        | ٧٠-٧٩    | Good work with some noticeable errors           |
|                         | middle                      | ٦٠-٦٩    | .Acceptable, but with major flaws               |
|                         | acceptable                  | ٥٠-٥٩    | .The work meets minimum standards               |
| Failure group<br>(٠-٤٩) | Sediment (under processing) | (٤٥-٤٩)  | More work is needed, but .appreciation is given |
|                         | Precipitate                 | (٠-٤٤)   | A large amount of work is required              |

## Study Material a description model

Digital Marketing Digital Marketing -٢٠

| Course Information        |                   |                                                                                                                                                                                                                         |
|---------------------------|-------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Unit Title                | Digital Marketing | Module Delivery                                                                                                                                                                                                         |
| Unit type                 | essential         | <input type="checkbox"/> My theory<br><input type="checkbox"/> Lecture<br><input checked="" type="checkbox"/> Laboratory<br>Educational program <input type="checkbox"/><br><input checked="" type="checkbox"/> My work |
| Unity symbol              | BA٢٢٠١            |                                                                                                                                                                                                                         |
| Credit hours according to | ٧                 |                                                                                                                                                                                                                         |

|                                              |                                          |                             |                                  |  |
|----------------------------------------------|------------------------------------------|-----------------------------|----------------------------------|--|
| ECTS the system                              |                                          |                             | seminar <input type="checkbox"/> |  |
| Hour/Section (Study)                         | ١٧٥                                      |                             |                                  |  |
| 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                | ١                                |  |

| 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<br>. Disclosure And the offer Settlements•<br>. Applied and cases Finance Lists Analysis• |          |  |
| Relationship with other study subjects                                   |                                                                                                                                                                                                                                                           |          |  |
| Basic Requirements Unit                                                  | nothing                                                                                                                                                                                                                                                   | semester |  |

|                             |         |          |  |
|-----------------------------|---------|----------|--|
| Common Requirements<br>Unit | nothing | semester |  |
|-----------------------------|---------|----------|--|

### Learning and teaching strategies

|            |                                                                                                                                                                                                                                                                                                                                                    |
|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Strategies | <ul style="list-style-type: none"> <li>. Basics Concepts And he explained Interactive Lectures throw</li> <li>. Classroom Questions And he proposed Discussion•</li> <li>. With the material Related Applied and cases Exercises Solution•</li> <li>assignment when And the offers Reports Preparation Self Learning•</li> <li>Students</li> </ul> |
|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

### .The student's academic workload is calculated for ١٥ weeks

|                                                               |     |                                             |     |
|---------------------------------------------------------------|-----|---------------------------------------------|-----|
| Regular academic workload for the student during the semester | ٧٨  | Student's regular weekly study load         | ٥,٢ |
| Irregular student workload during the semester                | ٨٧  | Irregular weekly study load for the student | ٥,٨ |
| The student's total academic workload during the semester     | ١٧٥ |                                             |     |

### Module Evaluation

#### Course Material Assessment

|  |                     | Time/Number | (Weight) Marks | Week due   | Relevant learning outcomes |
|--|---------------------|-------------|----------------|------------|----------------------------|
|  | Short tests         | ٢           | ١٠%(٢٠)        | ٥,٨        | ٦-١                        |
|  | Tasks               | ١           | ٥%(٥)          | continuous | All outputs                |
|  | Projects/Laboratory | ٢           | ٥%(٥)          | continuous | All outputs                |

|                    |              |   |                  |         |             |
|--------------------|--------------|---|------------------|---------|-------------|
|                    | a report     | ١ | ١٠٪ (١٠)         | ١٢      | All outputs |
|                    | Midterm exam | ٢ | ١٠٪              | ١٣      | ٨-٧         |
|                    | Final exam   | ٣ | ٪٥٠              | Week ١٦ | All outputs |
| Overall assessment |              |   | ١٠٠٪ (١٠٠ Marks) |         |             |

| Weekly theoretical curriculum |                                    |
|-------------------------------|------------------------------------|
| Week                          | covered Materials                  |
| ١ Week                        | ١ The concept of digital marketing |
| ٢ Week                        | ٢ Digital environment              |
| ٣ Week                        | ٣ e-consumer                       |
| ٤ Week                        | ٤ Websites                         |
| ٥ Week                        | ٥ SEO                              |
| ٦ Week                        | ٦ search engines                   |
| ٧ Week                        | ٧ social media                     |
| ٨ Week                        | ٨ Review and test                  |
| ٩ Week                        | ٩ Content marketing                |
| ١٠ Week                       | ١٠ e-mail                          |
| ١١ Week                       | ١١ e-commerce                      |
| ١٢ Week                       | ١٢ Digital advertising             |
| ١٣ Week                       | ١٣ Data analysis                   |
| ١٤ Week                       | ١٤ Digital campaigns               |
| ١٥ Week                       | ١٥ Developing a digital strategy   |

Weekly laboratory schedule

| covered materials |   |
|-------------------|---|
| Week ١            | - |
| Week ٢            | - |
| Week ٣            | - |
| Week ٤            | - |
| weeks ٥           | - |
| Week ٦            | - |
| Week ٧            | - |
|                   |   |

| 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 ٢٠٢٥ / Dr. Bushra Al-Tai |                                 |
| Recommended texts                   | Lectures prepared by professors                                                                                                      | Yes                             |
| websites                            |                                                                                                                                      |                                 |

| Groups                  | Appreciation                | Grades % | identification                                  |
|-------------------------|-----------------------------|----------|-------------------------------------------------|
| Success<br>٥٠-١٠٠ Group | privilege                   | ٩٠-١٠٠   | Outstanding performance                         |
|                         | very good                   | ٨٠-٨٩    | Above average with some errors                  |
|                         | good                        | ٧٠-٧٩    | Good work with some noticeable errors           |
|                         | middle                      | ٦٠-٦٩    | .Acceptable, but with major flaws               |
|                         | acceptable                  | ٥٠-٥٩    | .The work meets minimum standards               |
| Failure group<br>(٠-٤٩) | Sediment (under processing) | (٤٥-٤٩)  | More work is needed, but .appreciation is given |
|                         | Precipitate                 | (٠-٤٤)   | A large amount of work is required              |

## Study Material a description model

**Contemporary Contemporary Human Resource Management - ٢١**  
**Human Resource Management**

| Course Information |                                  |                                                                                                                          |
|--------------------|----------------------------------|--------------------------------------------------------------------------------------------------------------------------|
| Unit Title         | Modern Human Resource Management | Module Delivery                                                                                                          |
| Unit type          | essential                        | <input type="checkbox"/> My theory<br><input type="checkbox"/> Lecture<br><input checked="" type="checkbox"/> Laboratory |
| Unity symbol       | BA٢٢٠٢                           |                                                                                                                          |

|                                              |                                          |                             |                                                                                                                              |  |
|----------------------------------------------|------------------------------------------|-----------------------------|------------------------------------------------------------------------------------------------------------------------------|--|
| Credit hours according to ECTS the system    | ٧                                        |                             | Educational program <input type="checkbox"/><br><input checked="" type="checkbox"/> My work seminar <input type="checkbox"/> |  |
| Hour/Section (Study)                         | ١٧٥                                      |                             |                                                                                                                              |  |
| 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                | ١                                                                                                                            |  |

| 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<br>Unit  | nothing | semester |  |
| Common Requirements<br>Unit | nothing | semester |  |

### Learning and teaching strategies

|            |                                                                                                                                                                                                                                                                                                                                                    |
|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Strategies | <ul style="list-style-type: none"> <li>. Basics Concepts And he explained Interactive Lectures throw</li> <li>. Classroom Questions And he proposed Discussion•</li> <li>. With the material Related Applied and cases Exercises Solution•</li> <li>assignment when And the offers Reports Preparation Self Learning•</li> <li>Students</li> </ul> |
|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

### .The student's academic workload is calculated for ١٥ weeks

|                                                               |     |                                             |      |
|---------------------------------------------------------------|-----|---------------------------------------------|------|
| Regular academic workload for the student during the semester | ٧٨  | Student's regular weekly study load         | ٥,٢  |
| Irregular student workload during the semester                | ١١٢ | Irregular weekly study load for the student | ٧,٤٧ |
| The student's total academic workload during the semester     | ١٧٥ |                                             |      |

### Module Evaluation

#### Course Material Assessment

|  |             | Time/Number | (Weight) Marks | Week due   | Relevant learning outcomes |
|--|-------------|-------------|----------------|------------|----------------------------|
|  | Short tests | ٢           | ١٠%(٢٠)        | ٥,٨        | ٦-١                        |
|  | Tasks       | ١           | ٥%(٥)          | continuous | All outputs                |

|                    |                     |   |                  |            |             |
|--------------------|---------------------|---|------------------|------------|-------------|
|                    | Projects/Laboratory | ۲ | ۵۰٪(۵)           | continuous | All outputs |
|                    | a report            | ۱ | ۱۰٪(۱۰)          | ۱۲         | All outputs |
|                    | Midterm exam        | ۲ | ۱۰٪              | ۱۳         | ۸-۷         |
|                    | Final exam          | ۳ | ۳۵٪              | Week ۱۶    | All outputs |
| Overall assessment |                     |   | ۱۰۰٪ (۱۰۰ Marks) |            |             |

| Weekly theoretical curriculum |                                        |
|-------------------------------|----------------------------------------|
| Week                          | covered Materials                      |
| ۱ Week                        | Modern Trends ۱                        |
| ۲ Week                        | ۲ Strategic Human Resources Management |
| ۳ Week                        | ۳ Workforce planning                   |
| ۴ Week                        | ۴ Talent management                    |
| ۵ Week                        | ۵ Online recruitment                   |
| ۶ Week                        | ۶ Electronic selection                 |
| ۷ Week                        | ۷ e-training                           |
| ۸ Week                        | ۸ Review and test                      |
| ۹ Week                        | ۹ Performance Management               |
| ۱۰ Week                       | ۱۰ modern incentives                   |
| ۱۱ Week                       | ۱۱ Knowledge management                |
| ۱۲ Week                       | ۱۲ Diversity and Inclusion             |
| ۱۳ Week                       | ۱۳ artificial intelligence             |
| ۱۴ Week                       | ۱۴ Future of work                      |
| ۱۵ Week                       | ۱۵ Comprehensive review                |

| Weekly laboratory schedule |   |
|----------------------------|---|
| covered materials          |   |
| Week ١                     | - |
| Week ٢                     | - |
| Week ٣                     | - |
| Week ٤                     | - |
| weeks ٥                    | - |
| Week ٦                     | - |
| Week ٧                     | - |

| and learning teaching Resources for |                                                                  |                                    |
|-------------------------------------|------------------------------------------------------------------|------------------------------------|
|                                     | text                                                             | Is it available in the<br>?library |
| Required texts                      | Advanced Financial Management Book by Dr. Hamza Al-Zubaidi, ٢٠٢٣ |                                    |
| Recommended texts                   | Lectures prepared by professors                                  | Yes                                |
| websites                            |                                                                  |                                    |

| Groups                  | Appreciation                | Grades % | identification                                  |
|-------------------------|-----------------------------|----------|-------------------------------------------------|
| Success<br>٥٠-١٠٠ Group | privilege                   | ٩٠-١٠٠   | Outstanding performance                         |
|                         | very good                   | ٨٠-٨٩    | Above average with some errors                  |
|                         | good                        | ٧٠-٧٩    | Good work with some noticeable errors           |
|                         | middle                      | ٦٠-٦٩    | .Acceptable, but with major flaws               |
|                         | acceptable                  | ٥٠-٥٩    | .The work meets minimum standards               |
| Failure group<br>(٠-٤٩) | Sediment (under processing) | (٤٥-٤٩)  | More work is needed, but .appreciation is given |
|                         | Precipitate                 | (٠-٤٤)   | A large amount of work is required              |

## Study Material a description model

Organizational Behavior Organizational Behavior -٢٢

| Course Information |                                |                                    |
|--------------------|--------------------------------|------------------------------------|
| Unit Title         | <b>organizational behavior</b> | Module Delivery                    |
| Unit type          | essential                      | <input type="checkbox"/> My theory |

|                                              |                                          |                                  |                                                                                                                                                                                                                    |                          |
|----------------------------------------------|------------------------------------------|----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| Unity symbol                                 | BA٢٢.٣                                   |                                  | <input type="checkbox"/> Lecture<br><input checked="" type="checkbox"/> Laboratory<br>Educational program <input type="checkbox"/><br><input checked="" type="checkbox"/> My work seminar <input type="checkbox"/> |                          |
| Credit hours according to ECTS the system    | ٦                                        |                                  |                                                                                                                                                                                                                    |                          |
| Hour/Section (Study)                         | ١٥٠                                      |                                  |                                                                                                                                                                                                                    |                          |
| 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<br>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                                                                                                                                                                                                       | ١                        |

| 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<br>Unit  | nothing | semester |  |
| Common Requirements<br>Unit | nothing | semester |  |

### Learning and teaching strategies

|            |                                                                                                                                                                                                                                                                                                                                                    |
|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Strategies | <ul style="list-style-type: none"> <li>. Basics Concepts And he explained Interactive Lectures throw</li> <li>. Classroom Questions And he proposed Discussion•</li> <li>. With the material Related Applied and cases Exercises Solution•</li> <li>assignment when And the offers Reports Preparation Self Learning•</li> <li>Students</li> </ul> |
|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

### .The student's academic workload is calculated for ١٥ weeks

|                                                               |     |                                             |      |
|---------------------------------------------------------------|-----|---------------------------------------------|------|
| Regular academic workload for the student during the semester | ٤٨  | Student's regular weekly study load         | ٣,٢  |
| Irregular student workload during the semester                | ٧٧  | Irregular weekly study load for the student | ٥,١٣ |
| The student's total academic workload during the semester     | ١٥٠ |                                             |      |

### Module Evaluation

#### Course Material Assessment

|  |             | Time/Number | (Weight) Marks | Week due   | Relevant learning outcomes |
|--|-------------|-------------|----------------|------------|----------------------------|
|  | Short tests | ٢           | ١٠%(٢٠)        | ٥,٧        | ٦-١                        |
|  | Tasks       | ١           | ٥%(٥)          | continuous | All outputs                |

|                    |                     |   |                  |            |             |
|--------------------|---------------------|---|------------------|------------|-------------|
|                    | Projects/Laboratory | ۲ | ۵۰٪(۵)           | continuous | All outputs |
|                    | a report            | ۱ | ۱۰٪(۱۰)          | ۱۱         | All outputs |
|                    | Midterm exam        | ۲ | ۱۰٪              | ۱۴         | ۸-۷         |
|                    | Final exam          | ۳ | ۳۵٪              | Week ۱۶    | All outputs |
| Overall assessment |                     |   | ۱۰۰٪ (۱۰۰ Marks) |            |             |

| Weekly theoretical curriculum |                                          |
|-------------------------------|------------------------------------------|
| Week                          | covered Materials                        |
| ۱ Week                        | The concept of organizational behavior ۱ |
| ۲ Week                        | ۲ Personality                            |
| ۳ Week                        | ۳ perception                             |
| ۴ Week                        | ۴ Values and attitudes                   |
| ۵ Week                        | ۵ Motivation                             |
| ۶ Week                        | ۶ Job satisfaction                       |
| ۷ Week                        | ۷ Groups and work teams                  |
| ۸ Week                        | ۸ Review and test                        |
| ۹ Week                        | ۹ Contact                                |
| ۱۰ Week                       | ۱۰ Leadership                            |
| ۱۱ Week                       | ۱۱ Conflict                              |
| ۱۲ Week                       | ۱۲ organizational power                  |
| ۱۳ Week                       | ۱۳ Organizational culture                |
| ۱۴ Week                       | ۱۴ Organizational change                 |
| ۱۵ Week                       | ۱۵ Comprehensive review                  |

| Weekly laboratory schedule |   |
|----------------------------|---|
| covered materials          |   |
| Week ١                     | - |
| Week ٢                     | - |
| Week ٣                     | - |
| Week ٤                     | - |
| weeks ٥                    | - |
| Week ٦                     | - |
| Week ٧                     | - |

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

| Groups                  | Appreciation                | Grades % | identification                                  |
|-------------------------|-----------------------------|----------|-------------------------------------------------|
| Success<br>٥٠-١٠٠ Group | privilege                   | ٩٠-١٠٠   | Outstanding performance                         |
|                         | very good                   | ٨٠-٨٩    | Above average with some errors                  |
|                         | good                        | ٧٠-٧٩    | Good work with some noticeable errors           |
|                         | middle                      | ٦٠-٦٩    | .Acceptable, but with major flaws               |
|                         | acceptable                  | ٥٠-٥٩    | .The work meets minimum standards               |
| Failure group<br>(٠-٤٩) | Sediment (under processing) | (٤٥-٤٩)  | More work is needed, but .appreciation is given |
|                         | Precipitate                 | (٠-٤٤)   | A large amount of work is required              |

## Study Material a description model

Operations Research by QSB QSB Operations Research using -٢٣

| Course Information |                               |                                    |
|--------------------|-------------------------------|------------------------------------|
| Unit Title         | QSB Operations research using | Module Delivery                    |
| Unit type          | essential                     | <input type="checkbox"/> My theory |

|                                              |                                          |                         |                                                                                                                                                                                                                       |                          |
|----------------------------------------------|------------------------------------------|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| Unity symbol                                 | BA٢٢.٤                                   |                         | <input type="checkbox"/> Lecture<br><input checked="" type="checkbox"/> Laboratory<br>Educational program <input type="checkbox"/><br><input checked="" type="checkbox"/> My work<br>seminar <input type="checkbox"/> |                          |
| Credit hours according to ECTS the system    | ٦                                        |                         |                                                                                                                                                                                                                       |                          |
| Hour/Section (Study)                         | ١٥٠                                      |                         |                                                                                                                                                                                                                       |                          |
| 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                                                                                                                                                                                                          | ١                        |

| 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<br>Unit  | nothing | semester |  |
| Common Requirements<br>Unit | nothing | semester |  |

### Learning and teaching strategies

|            |                                                                                                                                                                                                                                                                                                                                                    |
|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Strategies | <ul style="list-style-type: none"> <li>. Basics Concepts And he explained Interactive Lectures throw</li> <li>. Classroom Questions And he proposed Discussion•</li> <li>. With the material Related Applied and cases Exercises Solution•</li> <li>assignment when And the offers Reports Preparation Self Learning•</li> <li>Students</li> </ul> |
|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

### .The student's academic workload is calculated for ١٥ weeks

|                                                               |     |                                             |      |
|---------------------------------------------------------------|-----|---------------------------------------------|------|
| Regular academic workload for the student during the semester | ٤٨  | Student's regular weekly study load         | ٣,٢  |
| Irregular student workload during the semester                | ٧٧  | Irregular weekly study load for the student | ٥,١٣ |
| The student's total academic workload during the semester     | ١٥٠ |                                             |      |

### Module Evaluation

#### Course Material Assessment

|  |             | Time/Number | (Weight) Marks | Week due   | Relevant learning outcomes |
|--|-------------|-------------|----------------|------------|----------------------------|
|  | Short tests | ٢           | ١٠%(٢٠)        | ٥,٧        | ٦-١                        |
|  | Tasks       | ١           | ٥%(٥)          | continuous | All outputs                |

|                    |                     |   |                  |            |             |
|--------------------|---------------------|---|------------------|------------|-------------|
|                    | Projects/Laboratory | ۲ | ۵۰٪(۵)           | continuous | All outputs |
|                    | a report            | ۱ | ۱۰٪(۱۰)          | ۱۱         | All outputs |
|                    | Midterm exam        | ۲ | ۱۰٪              | ۱۴         | ۸-۷         |
|                    | Final exam          | ۳ | ۳۵٪              | Week ۱۶    | All outputs |
| Overall assessment |                     |   | ۱۰۰٪ (۱۰۰ Marks) |            |             |

| Weekly theoretical curriculum |                                          |
|-------------------------------|------------------------------------------|
| Week                          | covered Materials                        |
| ۱ Week                        | Operations Research Concept ۱            |
| ۲ Week                        | ۲ Model building                         |
| ۳ Week                        | ۳ Linear programming                     |
| ۴ Week                        | ۴ graphical solution                     |
| ۵ Week                        | ۵ appQSB                                 |
| ۶ Week                        | ۶ Sensitivity analysis                   |
| ۷ Week                        | ۷ Linear programming problems            |
| ۸ Week                        | ۸ Review and test                        |
| ۹ Week                        | ۹ Transport model                        |
| ۱۰ Week                       | ۱۰ Allocation model                      |
| ۱۱ Week                       | ۱۱ Inventory Management                  |
| ۱۲ Week                       | ۱۲ waiting lines                         |
| ۱۳ Week                       | ۱۳ Administrative applications           |
| ۱۴ Week                       | ۱۴ ApplicationsQSB                       |
| ۱۵ Week                       | ۱۵ Comprehensive project and application |

| Weekly laboratory schedule |   |
|----------------------------|---|
| covered materials          |   |
| Week ١                     | - |
| Week ٢                     | - |
| Week ٣                     | - |
| Week ٤                     | - |
| weeks ٥                    | - |
| Week ٦                     | - |
| Week ٧                     | - |

| and learning teaching Resources for |                                                                                                                        |                                    |
|-------------------------------------|------------------------------------------------------------------------------------------------------------------------|------------------------------------|
|                                     | text                                                                                                                   | Is it available in the<br>?library |
| Required texts                      | Raed Al-Obaidi, Management of Financial and Banking<br>,Institutions, Dar Al-Ayyam Publishing and Distribution<br>٢٠١٨ |                                    |
| Recommended<br>texts                | Lectures prepared by professors                                                                                        | Yes                                |
| websites                            |                                                                                                                        |                                    |

| Groups                  | Appreciation                | Grades % | identification                                  |
|-------------------------|-----------------------------|----------|-------------------------------------------------|
| Success<br>٥٠-١٠٠ Group | privilege                   | ٩٠-١٠٠   | Outstanding performance                         |
|                         | very good                   | ٨٠-٨٩    | Above average with some errors                  |
|                         | good                        | ٧٠-٧٩    | Good work with some noticeable errors           |
|                         | middle                      | ٦٠-٦٩    | .Acceptable, but with major flaws               |
|                         | acceptable                  | ٥٠-٥٩    | .The work meets minimum standards               |
| Failure group<br>(٠-٤٩) | Sediment (under processing) | (٤٥-٤٩)  | More work is needed, but .appreciation is given |
|                         | Precipitate                 | (٠-٤٤)   | A large amount of work is required              |

## Study Material a description model

Logistics Management      Logistics Management -٢٤

| Course Information |                      |                                                                                                                          |
|--------------------|----------------------|--------------------------------------------------------------------------------------------------------------------------|
| Unit Title         | Logistics Management | Module Delivery                                                                                                          |
| Unit type          | essential            | <input type="checkbox"/> My theory<br><input type="checkbox"/> Lecture<br><input checked="" type="checkbox"/> Laboratory |
| Unity symbol       | BF٢٢٠٥               |                                                                                                                          |

|                                              |                                          |                             |                                                                                                                                            |  |
|----------------------------------------------|------------------------------------------|-----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|--|
| Credit hours according to ECTS the system    | ٢                                        |                             | <input checked="" type="checkbox"/> Educational program<br><input checked="" type="checkbox"/> My work seminar<br><input type="checkbox"/> |  |
| Hour/Section (Study)                         | ٥٠                                       |                             |                                                                                                                                            |  |
| 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                | ١                                                                                                                                          |  |

| 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<br>Unit | nothing | semester |  |
|-----------------------------|---------|----------|--|

### Learning and teaching strategies

|            |                                                                                                                                                                                                                                                                                                                                                    |
|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Strategies | <ul style="list-style-type: none"> <li>. Basics Concepts And he explained Interactive Lectures throw</li> <li>. Classroom Questions And he proposed Discussion•</li> <li>. With the material Related Applied and cases Exercises Solution•</li> <li>assignment when And the offers Reports Preparation Self Learning•</li> <li>Students</li> </ul> |
|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

### .The student's academic workload is calculated for ١٥ weeks

|                                                               |    |                                             |      |
|---------------------------------------------------------------|----|---------------------------------------------|------|
| Regular academic workload for the student during the semester | ٣٣ | Student's regular weekly study load         | ٢,٢  |
| Irregular student workload during the semester                | ٥٢ | Irregular weekly study load for the student | ٣,٤٧ |
| The student's total academic workload during the semester     | ٥٥ |                                             |      |

### Module Evaluation

#### Course Material Assessment

|  |             | Time/Number | (Weight) Marks | Week due | Relevant learning outcomes |
|--|-------------|-------------|----------------|----------|----------------------------|
|  | Short tests | ٢           | ١٠%(٢٠)        | ١,٢,٦    | Specific curriculum        |
|  | Tasks       | ٢           | ٥%(١٠)         | ٥,١٠     | Specific curriculum        |
|  |             |             |                |          |                            |
|  | a report    | ٢           | ١٠%(١٠)        |          | All outputs                |

|                    |              |   |                  |         |             |
|--------------------|--------------|---|------------------|---------|-------------|
|                    | Midterm exam | ۲ | ۱۰٪              |         | All outputs |
|                    | Final exam   | ۳ | ٪۵۰              | Week ۱۶ | All outputs |
| Overall assessment |              |   | ۱۰۰٪ (۱۰۰ Marks) |         |             |

| Weekly theoretical curriculum |                                |
|-------------------------------|--------------------------------|
| Week                          | covered Materials              |
| ۱ Week                        | Logistics Management Concept ۱ |
| ۲ Week                        | ۲ Equipment chain              |
| ۳ Week                        | ۳ Purchases                    |
| ۴ Week                        | ۴ Inventory Management         |
| ۵ Week                        | ۵ Transportation               |
| ۶ Week                        | ۶ Storage                      |
| ۷ Week                        | ۷ distribution                 |
| ۸ Week                        | ۸ Review and test              |
| ۹ Week                        | ۹ Logistics                    |
| ۱۰ Week                       | ۱۰ International Logistics     |
| ۱۱ Week                       | ۱۱ reverse logistics           |
| ۱۲ Week                       | ۱۲ Logistics technology        |
| ۱۳ Week                       | ۱۳ Cost reduction              |
| ۱۴ Week                       | ۱۴ Performance improvement     |
| ۱۵ Week                       | ۱۵ Comprehensive review        |

| Weekly laboratory schedule |
|----------------------------|
| covered materials          |

|         |   |
|---------|---|
| Week ١  | - |
| Week ٢  | - |
| Week ٣  | - |
| Week ٤  | - |
| weeks ٥ | - |
| Week ٦  | - |
| Week ٧  | - |

| and learning teaching Resources for |      |                                    |
|-------------------------------------|------|------------------------------------|
|                                     | text | Is it available in the<br>?library |
| Required texts                      |      | Yes                                |
| Recommended<br>texts                |      |                                    |
| websites                            |      |                                    |

| Groups                  | Appreciation                | Grades % | identification                                  |
|-------------------------|-----------------------------|----------|-------------------------------------------------|
| Success<br>٥٠-١٠٠ Group | privilege                   | ٩٠-١٠٠   | Outstanding performance                         |
|                         | very good                   | ٨٠-٨٩    | Above average with some errors                  |
|                         | good                        | ٧٠-٧٩    | Good work with some noticeable errors           |
|                         | middle                      | ٦٠-٦٩    | .Acceptable, but with major flaws               |
|                         | acceptable                  | ٥٠-٥٩    | .The work meets minimum standards               |
| Failure group<br>(٠-٤٩) | Sediment (under processing) | (٤٥-٤٩)  | More work is needed, but .appreciation is given |
|                         | Precipitate                 | (٠-٤٤)   | A large amount of work is required              |

## Study Material a description model

Arabic Arabic language -٢٥

| Course Information |        |                                    |
|--------------------|--------|------------------------------------|
| Unit Title         | Arabic | Module Delivery                    |
| Unit type          | Sanda  | <input type="checkbox"/> My theory |

|                                              |                                          |                         |                                                                                                                                                                                                                               |                          |
|----------------------------------------------|------------------------------------------|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| Unity symbol                                 | UNI-٢٢.٦                                 |                         | <input type="checkbox"/> Lecture<br><input checked="" type="checkbox"/> Laboratory<br><input checked="" type="checkbox"/> Educational program<br><input checked="" type="checkbox"/> My work seminar <input type="checkbox"/> |                          |
| Credit hours according to ECTS the system    | ٢                                        |                         |                                                                                                                                                                                                                               |                          |
| Hour/Section (Study)                         | ٥٠                                       |                         |                                                                                                                                                                                                                               |                          |
| 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                                                                                                                                                                                                                  | ١                        |

| 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<br>. write reports and research properly                                            |
| Learning outcomes for the subject                                        | . Applying grammatical rules●<br>. Detecting and correcting errors●<br>. Report writing●<br>. Summarize and paraphrase●<br>. Preparing academic correspondence● |
| Guideline Contents                                                       | ,Rules, styles, grammar and morphology, punctuation, linguistic errors<br>. academic writing, reports, summarizing, quoting and paraphrasing                    |
| Relationship with other study subjects                                   |                                                                                                                                                                 |

|                             |         |          |  |
|-----------------------------|---------|----------|--|
| Basic Requirements<br>Unit  | nothing | semester |  |
| Common Requirements<br>Unit | nothing | semester |  |

### Learning and teaching strategies

|            |                                                                                                                                                                                                                                                                                                                                                    |
|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Strategies | <ul style="list-style-type: none"> <li>. Basics Concepts And he explained Interactive Lectures throw</li> <li>. Classroom Questions And he proposed Discussion•</li> <li>. With the material Related Applied and cases Exercises Solution•</li> <li>assignment when And the offers Reports Preparation Self Learning•</li> <li>Students</li> </ul> |
|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

### .The student's academic workload is calculated for ١٥ weeks

|                                                               |    |                                             |     |
|---------------------------------------------------------------|----|---------------------------------------------|-----|
| Regular academic workload for the student during the semester | ٣٣ | Student's regular weekly study load         | ٢,٢ |
| Irregular student workload during the semester                | ٢٧ | Irregular weekly study load for the student | ١,٨ |
| The student's total academic workload during the semester     | ٥٠ |                                             |     |

### Module Evaluation

#### Course Material Assessment

|  |             | Time/Number | (Weight) Marks | Week due | Relevant learning outcomes |
|--|-------------|-------------|----------------|----------|----------------------------|
|  | Short tests | ٢           | ١٠%(٢٠)        | ١,٢,٦    | Specific curriculum        |
|  | Tasks       | ٢           | ٥%(١٠)         | ٥,١٠     | Specific curriculum        |

|                    |              |   |                  |         |             |
|--------------------|--------------|---|------------------|---------|-------------|
|                    |              |   |                  |         |             |
|                    | a report     | ١ | ١٠٪(١٠)          | ١١      | Rules       |
|                    | Midterm exam | ١ | ١٠٪              | ١٣      | All outputs |
|                    | Final exam   | ٣ | ٪٥٠              | Week ١٦ | All outputs |
| Overall assessment |              |   | ١٠٠٪ (١٠٠ Marks) |         |             |

| Weekly theoretical curriculum |                         |
|-------------------------------|-------------------------|
| Week                          | covered Materials       |
| ١ Week                        | Rules Review ١          |
| ٢ Week                        | ٢ linguistic methods    |
| ٣ Week                        | ٣ Grammar               |
| ٤ Week                        | ٤ Disbursement          |
| ٥ Week                        | ٥ punctuation marks     |
| ٦ Week                        | ٦ Common mistakes       |
| ٧ Week                        | ٧ Academic writing      |
| ٨ Week                        | ٨ Review and test       |
| ٩ Week                        | ٩ Report writing        |
| ١٠ Week                       | ١٠ Summary              |
| ١١ Week                       | ١١ Rewriting            |
| ١٢ Week                       | ١٢ Quote                |
| ١٣ Week                       | ١٣ Correspondence       |
| ١٤ Week                       | ١٤ Linguistic editing   |
| ١٥ Week                       | ١٥ Comprehensive review |

| Weekly laboratory schedule |   |
|----------------------------|---|
| covered materials          |   |
| Week ١                     | - |
| Week ٢                     | - |
| Week ٣                     | - |
| Week ٤                     | - |
| weeks ٥                    | - |
| Week ٦                     | - |
| Week ٧                     | - |

| and learning teaching Resources for |      |                                    |
|-------------------------------------|------|------------------------------------|
|                                     | text | Is it available in the<br>?library |
| Required texts                      |      | Yes                                |
| Recommended<br>texts                |      |                                    |
| websites                            |      |                                    |

| Groups                  | Appreciation                | Grades % | identification                                  |
|-------------------------|-----------------------------|----------|-------------------------------------------------|
| Success<br>٥٠-١٠٠ Group | privilege                   | ٩٠-١٠٠   | Outstanding performance                         |
|                         | very good                   | ٨٠-٨٩    | Above average with some errors                  |
|                         | good                        | ٧٠-٧٩    | Good work with some noticeable errors           |
|                         | middle                      | ٦٠-٦٩    | .Acceptable, but with major flaws               |
|                         | acceptable                  | ٥٠-٥٩    | .The work meets minimum standards               |
| Failure group<br>(٠-٤٩) | Sediment (under processing) | (٤٥-٤٩)  | More work is needed, but .appreciation is given |
|                         | Precipitate                 | (٠-٤٤)   | A large amount of work is required              |

## Study Material a description model

### English Language - ٢٦

| Course Information                        |                  |                         |                                                                                                                                                                                                                                                                                                                           |                          |
|-------------------------------------------|------------------|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| Unit Title                                | English language |                         | Module Delivery                                                                                                                                                                                                                                                                                                           |                          |
| Unit type                                 | Sanda            |                         | <div><input type="checkbox"/> My theory</div> <div><input type="checkbox"/> Lecture</div> <div><input checked="" type="checkbox"/> Laboratory</div> <div><input checked="" type="checkbox"/> Educational program</div> <div><input checked="" type="checkbox"/> My work seminar</div> <div><input type="checkbox"/></div> |                          |
| Unity symbol                              | UNI-٢٢٠٧         |                         |                                                                                                                                                                                                                                                                                                                           |                          |
| Credit hours according to ECTS the system | ٢                |                         |                                                                                                                                                                                                                                                                                                                           |                          |
| Hour/Section (Study)                      | ٥٠               |                         |                                                                                                                                                                                                                                                                                                                           |                          |
| Unit level                                |                  | 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                | ١        |

| 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<br>. Classroom Questions And he proposed Discussion•<br>. With the material Related Applied and cases Exercises Solution•<br>assignment when And the offers Reports Preparation Self Learning•<br>Students |

| .The student's academic workload is calculated for ١٥ weeks   |    |                                             |     |
|---------------------------------------------------------------|----|---------------------------------------------|-----|
| Regular academic workload for the student during the semester | ٣٣ | Student's regular weekly study load         | ٢,٢ |
| Irregular student workload during the semester                | ٢٧ | Irregular weekly study load for the student | ١,٨ |
| The student's total academic workload during the semester     | ٥٠ |                                             |     |

| Module Evaluation          |              |             |                  |          |                            |
|----------------------------|--------------|-------------|------------------|----------|----------------------------|
| Course Material Assessment |              |             |                  |          |                            |
|                            |              | Time/Number | (Weight) Marks   | Week due | Relevant learning outcomes |
|                            | Short tests  | ٢           | ١٠%(٢٠)          | ١,٢,٦    | Specific curriculum        |
|                            | Tasks        | ٢           | ٥%(١٠)           | ٥,١٠     | Specific curriculum        |
|                            |              |             |                  |          |                            |
|                            | a report     | ١           | ١٠%(١٠)          | ١١       | Rules                      |
|                            | Midterm exam | ١           | ١٠%              | ١٣       | All outputs                |
|                            | Final exam   | ٣           | %٥٠              | Week ١٦  | All outputs                |
| Overall assessment         |              |             | ١٠٠% (١٠٠ Marks) |          |                            |

| Weekly theoretical curriculum |                       |
|-------------------------------|-----------------------|
| Week                          | covered Materials     |
| ١ Week                        | ١ Business Vocabulary |
| ٢ Week                        | ٢ Management Terms    |

|         |                               |
|---------|-------------------------------|
| ۳ Week  | ۳ Marketing Terms             |
| ۴ Week  | ۴ Human Resources             |
| ۵ Week  | ۵ Business Communication      |
| ۶ Week  | ۶ Business Correspondence     |
| ۷ Week  | ۷ Business Reading            |
| ۸ Week  | ۸ Review and test             |
| ۹ Week  | ۹ Business Reports            |
| ۱۰ Week | ۱۰ Presentations              |
| ۱۱ Week | ۱۱ Negotiation                |
| ۱۲ Week | ۱۲ Entrepreneurship           |
| ۱۳ Week | ۱۳ Business Articles          |
| ۱۴ Week | ۱۴ Professional Communication |
| ۱۵ Week | ۱۵ Comprehensive review       |

| Weekly laboratory schedule |   |
|----------------------------|---|
| covered materials          |   |
| Week ۱                     | - |
| Week ۲                     | - |
| Week ۳                     | - |
| Week ۴                     | - |
| weeks ۵                    | - |
| Week ۶                     | - |

|        |   |
|--------|---|
| Week ٧ | - |
|--------|---|

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

| Groups                  | Appreciation               | Grades % | identification                                  |
|-------------------------|----------------------------|----------|-------------------------------------------------|
| Success<br>٥٠-١٠٠ Group | privilege                  | ٩٠-١٠٠   | Outstanding performance                         |
|                         | very good                  | ٨٠-٨٩    | Above average with some errors                  |
|                         | good                       | ٧٠-٧٩    | Good work with some noticeable errors           |
|                         | middle                     | ٦٠-٦٩    | .Acceptable, but with major flaws               |
|                         | acceptable                 | ٥٠-٥٩    | .The work meets minimum standards               |
| Failure group<br>(٠-٤٩) | Sediment (under processing | (٤٥-٤٩)  | More work is needed, but .appreciation is given |
|                         | Precipitate                | (٠-٤٤)   | A large amount of work is required              |