Ministry of Higher Education and Scientific Research
Scientific Supervision and Scientific Evaluation Apparatus
Directorate of Quality Assurance and Academic Accreditation
Accreditation Department

Academic Program and Course Description Guide

Business Administration Department

Academic Program Description Form

University NameAl-Mamoun University College
Faculty/Institute: Al-Mamoun University College
Scientific Department: Business Administration Department
Academic or Professional Program Name: Business Administration Department
Final Certificate Name: Bachelor's degree in Business Administration
Academic System: Course system
Description Preparation Date: 6-3-2024
File Completion Date:6-3-2024

Signature:
Head of Department Name:
Shahad Naser
Date: 6/3/2024

Signature:
Scientific Associate Name:
Ali Gassan
Date: 14/4/2024

The file is checked by: Mohannad Emad
Department of Quality Assurance and University Performance
Director of the Quality Assurance and University Performance Department:
Date: 14/4/2024

Signature:

Approval of the Dean

1. **Program Vision**
The excellence and leadership of administrative knowledge and its adoption of a distinguished supreme value for the development of business sectors

2. **Program Mission**
Academic advancement to reach the edges of science and compatibility with the environment to achieve competitive advantage in the education and business sectors.

3. Program Objectives

The department seeks to create highly qualified administrative cadres that enhance the chances of success in the Iraqi business environment in a way that achieves leadership in it, relying on the core capabilities of the department and providing quality academic programs that are in line with the business environment and its rapid and continuous changes. Therefore, the department aims to the following:
1. Preparing graduates who hold a bachelor's degree with a high capacity for efficiency and effectiveness in the field of business administration to meet the requirements and needs of the Iraqi labor market.
2. Developing and improving the creative thinking skills of students of the Department of Business Administration in order to help them deal in a scientific manner in making administrative decisions to confront business problems.
3-The department always works to attract intellectual capital (from faculty members) with competence and scientific specialization in the field of business administration.
4-Encouraging the teaching staff to conduct research in the field of specializatio

4. Program Accreditation

Iraqi University/College of Administration and Economics/Department of Business Administration

5. Other external influences

Practical research, library, World Wide Web, department library

6. Program Structure

Program Structure	Number of Courses	Credit hours	Percentage	Reviews*
Institution Requirements	**8**	**20**	**33**	
College Requirements	**15**	**48**	**27**	
Department Requirements	**25**	**125**	**78**	
Summer Training	available	available	available	
Other				

* This can include notes whether the course is basic or optional.

7. Program Description

Year/Level	Course Code	Course Name	Credit Hours	
			theoretic	practical
The first stage	3103BA	Principles of business administration (2)	2	
	3101BA	Principles of Economics (2)	3	
	3102BA	Accounting principles(2)	3	
	3104BA	Computer (2Microsoft) Office	2	1
	3105BA	Statistics for business administration	3	
	3106BA	Rights and freedoms	2	
	3107BA	Business correspondence E	2	
The second stage	3201BA	Market research	2	
	3202BA	Intellectual capital management organizational behavior	2	
	3203BA	Intermediate Accounting(2)	3	
	3205BA	E-Commerce Supply management	2	
	3206BA	Supply management	2	
	3207BA	office administrative applications using computers (E) Microsoft Excel	2	1
The Third stage	3301BA	Financial Management (2)	3	
	3302BA	Strategic thinking	2	
	3303BA	Insurance management	3	
	3304BA	Cost Accounting (2)	2	
	3305BA	Quantitative applications for business management	2	1
	3306BA	Project management applications	2	
	3308BA	Feasibility studies	2	
The For stage	3401BA	Quality Management	3	
	3402BA	Investment portfolio management	3	
	3403BA	knowledge management	3	
	3404BA	Negotiation management	2	
	3405BA	Corporate governance	2	
	3407BA	Graduation research project	1	

8. Expected learning outcomes of the program

Knowledge	
Since the beginning of the academic year, the department has followed a specific policy at all levels that enhances the student's loyalty and love for the business administration major, as it is one of the important specializations currently and in the future in the local and international business environment, and the importance of this specialization in the activities of the private sector and various state institutions, which leads to the creation of solid emotional values. The student has a personal desire for the importance of scientific specialization and belonging to this department and is completely satisfied with his decision to choose. **C-1. Enhance loyalty** **C-2. Enhancing self-desire for the importance of scientific specialization** **C-3. Confirming the student's complete satisfaction with his decision to choose this specialization**	Learning Outcomes Statement 1

C-4. Developing students' emotional intelligence in order to deal with others.	
Skills	
Teaching the student to develop and develop creative and innovative thinking skills in the field of specialization.	Teaching students the skill of writing research and reports.
1. Continuous guidance of students by the professor during the daily lecture 2. Open discussions between students and professors. 3. Courses to teach students how to fill out the C.V. form 4. Computer driving courses with international certification. 5. Summer training in governmental and private departments. 6. Teaching the student to acquire skills in language, information systems, and studies.	Continuous observation of the student by the professor and continuous interviews and meetings of the student with the professor
Ethics	
The student is assessed on acquiring training skills through preparing scientific research for training activities.	Student interaction with the lecture
Giving incentive rewards (grades) to students to encourage them to excel.	Continuous observation of the student by the professor and continuous interviews and meetings of the student with the professor

9. Teaching and Learning Strategies

1. Continuous guidance of students by the professor during the daily lecture
2. Open discussions between students and professors.
3. Courses to teach students to fill out the C.V. form
4. Computer driving courses with international certification.
5. Summer training in governmental and private departments.
6. Teaching the student to acquire skills in language, information systems, and studies

10. Evaluation methods

1. Continuous observation of the student by the professor
2. Continuous interviews and meetings of the student with the professor
3. Student interaction with the lecture
4. Giving incentive rewards (grades) to students to encourage them to excel.
5. The student is assessed on acquiring training skills through preparing scientific research for training activities.

11.Faculty

Faculty Members

Academic Rank	Specialization		Special Requirements /Skills (if applicable)		Number of the teaching staff	
	General	Special			Staff	Lecturer
Dr. Fadel Hamad Salman	General Administration	Human resources			1	
D. Moayad Abdel Karim Shaker	business management	Human resources			1	
M. Dr. Imad Khalil Ismail	business management	Production and operations management			1	
H.A. Sahira Mohammed Hassan	Business Management	Marketing Management			1	
M. Shahad Naseer Saadi Hassan	business management	insurance			1	
M. More Mazen Mounir	business management	business management			1	
D.M. Iman Fawzi Kazem	business management	business management			1	
M. M. Nahla Qasim Muhammad		General Administration			1	
M. Alaa Muhammad Ali's tweet	Business Management	Business Management			1	
. Dr. Ahmed Taher Kazem	Business Management	Accounting philosophy			1	

Professional Development

Mentoring new faculty members

Creating a comprehensive database for faculty members and employees and updating it according to developments. Developing the functional skills of all college employees and proposing appropriate courses and workshops. Determine the college's needs and directions in research fields.

Professional development of faculty members

• Encouraging the faculty member to achieve the highest levels of quality in performance, which increases his ability to achieve national standards in the educational process.
• Spreading the principle of cooperative education, continuing education, and lifelong learning among faculty members, which plays a major role in the success of achieving the goals of professional development programs.
• Make the faculty member feel satisfied with his work, develop his sense of the greatness of the

responsibility placed on him, and determine the extent of his ability to fulfill his responsibilities in an atmosphere of satisfaction and professional commitment.
• Developing the faculty member's skills in the field of student evaluation, and relying on effective alternatives in that regard.
• Developing the faculty member's skills in relying on modern technology and innovating new alternatives in learning.

12. **Acceptance Criterion**

Graduates of the scientific and literary stream (applied + literary + scientific) according to the electronic portal launched by the Ministry of Higher Education

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

1. The sectoral body for deans of faculties of administration and economics
2. Corresponding international and Arab universities.
3. International Information Network (Internet).
4. Accreditation Program for Management Departments (AACSB)

14. Program Development Plan

Preparing competitive administrative and entrepreneurial cadres with a level of knowledge in the world of finance and business. Providing high-quality academic and professional programs. Conducting distinguished and influential research in the fields of finance and business. Effective contribution to community service by building community partnerships and meeting the requirements of the business sector.

Program Skills Outline

Year/Level	Course Code	Course Name	Basic or optional	Required program Le						
				Knowledge				Skills		
				A1	A2	A3	A4	B1	B2	B3
The first stage	3103BA	Principles of business administration (2)	Basic	√		√		√		√
	3101BA	Principles of Economics (2)	Basic		√	√		√	√	
	3102BA	Accounting principles(2)	Basic	√	√			√	√	
	3104BA	Computer (2Microsoft) Office	Basic	√			√	√		√
	3105BA	Statistics for business administration	Basic	√		√		√	√	
	3106BA	Rights and freedoms	Basic	√			√	√	√	√
	3107BA	Business correspondence E	Basic	√	√				√	
The second stage	**3201BA**	Market research	Basic	√		√	√		√	√
	3202BA	Intellectual capital management organizational behavior	Basic	√		√	√	√		√
	3203BA	Intermediate Accounting(2)	Basic			√	√		√	
	3205BA	E-Commerce Supply management	Basic	√	√	√	√	√	√	
	3206BA	Supply management	Basic	√			√	√		
	3207BA	office administrative applications using computers (E) Microsoft Excel	Basic	√		√	√	√		√
	3201BA	Market research	Basic		√		√		√	√
The third stage	**3301BA**	Financial Management (2)	Basic	√			√	√		√
	3302BA	Strategic thinking	Basic	√	√		√	√	√	
	3303BA	Insurance management	Basic	√	√		√	√		√
	3304BA	Cost Accounting (2)	Basic	√		√		√	√	
	3305BA	Quantitative applications for business management	Basic	√	√		√	√		√
	3306BA	Project management applications	Basic	√	√	√			√	
	3308BA	Feasibility studies	Basic	√	√		√		√	
The for stage	**3401BA**	Quality Management	Basic	√		√		√	√	
	3402BA	Investment portfolio management	Basic	√	√		√	√		√
	3403BA	knowledge management	Basic	√	√	√			√	
	3404BA	Negotiation management	Basic	√	√		√		√	
	3405BA	Corporate governance	Basic	√		√		√	√	

Course Description Form

Course Name:
Principles of Economics
Course Code:
BA3107
1. Semester / Year:
(second /First)
Description Preparation Date:
My presence
2. Available Attendance Forms:
2023-2-24
3. Number of Credit Hours (Total) / Number of Units (Total) :
30_ Mint
4. Course administrator's name (mention all, if more than one name)
Name: Wael Khudair Abbas **Email: waelhhhh1980@gmail.com**
5. Course Objectives

Course Objectives	1- Enabling the student to become familiar with the basic concepts of microeconomics. 2- Qualifying the student to be able to understand microeconomics and utility theories. 3- Providing the student with the necessary skills to analyze and distinguish between supply and demand. 4- Providing the student with the necessary skills to deal with the basic functions of microeconomics and the economic problem.
6. Teaching and Learning Strategies	
Strategy	D1 - Discussions and dialogues in the classroom. D2 - Using the blackboard to illustrate drawings and shapes and solve mathematical exercises in the classroom. D3 - Brainstorming. D4 - Mention and explain the success and failure of some international companies and organizations. D5 - Using the Internet to collect information about the principles economics.

7. Course Structure

Week	Hours	Required	Unit or subject name	Learning method	Evaluation method

		Learning Outcomes			
1	2		Knowledge of basic concepts economics	General concepts in economics	Coz Homework
2	2		The three economic questior and the economic problem	General concepts in economics	Coz Homework
3	2		Microeconomics and econor theory	General concepts in economics	Coz Homework
4	2		Concept of demand, law of demand, demand function, demand schedule and deman curve	the demand	Coz Homework
5	2		Factors affecting demand Change in demand Elasticity demand	the demand	Coz Homework
6	2		Demand Theories Consumer Equilibrium Budget Line	the demand	Coz Homework
7	2		The concept of supply, the la of supply, the supply schedu and the supply curve	Supply	Coz Homework
8	2		Factors affecting supply, elasticity of supply	Supply	Coz
9	2		Change in supply, market equilibrium	Supply	Homework
10	2		Production theory, stages of production development	Production theory	Coz
11	2		Cost theory, average costs ar marginal costs	Cost theory	Homework
12	2		Market forms	Market forn	Coz

8. Course Evaluation

Distributing the score out of 100 according to the tasks assigned to the student such as daily preparation, daily oral, monthly, or written exams, reports .... etc

9. Learning and Teaching Resources

Required textbooks (curricular books, if any)	1- Principles of Economics book by Dr. Jamal Daoud Salman 2- Microeconomics. James Gwartney
Main references (sources)	1-Financial management by Dr. Muhammad Ali Ibrahim 2- Financial management between theory a practice by Dr. Adn
Recommended books and references (scientific journals, reports...)	
Electronic References, Websites	

Course Description Form

Course Name: Principles of Economics	
The computer	
Course Code	
BA3107	
10. Semester / Year:	
(second /First)	
Description Preparation Date:	
My presence	
11. Available Attendance Forms:	
2023-2-24	
12. Number of Credit Hours (Total) / Number of Units (Total) :	
8	
13. Course administrator's name (mention all, if more than one name)	
Name: jumaajaread Thamer **Email: jumaajaread@gmail.com**	
14. Course Objectives	
Course Objectives	1- Enabling the student to become familiar with the basic concepts of microeconomics. 2- Qualifying the student to be able to understand microeconomics and utility theories. 3- Providing the student with the necessary skills to analyze and distinguish between supply and demand. 4- Providing the student with the necessary skills to deal with the basic functions of microeconomics and the economic problem.
15. Teaching and Learning Strategies	
Strategy	D1 - Discussions and dialogues in the classroom. D2 - Using the blackboard to illustrate drawings and shapes and solve mathematical exercises in the classroom. D3 - Brainstorming. D4 - Mention and explain the success and failure of some international companies and organizations. D5 - Using the Internet to collect information about the principles economics.

16. Course Structure

Week	Hours	Required Learning	Unit or subject name	Learning method	Evaluation method

		Outcomes			
1	2		Introduction computer principles	Giving lectures	Coz Homework
2	2		Computer basics and compu generations	Giving lectures	Coz Homework
3	2		Microeconomics and econor theory	Giving lectures	Coz Homework
4	2		Concept of demand, law of demand, demand function, demand schedule and demar curve	Giving lectures	Coz Homework
5	2		Factors affecting demand Change in demand Elasticity demand	the demand	Coz Homework
6	2		Demand Theories Consumer Equilibrium Budget Line	the demand	Coz Homework
7	2		The concept of supply, the la of supply, the supply schedu and the supply curve	Supply	Coz Homework
8	2		Factors affecting supply, elasticity of supply	Supply	Coz
9	2		Change in supply, market equilibrium	Supply	Homework
10	2		Production theory, stages of production development	Production theory	Coz
11	2		Cost theory, average costs ar marginal costs	Cost theory	Homework
12	2		Market forms	Market forn	Coz

17.Course Evaluation

Distributing the score out of 100 according to the tasks assigned to the student such as daily preparation, daily oral, monthly, or written exams, reports .... etc

18.Learning and Teaching Resources

Required textbooks (curricular books, if any)	2- Principles of Economics book by Dr. Jamal Daoud Salman 2- Microeconomics. James Gwartney
Main references (sources)	1-Financial management by Dr. Muhammad Ali Ibrahim 2- Financial management between theory a practice by Dr. Adn
Recommended books and references (scientific journals, reports...)	
Electronic References, Websites	

Course Description Form

Course Name: Principles of Economics
Principles of mathematics
Course Code
BA3107
19. **Semester / Year:**
(second /First)
Description Preparation Date:
My presence
20. **Available Attendance Forms:**
2023-2-24
21. **Number of Credit Hours (Total) / Number of Units (Total) :**
8
22. Course administrator's name (mention all, if more than one name)
Name: jumaa jaread Thamer **Email: jumaajaread@gmail.com**
23. Course Objectives

Course Objectives	1- Enabling the student to become familiar with the basic concepts of microeconomics. 2- Qualifying the student to be able to understand microeconomics and utility theories. 3- Providing the student with the necessary skills to analyze and distinguish between supply and demand. 4- Providing the student with the necessary skills to deal with the basic functions of microeconomics and the economic problem.

24. Teaching and Learning Strategies

Strategy	D1 - Discussions and dialogues in the classroom. D2 - Using the blackboard to illustrate drawings and shapes and solve mathematical exercises in the classroom. D3 - Brainstorming. D4 - Mention and explain the success and failure of some international companies and organizations. D5 - Using the Internet to collect information about the principles economics.

25. Course Structure

Week	Hours	Required Learn	Unit or subject name	Learning method	Evaluation method

		ing Outcomes			
1	2		Operations on groups	Giving lectures	Coz Homework
2	2		Add and subtract groups	Giving lectures	Coz Homework
3	2		Microeconomics and econor theory	Giving lectures	Coz Homework
4	2		Concept of demand, law of demand, demand function, demand schedule and demar curve	Giving lectures	Coz Homework
5	2		Factors affecting demand Change in demand Elasticity demand	the demand	Coz Homework
6	2		Demand Theories Consumer Equilibrium Budget Line	the demand	Coz Homework
7	2		The concept of supply, the la of supply, the supply schedu and the supply curve	Supply	Coz Homework
8	2		Factors affecting supply, elasticity of supply	Supply	Coz
9	2		Change in supply, market equilibrium	Supply	Homework
10	2		Production theory, stages of production development	Production theory	Coz
11	2		Cost theory, average costs ar marginal costs	Cost theory	Homework
12	2		Market forms	Market forn	Coz

26.Course Evaluation

Distributing the score out of 100 according to the tasks assigned to the student such as daily preparation, daily oral, monthly, or written exams, reports .... etc

27.Learning and Teaching Resources

Required textbooks (curricular books, if any)	3- Principles of Economics book by Dr. Jamal Daoud Salman 2- Microeconomics. James Gwartney
Main references (sources)	1-Financial management by Dr. Muhammad Ali Ibrahim 2- Financial management between theory & practice by Dr. Adn
Recommended books and references (scientific journals, reports...)	
Electronic References, Websites	

Course Description Form

1. Course Name:
Principles of financial accounting
2. Course Code:
Principles of financial accounting
3. Semester / Year:
First semester 2023-2024
4. Description Preparation Date:
٢٠٢٣/١٢/٣٠
5. Available Attendance Forms:
presence
6. Number of Credit Hours (Total) / Number of Units (Total)
12 hours
7. Course administrator's name (mention all, if more than one name)
Name: Israa Muhannad Abdel Malik **Email: israa.m.abdulmelek@almamonuc.edu.iq**
8. Course Objectives

Course Objectives	**• Enable the student to recognize the basic concepts of the scientific subject** **• Preparing the student to understand foundations of recording financial transactions**

9. Teaching and Learning Strategies	
Strategy	1. Giving lectures 2. Giving incentive rewards (grades) to students to encourage them to excel 3. Continuous observation of the student by the professor 4. Open discussions 5. Style of dialogues inside the hall 6. Solve illustrative examples in the hall

10. Course Structure

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1	3	Know the basic concepts of financial accounting	Introduction to accounting Finance	Giving lectures	Exams Daily, monthly and quarterly

2	3	Registration methods Accounting according to Constraint theo Single and doubl	Fundamentals of recording transactions Finance	Giving lectures and solving examples	Exams Daily, monthly and quarterl
3	3	Budget method	Fundamentals of recording transactions Finance	Giving lectures and solving examples	Exams Daily, monthly and quarterl
4	3	Budget meth	Fundamentals of recording transactions Finance	Giving lectures and solving examples	xams ily, onthly and quarterl
5	3	mid			
6	3	Record types Accounting	Fundamentals of recording transactions Finance	Giving lectures and solving examples	xams ily, onthly and quarterl
7	3	Record types Accounting	Fundamentals of recording transactions Finance	Giving lectures and solving examples	xams ily, onthly and quarterl
8	3	Balance numbers Review	Fundamentals of recording transactio Finance	Giving lectures and solving examples	xams ily, onthly and quarterl

9	3	mid			
10	3	Giving lectu and solving examples	Capital operations And financing	Giving lectures and solving examples	xams ily, onthly and quarterl
11	3	Related operations Increase and decrease capital	Capital operations And financing	Giving lectures and solving examples	xams ily, onthly and quarterl
12	3	Personal withdrawals	Capital operations And financing	Giving lectures and solving examples	xams ily, onthly and quarterl
13	3	Financing operations	Capital operations And financing	Giving lectures and solving examples	xams ily, onthly and quarterl
14	3	Financing operations	Capital operations And financing	Giving lectures and solving examples	xams ily, onthly and quarterl
15	3	mid			

11.Course Evaluation

Distributing the score out of 100 according to the tasks assigned to the student such as daily preparation, daily oral, monthly, or written exams, reports .... etc

12.Learning and Teaching Resources

Required textbooks (curricular books, if any)	Principles of financial accounting by Professor Dr. Safaa Al-Ani and
Main references (sources)	
Recommended books and references (scientific journals, reports...)	
Electronic References, Websites	

Course Name:
Principles management
Course Code:
BA3107
1. Semester / Year:
(second /First)
Description Preparation Date:
My presence
2. Available Attendance Forms:
2023-2-24
3. Number of Credit Hours (Total) / Number of Units (Total) :
(second /First)
4. Course administrator's name (mention all, if more than one name)
Name: Wael Khudair Abbas **Email: waelhhhh1980@gmail.com**
5. Course Objectives

Course Objectives	1- Enabling the student to become familiar with the basic concepts of traditional and contemporary management. 2- Qualifying the student to be able to understand management and management theories. 3- Giving the student the necessary skills to analyze and distinguish between management sectors and the challenges facing management. 4- Providing the student with the necessary skills to deal with the basic functions of management in general and the functions of the manager.

6. Teaching and Learning Strategies

Strategy	D1 - Discussions and dialogues in the classroom. D2 - Using the blackboard to illustrate drawings and illustrations in the classroom. D3 - Brainstorming. D4 - Mention and explain the success and failure of some international companies and organizations. D5 - Using the Internet to collect information about management principles

7. Course Structure

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method

1	3		Know the basic concepts management	Introduction to management	Daily exam Student contribu ns
2	3		Knowledge of manager jobs	Manager jobs	Coz Homework
3	3		Good knowledge of tradition and contemporary managem theories and schools	The importance of the development of administrative thought	Coz Homework
4	3		Ability to deal with the management environment	Management in its changing environment	Coz Homework
5	3		Identify the components of t private and public environm	The importa of the components the public ar private environment	Coz Homework
6	3		Know the meaning of the organization's goals and mission	Objectives a strategic planning	Coz Homework Coz Homework
7	3		Learn about management by objectives	Objectives strategic planning	Coz Homework
8	3		Acquire the skill of strategic planning	Objectives and strategic planning	Coz
9	3		Gain the skill of analyzing th strengths and weaknesses within the organization, opportunities and threats	Objectives and strategic planning	Homework
10	3		Knowing the meaning of the planning process and the typ of plans	Operation plans	Coz
11	3		Identify the nature of administrative decision mak	Informatic and decisi making	Homework
12	3		Acquire the skill of job desig	Job design and organizati al structur	Coz

8. Course Evaluation

Distributing the score out of 100 according to the tasks assigned to the student such as

daily preparation, daily oral, monthly, or written exams, reports .... etc	
9. Learning and Teaching Resources	
Required textbooks (curricular books, if any)	Financial management between theory and practice by Dr. Adn
Main references (sources)	
Recommended books and references (scientific journals, reports...)	Financial management between theory a practice by Dr. Adn
Electronic References, Websites	

Course Description Form

Course Name:	
Administrative Applications 2	
Course Code:	
BA3105	
28. Semester / Year:	
((Second //Second))	
Description Preparation Date	
My presence	
29. Available Attendance Forms:	
2023-2-24	
30. Number of Credit Hours (Total) / Number of Units (Total) :	
30	
31. Course administrator's name (mention all, if more than one name)	
Asst. Prof. Dr. Zeina Mueen **Email: mueen.zeiana@gmail.com**	
32. Course Objectives	
Course Objectives	This course aims to: 1- An educational benefit through software application program (Win QSB) that works under the (window) and specializes in electronics tables. 2- Explaining the availability tools bar in the program. 3- Characterized this program high efficiency for calculating functions and entering data in the administrative institutions.
33. Teaching and Learning Strategies	
Strategy	1- Giving lectures via data show. 2- Using computer in the practical part for each mathematical models 3- Brainstorming behavior. 4- Reports and daily quiz. 5- Distributing students into groups for an applied case study to solve production problem according to availability in the plant.

	Learning methods 1- Continuous guidance of students by lecturer trough lectures. 2- Periodic direct meetings of the department head with students at all levels 3- Open and direct discussions with students **Evaluation methods** 1- Continuous observation of the student by the lecturer. 2- Continuous interviews and meetings of the student with the lecturer. 3- Student interaction with the lecturer. 4- Giving incentive rewards (grades) to students to encourage them to excel. 5- The student is assessed on acquiring training skills through preparing scientific research for training activities.

34. Course Structure

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1	2	High knowledge	Introduction The MS- Excel 2007.	Giving lectures	Daily quiz Practical part Negotiate the results and making decision
2	2	High knowledge	Steps for installation Program	Style of dialogues	Daily quiz Practical part Negotiate the results and making decision
3	2	High knowledge	The main bar in the program Definition details	Discussions and reports	Daily quiz Practical part Negotiate the results and making decision
4	2	High knowledge	Definition tools bar	Giving lectures	Daily quiz Practical part Negotiate the results and making decision
5	2	High knowledge	Using the mathematical functions	Style of dialogues	Daily quiz Practical part Negotiate the results and making decision
6	2	High knowledge	Practical Examples	Discussions and reports	Daily quiz Practical part Negotiate the results and making decision
7	2	**Monthly Exam (1)**			
8	2	High knowledge	Using the mathematical functions	Discussions and reports	Daily quiz Practical part Negotiate the results and making decision
9	2	High knowledge	Practical Examples	Discussions and reports	Daily quiz Practical part Negotiate the results and making decision

10	2	High knowledge	The using of logical tools	Discussions and reports	Daily quiz Practical part Negotiate the results and making decision
11	2	High knowledge	Practical Examples	Discussions and reports	Daily quiz Practical part Negotiate the results and making decision
12	2	High knowledge	The basic functions	Discussions and reports	Daily quiz Practical part Negotiate the results and making decision
13	2	High knowledge	Practical Examples		Daily quiz Practical part Negotiate the results and making decision
14	2	**Monthly Exam (2)**			
15	2	High knowledge			

35. Course Evaluation

Distributing the score out of 100 according to the tasks assigned to the student such as daily preparation, daily oral, monthly, or written exams, reports .... etc

36. Learning and Teaching Resources

Required textbooks (curricular books, any)	
Main references (sources)	
Recommended books and references (scientific journals, reports...)	
Electronic References, Websites	chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://business.alsafwa.edu.iq/wp-content/uploads/2021/10/%D8%AA%D8%B9%D9%84%D9%85-%D8%A7%D9%83%D8%B3%D9%84-2010_compressed.pdf

1. Course Name:
organizational behavior
2. Course Code:
3. Semester / Year:
The second / second semester 2023-2024
4. Description Preparation Date:
4-2-2024
5. Available Attendance Forms:
presence
6. Number of Credit Hours (Total) / Number of Units (Total)
45 hours
7. Course administrator's name (mention all, if more than one name)
Name: Nahla Qassim Mohammed/ nahlataie@yahoo.com
8. Course Objectives

Course Objectives	***•Enable the student to recognize the basic concepts of the organizational beha subject*** ***• Knowledge of theories of organizational behavior*** **Enabling the student to treat some behavioral cases** **• Enabling the student to develop himself in the field of administrative communications** **• Learn how to solve problems and make the right decision**
9. Teaching and Learning Strategies	
Strategy	1. Giving lectures 2. Giving incentive rewards (grades) to students to encoura them to excel

	3. Continuous observation of the student by the professor 4. Open discussions 5. Style of dialogues inside the hall 6. Solve illustrative examples in the hall

10. Course Structure

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1	3	Know the basic concepts For organizatio behaviour	Organizational behavior theor and schools thought	Giving lectures Case Study	Exams Daily, monthly
2	3	Motives Concept and theories	Motivation theories	Giving lectures and Case Study	Exams Daily, monthly
3	3	Personal Concept and theories	The theory of the five types	Giving lectures and Case Study	Exams Daily, monthly
4	3	Concept Self	Self-defense methods	Giving lectures and Case Study	Exams Daily, monthly
5	3	Monthly exam			
6	3	perception	The concept of perception And its types	Giving lectures and Case Study	Exams Daily, monthly

7	3	groups And its impa on organizatio behavior	The effectiveness of group influen onindividual behavior	Giving lectures and Case Study	Exams Daily, monthly
8	3	Administrative Communications	The impact of informal organizations on communication	Giving lectures and Case Study	Exams Daily, monthly
9	3	Monthly exam			
10	3	**Formal organizatio and communicatio**	The importance of communication between manager and subordinates	Giving lectures and Case Study	Exams Daily, monthly
11	3	Lines of authority and scope of supervision	Caveats of the scop of supervision	Giving lectures and Case Study	Exams Daily, monthly
12	3	Official means of communication And its shapes	Oral communications Writing and movement	Giving lectures and Case Study	Exams Daily, monthly
13	3	Making administrative decisions	Decision making elements	Giving lectures and Case Study	Exams Daily, monthly
14	3	Types of decisions	Strategic decisions	Giving lectures and Case Study	Exams Daily, monthly
15	3	Exam			
11.Course Evaluation					

Distributing the score out of 100 according to the tasks assigned to the student such as daily preparation, daily oral, monthly, or written exams, reports .... etc	
12.Learning and Teaching Resources	
Required textbooks (curricular books, if any)	
Main references (sources)	
Recommended books and references (scientific journals, reports...)	
Electronic References, Websites	

Course Name
Intermediate accounting
Course Code:
BA3105
1. Semester / Year:2023-2024
13.Semester / Year:
The second / second semester 2023-2024
14.Description Preparation Date:
4-2-2024
15.Available Attendance Forms:
presence
16.Number of Credit Hours (Total) / Number of Units (Total): 45
2. Course administrator's name (mention all, if more than one name)
Name: ahmed taher kadhim **Email: ahmed.tk82@yahoo.com**
3. Course Objectives

Course Objectives	1-Enabling the student to become familiar with the basic concepts used in intermediate accounting. 2- Qualifying the student to be able to understand the topics related to intermediate accounting. 3- Providing the student with the necessary skills to know accounts receivable, investments, fixed assets, and other topics 4- Providing the student with the necessary skills to deal with accounting problems and how to address them

4. Teaching and Learning Strategies

Strategy	D1 - Discussions and dialogues in the classroom. D2 - Solve the illustrative examples in the classroom. D3 - Homework. D4 - Brainstorming. D5 - Use of scientific computers. D6 - Using the Internet to collect information about business establishments.

5. Course Structure

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1	2		Knowledge of basic concepts intermediate accounting	Introduction to intermediate accounting	omework questions
2	2		Account receivables	Accounting treatment of receivables	omework questions
3	2		Entries for processing accounts receivable	Treatments for debtors	Homework questions
4	2		Provision for doubtful debts	Treatments for debtors	omework questions
5	2		A group of problems related to the accounts receivable account	Treatments for debtors	omework questions
6	2		Investments	Accounting treatments for investments	omework questions
7	2		Investments in shares	Accounting treatments for investments	omework questions
8	2		Bond investments	Accounting treatments for investments	nework stions
9	2	2	A group of accounting problems related to investments	Accounting treatments for investments	mework questions
10	2	2	fixed assets	Accounting treatments for fixed assets	Homework questi
11	2	2	Types of assets	Accounting treatments for fixed assets	Homework questi
12	2	2	Calculating extinction	Accounting treatments for fixed assets	Homework questi

6. Course Evaluation

Distributing the score out of 100 according to the tasks assigned to the student such as daily preparation, daily oral, monthly, or written exams, reports .... etc

7. Learning and Teaching Resources

Required textbooks (curricular books, if any)	1- Intermediate Accounting (Bushra Fadel)
Main references (sources)	1-A-Intermediate Accounting kisso & athers

Recommended books and references (scientific journals, reports...)	
Electronic References, Websites	

Course description form

1- Course name:.	
gistics supply management.	
2. Course code:	
BA3105	
3. Semester/year:	
Second semester 2023-2024	
4. Date this description was prepared: /	
4/2024/3	
5. Available forms of attendance:	
person	
6. Number of study hours (total)/number of units (total): 30	
15.Name of the course administrator (if more than one name is mentioned) **Name: M.D. Emad Khaleel Ismael**	
Email: emad.k.aldulaimy@almamonuc.edu.iq	
1. Course objectives	
Course objectives	1. Giving lectures 2. Giving incentive rewards (grades) to students to encourage them to excel 3. Continuous observation of the student by the professor 4. Open discussions 5. Style of dialogues inside the hall 6. Solve illustrative examples in the hall
Teaching and learning strategies	

37.Teaching and Learning Strategies	
Strategy	1. Giving lectures 2. Giving incentive rewards (grades) to students to encoura them to excel 3. Continuous observation of the student by the professor 4. Open discussions 5. Style of dialogues inside the hall 6. Solve illustrative examples in the hall

38. Course Structure

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1	2	Giving lectures Case Study	Understanding the concepts of supply chain management,	Giving lectures Case Study	Exams Daily, monthly
2	2	Giving lectures Case Study	relationship to marketing supply management	Giving lectures and Case Study	Exams Daily, monthly
3	2	Giving lectures Case Study	Introduction to supply chain management	Giving lectures and Case Study	Exams Daily, monthly
4	2	Giving lectures Case Study	Elements, activities and characteristics of supply chain strategies	Giving lectures and Case Study	Exams Daily, monthly

5	2	Giving lectures Case Study	Basics of marketing supply management: concept, importance, objectives and components		
6	2	Giving lectures Case Study	Marketing supply management strategies and activities	Giving lectures and Case Study	Exams Daily, monthly
7	2	Exam			
8	2	Giving lectures Case Study	Customer service and satisfaction: concept, characteristics and dimensions	Giving lectures and Case Study	Exams Daily, monthly
9	2	Giving lectures Case Study	The importance of customer satisfaction and the stages of measuring it	Giving lectures and Case Study	Exams Daily, monthly
10	2	Giving lectures Case Study	ogistics information system and order processing		
11	2	Giving lectures Case Study	teps and standards for processing customer requests	Giving lectures and Case Study	Exams Daily, monthly
12	2	Giving lectures Case Study	Purchasing activity	Giving lectures and Case Study	Exams Daily, monthly

13	2	Giving lectures Case Study	eps in the purchasing process	Giving lectures and Case Study	Exams Daily, monthly
14	2	Giving lectures Case Study	Material Requirements planning system Methods of planning economic batch size	Giving lectures and Case Study	Exams Daily, monthly
15	2	Exam			

39.Course Evaluation

Distributing the score out of 100 according to the tasks assigned to the student such as daily preparation, daily oral, monthly, or written exams, reports .... etc

40.Learning and Teaching Resources

Required textbooks (curricular books, if any)	Marketing Supply Chain (Prof. Dr. Saadoun Al-Rubaawi and Eng. Hussein Walid) Marketing Supply Management Mr. Amira Shukr Wali Al-Bayati)
Main references (sources)	
Recommended books and references (scientific journals, reports...)	Supply Management teacher, Dr. Amna Abdel Karim Mahdi
Electronic References, Websites	

Course Description Form

41.Course Name:
E-Commerce
42.Course Code:
43.Semester / Year:
2023-2024
44.Description Preparation Date:
6-2-2024
45.Available Attendance Forms:
My presence
46.Number of Credit Hours (Total) / Number of Units (Total)
40
47. Course administrator's name (mention all, if more than one name)
Name: eman fawzi kadhim **Email: emaan999999@yahoo.com**
48.Course Objectives

Course Objectives: _ Students acquire cognitive skills in electronic commerce law and develop _ legal concepts around that commerce by focusing on the concept of electronic business as well as concluded electronic contracts and referring to	• •

-electronic government contracts to determine the extent of the necessity of _concluding them and how to sign a conclusion before those contracts.	•

49.Teaching and Learning Strategies

Strategy	1- Giving lectures. 2-Style of dialogues and discussions. 3-Brainstorming method 4-Reports 5- Distributing students into groups for an applied case study Learning methods 1- Continuous guidance of students by professors duri lectures. 2- Periodic direct meetings of the department head with studer at all levels 3- Open and direct discussions with students

50. Course Structure

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1 2 3 4 5 6 7 8 9 10	2 2 2 2 2 2 2 2 2 2	High knowledge High knowledge High knowledge High knowledge High knowledge High knowledge High knowledge High knowledge High knowledge High knowledge	The concept of electronic business Advantages electronic commerce Trade methods, forms, and contracting methods Applicable laws Electronic administrative contracts Electronic arbitration Electronic signature, its copy and forn	Style of dialogues	Monthly and quarterly tests

51.Course Evaluation

Distributing the score out of 100 according to the tasks assigned to the student such as daily preparation, daily oral, monthly, or written exams, reports .... etc

52.Learning and Teaching Resources

Required textbooks (curricular books, if any)	
Main references (sources)	Share mhamad
Recommended books and references (scientific journals, reports...)	

Electronic References, Websites	

Course description form

1- Course name:
tellectual capital
2. Course code
3. Semester/year:
cond semester 2023-2024
4. Date this description was prepared:
/2/2024
5. Available forms of attendance:
person
6. Number of study hours (total)/number of units (total): 30
16. Name of the course administrator (if more than one name is mentioned) **Name Prof. Dr. Muayad Abdel Karim Al-Naqeeb**
Email:
1. Course objectives

Course objectives	**• A- Providing the student with a variety of information about the concept of intellectual capital** **• B- The student's familiarity with the intellectual and cognitive assets of human capital** **• C- The student's awareness of the value of intellectual capital in organizations** • **D- The student's knowledge of the importance of intellectual capital** • **E- Diagnosing the importance of intellectual capital components in institutions or organizations** • **J- The student's knowledge of the sources of financing the investment opportunity and the criteria for evaluating projects**

Teaching and learning strategies
53.Teaching and Learning Strategies

Strategy	1 . Giving lectures, group discussions, interactive posts, and research papers. 2- Weekly, monthly and quarterly tests. 3 . - An interactive link between the economic feasibility stu and administrative decision-making 4 . - The ability for the student to rely on criteria that enable him to evaluate projects 5 . - The student's ability to apply this will be judged personally.

54. Course Structure

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1	2	Intellectual capit	Historical development of intellectual capital/philosophical pillar	-Diction -Watching	Participation, interaction
2	2	Study of intellectual capital	Concept importance, stages	-Diction -watching	Participation, interaction
3	2	Intellectual capital	Components of intellectual capital	-Diction -watching	Participation, interaction
4	2	His relationship	Studying the relationship between intellectual capital has some challenges	-Diction -watching -Mathematical examples Graphic analysis	Participation, interaction

5	2	Study of intellectual capi	Roles of intellectual capital	-Diction -watching	Participation, interaction
6	2	Basic characteristics	Characteristics of intellectual capital	-Diction -watching -Mathematical examples Graphic analysis	Participation, interaction
7	2	Intellectual capital managemen	Intellectual capital management and its importance	-Diction -watching -Mathematical examples Graphic analysis	Participation, interaction
8	2	Intellectual capit strategies	Intellectual capital strategy	-Diction -watching -Mathematical examples Graphic analysis	Participation, interaction
9	2	First test			
10	2	Intellectual capit strategies	Principles and dimensions of intellectual capital	-Diction -watching -Mathematical examples Graphic analysis	Participation, interaction
11	2	Intellectual capit strategies	Obstacles and challenges facing intellectual capital in organizations	-Diction -watching -Mathematical examples Graphic analysis	Participation, interaction
12	2	Intellectual capit strategies	Measuring intellectual capital	-Diction -watching -Mathematical examples Graphic analysis	Participation, interaction
13	2	Intellectual capit strategies	The relationship between intellectual capital has some challenges, such as management Total quality, strategic thinking, social capital and reengineering	-Diction -watching	Participation, interaction

14	2	Second test			
15	2	Intellectual capital	Foundations and ages of intellectual capital	-Diction -watching -Mathematical examples Graphic analysis	Participation, interaction

55.Course Evaluation	
Distributing the score out of 100 according to the tasks assigned to the student such as daily preparation, daily oral, monthly, or written exams, reports .... etc	
56.Learning and Teaching Resources	
Required textbooks (curricular books, if any)	
Main references (sources)	
Recommended books and references (scientific journals, reports...)	
Electronic References, Websites	

Course Description Form

57.Course Name:	
Insurance administration	
58.Course Code:	
BA3302	
59.Semester / Year:	
2023-2024(Second/ Second)	
60.Description Preparation Date:	
6-2-2024	
61.Available Attendance Forms:	
My presence	
62.Number of Credit Hours (Total) / Number of Units (Total)	
48	
63.Course administrator's name (mention all, if more than one name)	
Name: eman fawzi kadhim **Email: emaan999999@yahoo.com**	
64.Course Objectives	
Course Objectives 1- Objectives of the course: To introduce the basics of risk:	•

2- concept, classification, management and measurement 3- Learn about the basics of insurance and its technical and 4- legal principles 3- Knowledge of the various insurance products known in the insurance markets and how to manage the underwriting, disclosure and compensation processes associated with them.	• •

65.Teaching and Learning Strategies

Strategy	1- Giving lectures. 2-Style of dialogues and discussions. 3-Brainstorming method 4-Reports 5- Distributing students into groups for an applied case study **Learning methods** 1- Continuous guidance of students by professors duri lectures. 2- Periodic direct meetings of the department head w students at all levels 3- Open and direct discussions with students

66. Course Structure

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1 2 3 4 5 6 7 8 9 10	3 3 3 3 3 3 3 3 3 3	High knowledge	1 Basic concepts in risk 2 Risk management 3 Measuring risk(1) 4Insurance conce definitionand classificatior 5technical principles insurance 6 Legal principles insurance(1) 7 Life insurance 8 Car Insurance(1) 9 Car Insurance(2) 10 Fire insurance 11Accident insurance 12Engineering insurance 13Marine Insurance(1)	Giving lectures.	Monthly and quarterly tests

67.Course Evaluation	
Distributing the score out of 100 according to the tasks assigned to the student such as daily preparation, daily oral, monthly, or written exams, reports .... etc	
68.Learning and Teaching Resources	
Required textbooks (curricular books, if any)	
Main references (sources)	
Recommended books and references (scientific journals, reports...)	
Electronic References, Websites	

Course Description Form

Course Name:
Practical Quantitaive Methods
Course Code: BA3302
1. Semester / Year:
2023-2024(Second/ Third)
Description Preparation Date:
My presence
2. Available Attendance Forms:
3. Number of Credit Hours (Total) / Number of Units (Total) : 30
30
4. Course administrator's name (mention all, if more than one name)
Asst. Prof. Dr. Zeina Mueen **Email: mueen.zeiana@gmail.com**
5. Course Objectives

Course Objectives	This course aims to:

	1- An educational benefit through software application program (Win QSB) that works under the (window) and specializes in collecting most fields in Operations research to solve administrative problems and making decisions in production systems. 2- Explaining the availability tools in the program based on the methods that were explained in the theoretical part of each problem. 3- Providing less time and easy to use in the administrative industries in the minimizing cost and maximizing profit according into possibilities which available for every industry.

6. Teaching and Learning Strategies

Strategy	1- Giving lectures via data show. 2- Using computer in the practical part for each mathematical models 3- Brainstorming behavior. 4- Reports and daily quiz. 5- Distributing students into groups for an applied case study to solve production problem according to availability in the plant. **Learning methods** 1- Continuous guidance of students by professors during lectures. 2- Periodic direct meetings of the department head with students at all levels 3- Open and direct discussions with students **Evaluation methods** 1-Continuous observation of the student by the professor 2-Continuous interviews and meetings of the student with the professor 3- Student interaction with the lecture 4- Giving incentive rewards (grades) to students to encourage them to excel. 5- The student is assessed on acquiring training skills through prepar scientific research for training activities

7. Course Structure

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1	2	High knowledge	Introduction The WIN QSB. Methods available	Giving lectures	Daily quiz Practical part Negotiate the results and making decision
2	2	High knowledge	Steps for installation Program Quid of program	Style of dialogues	Daily quiz Practical part Negotiate the results and making decision
3	2	High knowledge	The main bar in the program Definition details	Discussions and reports	Daily quiz Practical part Negotiate the results and making decision
4	2	High knowledge	Linear programming Methods In the Program	Giving lectures	Daily quiz Practical part Negotiate the results and making decision
5	2	High knowledge	Examples for graphical method	Style of dialogues	Daily quiz Practical part Negotiate the results and making decision

6	2	High knowledge	Analysis results (report) to reach optimal solution via program	Discussions and reports	Daily quiz Practical part Negotiate the results and making decision
7	2	**Monthly Exam (1)**			
8	2	High knowledge	Transportation Methods In the Program	Discussions and reports	Daily quiz Practical part Negotiate the results and making decision
9	2	High knowledge	Examples for transportation Problems	Discussions and reports	Daily quiz Practical part Negotiate the results and making decision
10	2	High knowledge	Analysis results (report) to reach optimal solution via program	Discussions and reports	Daily quiz Practical part Negotiate the results and making decision
11	2	High knowledge	Assignment's Problems In the Program	Discussions and reports	Daily quiz Practical part Negotiate the results and making decision
12	2	High knowledge	Examples for transportation Problems	Discussions and reports	Daily quiz Practical part Negotiate the results and making decision
13	2	High knowledge	Analysis results (report) to reach optimal solution via program		Daily quiz Practical part Negotiate the results and making decision
14	2	**Monthly Exam (2)**			
15	2	High knowledge			

8. Course Evaluation	
Distributing the score out of 100 according to the tasks assigned to the student such as daily preparation, daily oral, monthly, or written exams, reports .... etc	
9. Learning and Teaching Resources	
Required textbooks (curricular books any)	4- Principles of Economics book by Dr. Jamal Daoud Salman 2- Microeconomics. James Gwartney
Main references (sources)	1-Financial management by Dr. Muhammad Ali Ibrahim 2- Financial management between theory and practice by Adn
Recommended books and references (scientific journals, reports...)	
Electronic References, Websites	

Course Description Form

Course Name:	
Project management applications	
Course Code: BA3302	
1. Semester / Year:	
2023-2024(Second/ Third)	
Description Preparation Date:	
My presence	
2. Available Attendance Forms:	
3. Number of Credit Hours (Total) / Number of Units (Total) : 30	
30	
4. Course administrator's name (mention all, if more than one name)	
Asst. Prof. Dr. Zeina Mueen **Email: mueen.zeiana@gmail.com**	
5. Course Objectives	
Course Objectives	This course aims to: 1- An educational benefit through software application program (Win QSB) that works under the (window) and specializes in collecting most fields in Operations research to solve administrative problems

	and making decisions in production systems. 2- Explaining the availability tools in the program based on the methods that were explained in the theoretical part of each problem. 3- Providing less time and easy to use in the administrative industries in the minimizing cost and maximizing profit according into possibilities which available for every industry.

6. Teaching and Learning Strategies

Strategy	1- Giving lectures via data show. 2- Using computer in the practical part for each mathematical models 3- Brainstorming behavior. 4- Reports and daily quiz. 5- Distributing students into groups for an applied case study to solve production problem according to availability in the plant. **Learning methods** 1- Continuous guidance of students by professors during lectures. 2- Periodic direct meetings of the department head with students at all levels 3- Open and direct discussions with students **Evaluation methods** 1-Continuous observation of the student by the professor 2-Continuous interviews and meetings of the student with the professor 3- Student interaction with the lecture 4- Giving incentive rewards (grades) to students to encourage them to excel. 5- The student is assessed on acquiring training skills through prepar scientific research for training activities

7. Course Structure

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1	2	High knowledge	Introduction The WIN QSB. Methods available	Giving lectures	Daily quiz Practical part Negotiate the results and making decision
2	2	High knowledge	Steps for installation Program Quid of program	Style of dialogues	Daily quiz Practical part Negotiate the results and making decision
3	2	High knowledge	The main bar in the program Definition details	Discussions and reports	Daily quiz Practical part Negotiate the results and making decision
4	2	High knowledge	Linear programming Methods In the Program	Giving lectures	Daily quiz Practical part Negotiate the results and making decision
5	2	High knowledge	Examples for graphical method	Style of dialogues	Daily quiz Practical part Negotiate the results and making decision
6	2	High knowledge	Analysis results (report) to reach	Discussions and reports	Daily quiz Practical part Negotiate the results

			optimal solution via program		and making decision
7	2	**Monthly Exam (1)**			
8	2	High knowledge	Transportation Methods In the Program	Discussions and reports	Daily quiz Practical part Negotiate the results and making decision
9	2	High knowledge	Examples for transportation Problems	Discussions and reports	Daily quiz Practical part Negotiate the results and making decision
10	2	High knowledge	Analysis results (report) to reach optimal solution via program	Discussions and reports	Daily quiz Practical part Negotiate the results and making decision
11	2	High knowledge	Assignment's Problems In the Program	Discussions and reports	Daily quiz Practical part Negotiate the results and making decision
12	2	High knowledge	Examples for transportation Problems	Discussions and reports	Daily quiz Practical part Negotiate the results and making decision
13	2	High knowledge	Analysis results (report) to reach optimal solution via program		Daily quiz Practical part Negotiate the results and making decision
14	2	**Monthly Exam (2)**			
15	2	High knowledge			

8. Course Evaluation	
Distributing the score out of 100 according to the tasks assigned to the student such as daily preparation, daily oral, monthly, or written exams, reports .... etc	
9. Learning and Teaching Resources	
Required textbooks (curricular books any)	5- Principles of Economics book by Dr. Jamal Daoud Salman 2- Microeconomics. James Gwartney
Main references (sources)	1-Financial management by Dr. Muhammad Ali Ibrahim 2- Financial management between theory and practice by Adn
Recommended books and references (scientific journals, reports...)	6- Principles of Economics book by Dr. Jamal Daoud Salman 2- Microeconomics. James Gwartney
Electronic References, Websites	

Course Description Form

Course Name:	
Practical Quantitaive Methods	
Course Code: BA3302	
1. Semester / Year:	
2023-2024(Second/ Third)	
Description Preparation Date:	
My presence	
2. Available Attendance Forms:	
3. Number of Credit Hours (Total) / Number of Units (Total) : 30	
30	
4. Course administrator's name (mention all, if more than one name)	
Asst. Prof. Dr. Zeina Mueen **Email: mueen.zeiana@gmail.com**	
5. Course Objectives	
Course Objectives	This course aims to: 1- An educational benefit through software application program (Win QSB) that works under the (window) and specializes in collecting most fields in Operations research to solve administrative problems and making decisions in production systems. 2- Explaining the availability tools in the program based on the

	methods that were explained in the theoretical part of each problem. 3- Providing less time and easy to use in the administrative industries in the minimizing cost and maximizing profit according into possibilities which available for every industry.

6. Teaching and Learning Strategies

Strategy	1- Giving lectures via data show. 2- Using computer in the practical part for each mathematical models 3- Brainstorming behavior. 4- Reports and daily quiz. 5- Distributing students into groups for an applied case study to solve production problem according to availability in the plant. **Learning methods** 1- Continuous guidance of students by professors during lectures. 2- Periodic direct meetings of the department head with students at all levels 3- Open and direct discussions with students **Evaluation methods** 1-Continuous observation of the student by the professor 2-Continuous interviews and meetings of the student with the professor 3- Student interaction with the lecture 4- Giving incentive rewards (grades) to students to encourage them to excel. 5- The student is assessed on acquiring training skills through prepar scientific research for training activities

7. Course Structure

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1	2	High knowledge	Introduction The WIN QSB. Methods available	Giving lectures	Daily quiz Practical part Negotiate the results and making decision
2	2	High knowledge	Steps for installation Program Quid of program	Style of dialogues	Daily quiz Practical part Negotiate the results and making decision
3	2	High knowledge	The main bar in the program Definition details	Discussions and reports	Daily quiz Practical part Negotiate the results and making decision
4	2	High knowledge	Linear programming Methods In the Program	Giving lectures	Daily quiz Practical part Negotiate the results and making decision
5	2	High knowledge	Examples for graphical method	Style of dialogues	Daily quiz Practical part Negotiate the results and making decision
6	2	High knowledge	Analysis results (report) to reach optimal solution via program	Discussions and reports	Daily quiz Practical part Negotiate the results and making decision

7	2	**Monthly Exam (1)**			
8	2	High knowledge	Transportation Methods In the Program	Discussions and reports	Daily quiz Practical part Negotiate the results and making decision
9	2	High knowledge	Examples for transportation Problems	Discussions and reports	Daily quiz Practical part Negotiate the results and making decision
10	2	High knowledge	Analysis results (report) to reach optimal solution via program	Discussions and reports	Daily quiz Practical part Negotiate the results and making decision
11	2	High knowledge	Assignment's Problems In the Program	Discussions and reports	Daily quiz Practical part Negotiate the results and making decision
12	2	High knowledge	Examples for transportation Problems	Discussions and reports	Daily quiz Practical part Negotiate the results and making decision
13	2	High knowledge	Analysis results (report) to reach optimal solution via program		Daily quiz Practical part Negotiate the results and making decision
14	2	**Monthly Exam (2)**			
15	2	High knowledge			

8. Course Evaluation	
Distributing the score out of 100 according to the tasks assigned to the student such as daily preparation, daily oral, monthly, or written exams, reports .... etc	
9. Learning and Teaching Resources	
Required textbooks (curricular books any)	1-Financial management by Dr. Muhammad Ali Ibrahim 2- Financial management between theory and practice by Dr. Adn
Main references (sources)	
Recommended books and references (scientific journals, reports...)	
Electronic References, Websites	

Course Description Form

Course Name: strategic thanking	
Course Code: strategic thanking	
1. Semester / Year: Second semester 2023-2024	
Description Preparation Date: My presence15/2/2024	
2. Available Attendance Forms: In person	
3. Number of Credit Hours (Total) / Number of Units (Total) : 30	
4. Course administrator's name (mention all, if more than one name)	
Name Fathel hamad salman Email: fadel@almamoonuc.edu.iq	
5. Course Objectives	
Course Objectives	1- Enabling the student to become familiar with the basic concepts of traditional and contemporary strategic management. 2- Qualifying the student to be able to understand strategic management and management theories. 3- Giving the student the necessary skills to analyze and distinguish

	between strategic management sectors and the challenges facing management. 4- Providing the student with the necessary skills to deal with the basic functions of strategic management in general and the functions of the manager.

6. Teaching and Learning Strategies

Strategy	D1 - Discussions and dialogues in the classroom. D2 - Using the blackboard to illustrate drawings and illustrations in the classroom. D3 - Brainstorming. D4 - Mention and explain the success and failure of some international companies and organizations. D5 - Using the Internet to collect information about strategic managem principles.

7. Course Structure

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1	2	The concept of strategic thinking	Know the b concepts of strat thinkig	Lecturers and expels and participation	Daily exam Student contribu ns
2	2	Characteristics and element strategic thinking	Knowledge elements of strategic thinkin	Lecturers and expels and participation	Coz Homework
3	2	Intellectual model of man Strategic thinking is a theoretical introduction	It contains the development of strategic thankin and its stages	Lecturers and expels and participation	Coz Homework
4	2	Characteristics of strategic thinking	Ability to deal w invisible thankin and it depends o experiment whic collected by hum bing	Lecturers and expels and participation	Coz Homework
5	2	Exam		Lecturers a expels and participatic	Coz Homework
6	2	Characteristics of strategic thinking Principles of strategic thinking	Solve problems and t it is not invisible	Lecturers a expels and participatic	Coz Homework Coz Homework
7	2	Strategic thinking skills and their efficiency	Mention strategi thanking skulls	Lecturers expels participatic	Coz Homework
8	2	Patterns of strategic thinkingimplementatio	Acquire the skill and classificatio of strategic thanking	Lecturers a expels and participatic	Coz

9	2	Exam		Lecturers a expels and participatic planning	Homework
10	2	Principles of strategic thinking Strategic thinking	Knowing the meaning of the planning process and the types of plans	Lecturers a expels and participatic	Coz
11	2	Strategic thinking hats	It contains the st of strategic thanking	Informat n and decision making	Homework
12	2	exam		Job desig and organiza onal structure	Coz

8. Course Evaluation

Distributing the score out of 100 according to the tasks assigned to the student such as daily preparation, daily oral, monthly, or written exams, reports .... etc

9. Learning and Teaching Resources

Required textbooks (curricular books, if any)	Financial management between theory and practice by Dr. Adn
Main references (sources)	
Recommended books and references (scientific journals, reports...)	1-Financial management by Dr. Muhammad Ibrahim
Electronic References, Websites	

Course Description Form

Course Name:
Finacal Management2
Course Code:
BA3302
1. Semester / Year:
2023-2024(Second/ Third)
Description Preparation Date:
My presence
2. Available Attendance Forms:
2023-2-24
3. Number of Credit Hours (Total) / Number of Units (Total) : 30
30
4. Course administrator's name (mention all, if more than one name)
Shahd Naseer Saadi shahad.n.saadi@almamonus.edu.iq
5. Course Objectives

Course Objectives	This course aims to: 1- An educational benefit through software application program) that works under the (window) and specializes in collecting most fields in Operations research to solve administrative problems and making decisions in production systems. 2- Explaining the availability tools in the program based on the methods that were explained in the theoretical part of each problem. 3- Providing less time and easy to use in the administrative industries in the minimizing cost and maximizing profit according into

	possibilities which available for every industry.

6. Teaching and Learning Strategies

Strategy	1- Giving lectures via data show. 2- Using computer in the practical part for each mathematical models 3- Brainstorming behavior. 4- Reports and daily quiz. 5- Distributing students into groups for an applied case study to solve production problem according to availability in the plant. **Learning methods** 1- Continuous guidance of students by professors during lectures. 2- Periodic direct meetings of the department head with students at all levels 3- Open and direct discussions with students **Evaluation methods** 1-Continuous observation of the student by the professor 2-Continuous interviews and meetings of the student with the professor 3- Student interaction with the lecture 4- Giving incentive rewards (grades) to students to encourage them to excel. 5- The student is assessed on acquiring training skills through prepar scientific research for training activities

7. Course Structure

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1	3	High knowledge	Introduction The Methods available	Giving lectures	Daily quiz Practical part Negotiate the results and making decision
2	3	High knowledge	Steps for installation Program Quid of program	Style of dialogues	Daily quiz Practical part Negotiate the results and making decision
3	3	High knowledge	The main bar in the program Definition details	Discussions and reports	Daily quiz Practical part Negotiate the results and making decision
4	3	High knowledge	Linear programming Methods In the Program	Giving lectures	Daily quiz Practical part Negotiate the results and making decision
5	3	High knowledge	Examples for graphical method	Style of dialogues	Daily quiz Practical part Negotiate the results and making decision
6	3	High knowledge	Analysis results (report) to reach optimal solution via program	Discussions and reports	Daily quiz Practical part Negotiate the results and making decision
7	3	**Monthly Exam (1)**			
8	3	High knowledge	Transportation Methods	Discussions and reports	Daily quiz Practical part

			In the Program		Negotiate the results and making decision
9	3	High knowledge	Examples for transportation Problems	Discussions and reports	Daily quiz Practical part Negotiate the results and making decision
10	3	High knowledge	Analysis results (report) to reach optimal solution via program	Discussions and reports	Daily quiz Practical part Negotiate the results and making decision
11	3	High knowledge	Assignment's Problems In the Program	Discussions and reports	Daily quiz Practical part Negotiate the results and making decision
12	3	High knowledge	Examples for transportation Problems	Discussions and reports	Daily quiz Practical part Negotiate the results and making decision
13	3	High knowledge	Analysis results (report) to reach optimal solution via program		Daily quiz Practical part Negotiate the results and making decision
14	3	**Monthly Exam (2)**			
15	3	High knowledge			

8. Course Evaluation
Distributing the score out of 100 according to the tasks assigned to the student such as daily preparation, daily oral, monthly, or written exams, reports .... etc

9. Learning and Teaching Resources	
Required textbooks (curricular books, if any)	nancial management between theory and practice by Dr. Adn
Main references (sources)	Financial management between theory and practice Dr. Adn
Recommended books and references (scientific journals, reports...)	
Electronic References, Websites	Financial management between theory and practice Dr. Adn

Course Description Form

69. Course Name:
Quality Management
70. Course Code:
BA3302
71. Semester / Year:
The second semester 2023-2024
72. Description Preparation Date:
4-2-2024
73. Available Attendance Forms:
presence
74. Number of Credit Hours (Total) / Number of Units (Total)
45 hours
75. Course administrator's name (mention all, if more than one name)
Name: Nahla Qassim Mohammed/ nahlataie@yahoo.com
76. Course Objectives

Course Objectives	**• Introducing the student to the foundations and principles of total quality management** **• Enabling the student to learn about quality managem systems and increase awareness of them** **• Enable the student to use traditional and contempor quality control methods to solve quality problems**

77. Teaching and Learning Strategies

Strategy	1. Giving lectures 2. Giving incentive rewards (grades) to students to encourage them to excel 3. Continuous observation of the student by the professor 4. Open discussions 5. Style of dialogues inside the hall 6. Solve illustrative examples in the hall

78. Course Structure

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method

1	3	standardization	Thehistorical development standardization, foundationsand dimensions	Giving lectures Usedisplay media	Exams Daily, monthly
2	3	Central Agency Standardization and Quality Control	Its departments and tasks	Giving lectures Usedisplay media	Exams Daily, monthly
3	3	Specifications	Its definition and requirements	Giving lectures Usedisplay media	Exams Daily, monthly
4	3	Quality basics	The concept quality and approaches	Giving lectures Usedisplay media	Exams Daily, monthly
5	3	Monthly exam			
6	3	Historical development quality on	The era of quality and stages	Giving lectures and Case Study	Exams Daily, monthly
7	3	Dimensions quality	Factors affecting the quality	Giving lectures and Case Study	Exams Daily, monthly
8	3	Cost of quality	Identify the different types quality costs	Giving lectures and Case Study	Exams Daily, monthly

9	3	Monthly exam			
10	3	**The relationship between quality and cost**	Examples and solutions	Giving lectures and Case Study	Exams Daily, monthly
11	3	Quality rings	The emergence of the concept of loops the quality	Giving lectures and Case Study	Exams Daily, monthly
12	3	Quality ring structure	Circle leaders and leadership qualities	Giving lectures and Case Study	Exams Daily, monthly
13	3	Factors affecting the success of quality circles	Obstacles to implementing loop the quality	Giving lectures and Case Study	Exams Daily, monthly
14	3	Quality control	The concept of quality control The historical development of tuning the quality	Giving lectures and Case Study	Exams Daily, monthly
15	3	Exam			

79.Course Evaluation	
Distributing the score out of 100 according to the tasks assigned to the student such as daily preparation, daily oral, monthly, or written exams, reports .... etc	
80.Learning and Teaching Resources	
Required textbooks (curricular books, if any)	Quality management principles and applications book

	Dr. Sabah Majeed Al-Najjar and Dr. Ma Kamel Jawad
Main references (sources)	
Recommended books and references (scientific journals, reports...)	
Electronic References, Websites	

Course Description Form

Course Name:
strategic thanking
Course Code:
BA3302
1. Semester / Year:
Second semester 2023-2024
Description Preparation Date:
My presence15/2/2024
2. Available Attendance Forms:
In person
3. Number of Credit Hours (Total) / Number of Units (Total) :
30
4. Course administrator's name (mention all, if more than one name)
Name Fathel hamad salman **Email: fadel@almamoonuc.edu.iq**
5. Course Objectives

Course Objectives	1- Enabling the student to become familiar with the basic concepts of traditional and contemporary strategic management. 2- Qualifying the student to be able to understand strategic management and management theories. 3- Giving the student the necessary skills to analyze and distinguish between strategic management sectors and the challenges facing management. 4- Providing the student with the necessary skills to deal with the basic functions of strategic management in general and the functions of the manager.

6. Teaching and Learning Strategies

Strategy	D1 - Discussions and dialogues in the classroom. D2 - Using the blackboard to illustrate drawings and illustrations in the classroom. D3 - Brainstorming. D4 - Mention and explain the success and failure of some international companies and organizations. D5 - Using the Internet to collect information about strategic managem principles.

7. Course Structure

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1	2	The concept **negotiation**	Learn the b concepts	Lecturers and expels and	Daily exam

			negotiation	participation	
2	2	**Limation of negotiation**	Learn elements of **negotiation**	Lecturers and expels and participation	Coz Homework
3	2	Negotiation characteristics	Learn many characteristics of **negotiation**	Lecturers and expels and participation	Coz Homework
4	2	The general importance of negotiation	Learn how to fine solution to differenties betwe people and reach t comprises	Lecturers and expels and participation	Coz Homework
5	2	Key negotiation elements	Such as situati of negotiation ,pariti of negotiation ,the matter of negotiation	Lecturers and expe and participat n	Coz Homework
6	2	Methodology of negotiation	Such as developed the present cooperation	Lecturers and expe and participat n	Coz Homework Coz Homework
7	2	Exam		Lecturers and exp and participat n	Coz Homework
8	2	Negotiation methods	Such as prepper th negotiation claimant a the expertness of part to negotiation	Lecturers and expe and participat n	Coz

9	2	Negotiation strategies	Such as negotiatic for priorities and the importance subject th negotiation includes	d	Homev k
10	2	Stages of the negotiation proces	Such as preparing stages and conference stage a implementing agreement	Lecturers and expe and participat n	Coz
11	2	Choosing the head and member of negotiation team	It contains the styl of strategic thanki	Informa on and decisio making	Homev k
12	2	exam		Job design and organiz ional structu	Coz

8. Course Evaluation

Distributing the score out of 100 according to the tasks assigned to the student such as daily preparation, daily oral, monthly, or written exams, reports .... etc

9. Learning and Teaching Resources

Required textbooks (curricular books, if any)	
Main references (sources)	
Recommended books and references (scientific journals, reports...)	
Electronic References, Websites	

Course description form

1- Course name
owledge management :
2. Course code:
BA3302
3. Semester/year:
cond semester 2023-2024
4. Date this description was prepared:
/2/2024
5. Available forms of attendance:
person
6. Number of study hours (total)/number of units (total): 45
17.Name of the course administrator (if more than one name is mentioned) **Name Prof. Dr. Muayad Abdel Karim Al-Naqeeb**
Email:
1. Course objectives

Course objectives	**• For the student to understand knowledge management and its basic approaches and processes** **• To deepen the student's knowledge of the knowledge economy environment, competitiveness, and knowledge management practices.** **• For the student to understand the knowledge management life cycle and its main mode** **To learn about the most prominent knowledge management strategies and their basic requirements .**

Teaching and learning strategies

81.Teaching and Learning Strategies	
Strategy	1 After the student completes the course, he should be able t understand knowledge management and the importance and objectives of its application in organizations. 2- Lectures, discussions, contributions, working papers and case studies. 3 - Weekly, monthly and final tests - Class activities -Group thinking -Guidance and motivation xciting, motivating and general questions -Analyze problems and the administrative work environment

82. Course Structure					
Week	**Hours**	**Required Learning Outcomes**	**Unit or subject name**	**Learning method**	**Evaluation method**
1	3	The origin and development of knowledge	The emergence and development of knowledge historically	-Diction -Dialogue	Participation and interaction
2	3	Knowledge development accord to organizational schools	The development of knowledge according to organizational schools	-Diction -Dialogue	Participation atest
3	3	Introduction to knowledge	I Basic concepts of knowledge	-Diction -Dialogue	Participation, interaction
4	3	Introduction to knowledge	Sources and types of knowledge	Diction -Dialogue	Participation, atest
5	3	knowledge manageme	The emergence and development of the concept of knowledge management	-Diction -Dialogue	Participation, interaction
6	3	knowledge manageme	Introductions and justifications for knowledge management	-Diction -Dialogue	Participation, interaction
7	3	First test			

8	3	Knowledge management processes	Diagnosis of knowledge Determine knowledge objectives Knowledge generation Store knowledge Distribution of knowledge	-Diction -Dialogue	Participation, interaction
9	3	Knowledge managemer processes	Application of knowledge Organizing knowledge Knowledge retrieval Perpetuating the identifier	Diction Dialogue	Participation, atest
10	3	owledge management life cycle	The concept of the knowledge management life cycle Knowledge management models	-Diction -Dialogue	Participation, interaction
11	3	**e basic elements of knowledge anagement and its strategies**	The basic elements of strategic knowledge management	-Diction -Dialogue	Participation, interaction
12	3	he basic elements of knowledge anagement and its strategies	Knowledge management strategies	-Diction -Dialogue	Participation, atest
13	3	Knowledge management requirements	Knowledge management challenges Determine who is responsible for knowledge management The role of the main knowledge management manager	-Diction - Dialogue	Participation, interaction
14	3	Knowledge management requirements	Building knowledge maps Practical steps for knowledge management Success and failure factors in knowledge management	-Diction - Dialogue	
15	3	Second test			

83.Course Evaluation

Distributing the score out of 100 according to the tasks assigned to the student such as daily preparation, daily oral, monthly, or written exams, reports .... etc

84.Learning and Teaching Resources

quired textbooks (curricular books, if any)	assistant Professor Sahira Mohamed Hassan Investment portfolio

Main references (sources)	
Recommended books and references (scientific journals, reports...)	
Electronic References, Websites	assistant Professor Sahira Mohamed Hassan estment portfolio

Course description form

1- Course name.
vestment portfolio.
2. Course code: BA3302
BA3302
3. Semester/year: Second semester 2023-2024
Second semester 2023-2024
4. Date this description was prepared: 3/4/2024
4/2024/3
5. Available forms of attendance: In person
In person
6. Number of study hours (total)/number of units (total): 45
18.Name of the course administrator (if more than one name is mentioned) **Name: M.D. Emad Khaleel Ismael**
Email: emad.k.aldulaimy@almamonuc.edu.iq
1. Course objectives

Course objectives	**• Enabling students to know and build an optimal investment portfolio** **• Explain the concept of stocks and bonds** **• For the skill of building an ideal portfolio in the money market**

Teaching and learning strategies

85.Teaching and Learning Strategies	
Strategy	1. Giving lectures 2. Giving incentive rewards (grades) to students to encoura them to excel 3. Continuous observation of the student by the professor 4. Open discussions 5. Style of dialogues inside the hall 6. Solve illustrative examples in the hall

86. Course Structure

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1	3	Giving lectures Case Study	The concept and importance of investment decision investment	Giving lectures Case Study	Exams Daily, monthly
2	3	Giving lectures Case Study	Fundamentals of portfolio management	Giving lectures and Case Study	Exams Daily, monthly
3	3	Giving lectures Case Study	types of securities	Giving lectures and Case Study	Exams Daily, monthly
4	3	Giving lectures Case Study	The concept of return and how to calculate it	Giving lectures and Case Study	Exams Daily, monthly
5	3	Giving lectures Case Study	The concept of risk and its types		
6	3	Giving lectures Case Study	capital contracts theory The concept and importance of diversification	Giving lectures and Case Study	Exams Daily, monthly
7	3	Exam			

8	3	Giving lectures Case Study	The concept of portfolio return and risk	Giving lectures and Case Study	Exams Daily, monthly
9	3	Giving lectures Case Study	Measuring portfolio return	Giving lectures and Case Study	Exams Daily, monthly
10	3	Giving lectures Case Study	The concept and importance of investment decision investment		
11	3	Giving lectures Case Study	Terms and assumptions of the efficient investment portfolio	Giving lectures and Case Study	Exams Daily, monthly
12	3	Giving lectures Case Study	Traditional models of wallet selection	Giving lectures and Case Study	Exams Daily, monthly
13	3	Giving lectures Case Study	Risks	Giving lectures and Case Study	Exams Daily, monthly
14	3	Giving lectures Case Study	capital contracts	Giving lectures and Case Study	Exams Daily, monthly
15	3	Exam			

87.Course Evaluation

Distributing the score out of 100 according to the tasks assigned to the student such as daily preparation, daily oral, monthly, or written exams, reports .... etc

88.Learning and Teaching Resources

Required textbooks (curricular books, if any)	Teaching binding + methodical book
Main references (sources)	Teaching binding + methodical book
Recommended books and references (scientific journals, reports...)	assistant Professor Sahira Mohamed Hassan Investment portfolio
Electronic References, Websites	ps://capex.com/ar/academy/almehfaza-stsmaryeh