

Ministry of Higher Education and Scientific
Research, Scientific Supervision and
Evaluation Authority, Quality Assurance and
Academic Accreditation Department,
Accreditation Section



**Academic Program Description Guide for the Business
Administration Department**

2026-2025

Academic Program Description Form

University Name: Al-Taf University College

Faculty/Institute: Al-Taf University College Business administration:

Academic or Professional Program Name: Bachelor of Business administration

Final Certificate Name: Bachelors of Business administration

Academic System: semester courses

Description Preparation Date: 15/9/2025

File Completion Date: 16/9/2025

Signature:

Head of Department Name:

dr:ali Jeeran abdul ali

Date: 23 /9/2025

Signature:

Scientific Associate Name: Melak Abdulatef

Abdulhussein

Date: 23/9/2025

The file is checked by:

Department of Quality Assurance and University Performance

Director of the Quality Assurance and University Performance Department:

Signature:

Ahmed Muthar Obaid

Date:

27/9/2025

Approval of the Dean

أ.د. كريم مزعل شبي الساعدي
العميد

Introduction

The educational program is considered a coordinated and organized package of academic courses that includes procedures and experiences systematically organized around core course topics. Its primary purpose is building and honing graduate skills to make them qualified to meet labor market requirements. It is annually reviewed and evaluated through internal or external audit procedures, such as external examiner programs.

The Academic Program Description provides a concise summary of the main features of the program and its courses, demonstrating the learning opportunities provided to students based on the academic program's objectives. The importance of this description lies in serving as the cornerstone for obtaining program accreditation. Teaching staff participate in drafting it under the supervision of scientific committees in academic departments.

This guide, in its second version, includes an updated academic program description after updating course syllabi and topics in light of recent developments and changes in the educational system in Iraq. It encompasses the description of the academic program in its traditional system (annual / semester) as well as adopting the academic program description issued under the Ministry of Higher Education circular No. 3/2906 dated 3/5/2023 regarding programs adopting the Bologna Process path as a fundamental framework for their operation.

In this regard, we emphasize the utmost importance of writing academic program descriptions and course specifications to ensure the smooth progress of the educational process.

Concepts and Terminology

Academic Program Description: Provides a concise summary of the academic program, including its vision, mission, and objectives, with a precise description of intended learning outcomes based on specific learning strategies.

Course Description: Provides a concise summary of the main features of the course and expected learning outcomes from the student, demonstrating whether maximum benefit from available learning opportunities has been achieved. It is derived from the program description.

Program Vision: An ambitious future vision for the academic program to be a developed, inspiring, realistic, and applicable program.

Program Mission: Clarifies the necessary goals and activities to achieve in a concise summary, defining program paths and directions.

Program Objectives: Statements describing what the academic program intends to achieve within a specific timeframe, which are measurable and observable.

Curriculum Structure: All study courses / subjects included in the academic program according to the adopted learning system (semester, annual, Bologna process), whether institutional, college, or department requirements, along with credit unit counts.

Learning Outcomes: A set of knowledge, skills, and values acquired by the student after successfully completing the academic program. Learning outcomes for each course must be defined in a way that achieves program objectives.

Teaching and Learning Strategies: Strategies used by faculty members to develop student learning and teaching, representing plans followed to reach learning outcomes—i.e., describing all classroom and non-classroom activities to achieve program learning outcomes.

1. Program Vision

The department's vision is embodied in striving to achieve efficiency in meeting general and private environment needs in Business Administration. It aims for qualitative excellence that achieves superiority in touching state-of-the-art knowledge fields, ensuring a prestigious scientific position and high competitiveness for department graduates compared to peers from other departments and faculties.

2. Program Mission

Disseminating administrative knowledge and contributing to providing human resources required by society and business organizations, aiding in achieving sustainable economic development, given that administrative leadership functions as the head of the body in economic development.

3. Program Objectives

1. Meeting labor market needs for specialized human resources in business administration.
2. Engaging with state-of-the-art knowledge and modern theories in business administration.
3. Serving workers in state institutions through continuous education courses in business administration.
4. Organizing and holding scientific conferences and activities.
5. Stimulating scientific research in fields needed by state administration and sustainable development.

4. Program Accreditation

Is the program accredited? By which entity?

Currently undergoing procedures for obtaining Institutional Accreditation.

5. Other External Influences

Is there a sponsoring entity for the program? The program is under the supervision and control of specialized directorates in the Ministry of Higher Education and Scientific Research, in addition to assisting governmental academic institutions through twinning agreements.

6. Program Structure

Program Structure	Number of Courses	Credit Hours	Required Percentage	Notes *
Institution Requirements	3	12	8%	Arabic & English Languages, Human Rights
College Requirements	-	-	-	-
Department Requirements	54	125	100%	Specialized Subjects
Summer Training	-	30 Days	100%	-
Other	-	-	-	-

* Notes may include whether the course is core or elective.

7. Course Description

Year / Level	Course / Module Code	Course or Module Name	Theoretical Hours	Practical Hours
First	BA1101	Business Administration	2	1
Second	BA12	Marketing / Resources / Intermediate Org.	2	1
Third	BA13	Insurance, Economics, Feasibility	2	1
Fourth	BA14	Quality, Knowledge, Technology	2	1

8. Expected Program Learning Outcomes

Knowledge	
Learning Outcome 1: Administrative Skills	Outcome Statement 1: Achieving Administrative Skills
Skills	
Learning Outcome 2: Marketing Skills	Outcome Statement 2: Achieving Marketing Skills
Learning Outcome 3: Human Resource Skills	Outcome Statement 3: Achieving Human Resource Skills
Values	
Learning Outcome 4: Financial Management Skills	Outcome Statement 4: Achieving Financial Skills
Learning Outcome 5: Production & Operations Skills	Outcome Statement 5: Achieving Production & Operations Skills

9. Teaching and Learning Strategies

General strategies and methods adopted in implementing the program:

- Theoretical lectures
- Practical application lectures
- Illustrative models

10. Evaluation Methods

Implemented across all stages of the program in general:

- Implemented / Executed

11. Teaching Staff

Academic Rank	Specialization (General)	Specialization (Special)	Special Requirements/Skills (if any)	Number of Teaching Staff (Faculty / Lecturer)
Professor	Business Administration	Financial Management	Administrative	1 (Faculty) - (Lecturer)
Professor	Economics	Monetary	Economic	2 (Faculty) - (Lecturer)
Lecturer	Economics	Monetary	Economic	1 (Faculty) - (Lecturer)
Assistant Lecturer	Business Administration	Monetary	Administrative	6 (Faculty) - (Lecturer)

Professional Development

Orientation for new teaching staff:

- Engaging new faculty members in continuing education professional development courses.
- Engaging faculty members in teaching methodology courses.

Professional Development for Faculty Members (Continued)

Brief description of plans and arrangements for academic and professional development for teaching staff, such as teaching and learning strategies, evaluation evaluation, and continuous professional development:

- Continuous use of lectures on teaching and learning strategies.

12. Admission Standard

(Setting rules related to joining the college or institute, whether central admission or other)

Central admission with ministry approval.

13. Most Important Sources of Information about the Program

1. Academic program description guide and course syllabus issued by the Ministry under letter 423 on 25/1/2024.
2. Specific instructions circulated under Directorate letter 2906 on 3/5/2023.

14. Program Development Plan

The program was developed by adopting the Bologna Process path for the academic year 2024/2025, with a total of 2400 European ECTS credit hours, each unit equivalent to 25 hours. Applied for the 1st and 2nd stages, and will be applied to all stages sequentially.

Business Administration Department

Knowledge management

(Developing a comprehensive concept of knowledge management that expresses the processes and behaviors that the beneficiaries of the organization share in formulating and performing to acquire, store, distribute, and reflect knowledge in business processes to reach the best applications with the intention of long-term competitiveness and adaptation to the external environment)

1.	Course Name: Review of the performance of higher education institutions (academic program review)
2.	Course Code:
3.	Semester / Year: Second semester 2025-2026
4.	
5.	Description Preparation Date: 2026
6.	Available Attendance Forms: Study halls
7.	Number of Credit Hours (Total) / 45 hours
Course administrator's name :Scond couse- Knowledge management	
Name: Dr. Ali Jeeran Abdali Email: DrAlijeeran@gmail.com	
8.	Course Objectives
	. Explaining the origins of knowledge.- . Explaining the characteristics and importance of knowledge.- - Identifying different schools of knowledge management.- -. Schools of knowledge sources and the knowledge hierarchy. -. Identifying types of knowledge and their approaches. - Explaining theories and stages of knowledge. - Explaining the concept of knowledge management and its stages. -. Explaining intellectual capital, its components, and dimensions. -. Explaining the basic components and strategies of knowledge management. - Explaining knowledge management processes. -. Explaining the requirements of knowledge management. - The knowledge lifecycle.

-. Critical factors for the success and failure of knowledge management.

9. Teaching and Learning Strategies :

A. Knowledge and Understanding

A1. Concepts related to knowledge and establishing a cognitive philosophy.

A2. Identifying the knowledge gap.

A3. Providing the necessary information and knowledge for making sound administrative decisions.

Strategy

1. Lecture format.

2. Group discussion of the theoretical aspects of the course material.

3. Discussion and resolution of practical case studies.

4. Visual aids.

10. Course Structure

Week	Hours	Learning Required Outcomes	Unit or subject name	Learning method	Evaluation method
1.		Clarifying the origins of knowledge	Clarifying the foundations of knowledge – a philosophical and theoretical framework	Lectures	Exams + Preparation
2.		Learn about knowledge management schools	Learn about knowledge management schools.	Lectures	Exams + Preparation
3.		Understanding theories and sources of knowledge and the hierarchy of knowledge	Understanding theories and sources of knowledge and the hierarchy of knowledge – philosophical and theoretical frameworks.	Lectures	Exams + Preparation
4.		Explanation of the concept of knowledge management and its stages	Explanation of the concept of knowledge management and its stages – philosophical and theoretical framework.	Lectures	Exams + Preparation
5.		An explanation of intellectual capital, its components, and dimensions	An explanation of intellectual capital, its components, and dimensions – a philosophical and theoretical framework.	Lectures	Exams + Preparation
6.		Explanation of the fundamental components and strategies of knowledge management	Explanation of the fundamental components and strategies of knowledge management – Philosophical and theoretical framework	Lectures	Exams + Preparation
7.		Clarifying Knowledge Management Processes.	Clarifying Knowledge Management Processes: A Philosophical and Theoretical Framework	Lectures	Exams + Preparation
8.		The Life Cycle of Knowledge	–Philosophical and Theoretical Framing	Lectures	Exams + Preparation

9.		Knowledge Management Risks	Knowledge Management Risks – Philosophical and Theoretical Framework	Lectures	Exams + Preparation
10.		Knowledge Management Terminology	Knowledge Management Terminology - Philosophical and Theoretical Frameworks	Lectures	Exams + Preparation
11.		Knowledge Management Models	Knowledge Management Models – Philosophical and Theoretical Framework	Lectures	Exams + Preparation
12.		Knowledge Management Challenges	–Philosophical and Theoretical Framework	Lectures	Exams + Preparation
13.		Success factors in knowledge management	–Philosophical and Theoretical Framework	Lectures	Exams + Preparation
14.		Factors contributing to failure in knowledge management	–Philosophical and Theoretical Framework	Lectures	Exams + Preparation
15.		Review	–Philosophical and theoretical framing	Lectures	Exams + Preparation
11. Course Evaluation -. Written and oral exams. -. Surprise quizzes. -. Homework assignments. - Presentations to the class and grading.					
12. Learning and Teaching Resources -Knowledge Management / Prof. Dr. Salah Al-Din Al-Kubaisi -Knowledge Management / Prof. Dr. Hamed Kadhim Mutab -Books on Knowledge Management and other Information Technology, Artificial Intelligence Books					

Program Learning Outcomes

Values				Skills				Knowledge				Core Elective	Course\ name	CourseCode	/ Year Level
4ج	3ج	2ج	1ج	4ب	3ب	2ب	1ب	4ا	3ا	2ا	1ا				
↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	Core	Fundamentals of Business Administration 1	BA1101	/ First Semester First
↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	Core	Principles of Economics 1	BA1102	/ First Semester First
↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	Core	Fundamentals of Accounting 1	BA1103	/ First Semester First
↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	Core	Mathematics 1	BA1104	/ First Semester First
↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	Core	Language 1 English	UNI1105	/ First Semester First
↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	Core	Arabic\ Language 1	UNI1106	/ First Semester
↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	Core	Principles of BUSINESS Administration 2	BA1201	First Semester/ Second
↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	Core	Principles of Statistics 2	BA1202	First Semester/ Second
↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	Core	Principles of Accounting 2	BA1203	First Semester/ Second
↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	Core	English Readings 2	BA1204	First Semester/ Second
↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	Core	Computer 2	UNI1205	First Semester/ Second
↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	Core	Democracy 2	UNI1206	First Semester/ Second
↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	Core	Marketing 1 Management	BA2101	Second Semester/ First
↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	Core	Organization Theory 1	BA2102	Second Semester/ First
↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	Core	Resources Human Resources 1	BA2103	Second Semester/ First

↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	Core	Intermediate Accounting 1	BA2104	Second Semester/ First
↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	Core	Commercial Law 1	BA2105	Second Semester/ First
↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	Core	Computer 1	UNI2106	Second Semester/ First
↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	Core	Crimes of the Ba'ath Party1	UNI2107	Second Semester/ First
↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	Core	Digital Marketing2	BA2201	Second Semester/ Second
↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	Core	Contemporary Human Resources Management 2	BA2202	Second Semester/ Second
↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	Core	Organizational Behavior 2	BA2203	Second Semester/ Second
↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	Core	Operations Research2	BA2204	Second Semester/ Second
↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	Core	Logistics Management 2	BA2205	Second Semester/ Second
↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	Core	Arabic Language 2	UNI2206	Second Semester/ Second
↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	Core	Language 2English	UNI2207	Second Semester/ Second
↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	Core	Financial Management 1	BA3101	Third Semester/ First
↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	Core	Strategic planning 1	BA3102	Third Semester/ First
↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	Core	Bank Management 1	BA3103	Third Semester/ First
↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	Core	Project Management1	BA3104	Third Semester/ First
↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	Core	Digital Business Management1	BA3105	Third Semester/ First
↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	Core	Financial Management 2Advanced	102BA3	Third Semester/ Second
↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	Core	Strategic Management 2	2BA320	Third Semester/ Second
↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	Core	Leadership Skills 2	3BA320	Third Semester/ Second
↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	Core	Crisis Management 2	4BA320	Third Semester/ Second
↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	Core	Cost Accounting 2	5BA320	Third Semester/ Second

↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	Core	Research Methods and Ethics 2	6BA320	Third Semester/ Second
↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	Core	Production 1 Management	BA4101	Fourth Semester/ First
↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	Core	Investment Portfolio 1	BA4102	Fourth Semester/ First
↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	Core	Risk and Insurance Management 1	BA4103	Fourth Semester/ First
↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	Core	Entrepreneurship1	BA4104	Fourth Semester/ First
↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	Core	Corporate Sustainability 1	BA4105	Fourth Semester/ First
↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	Core	1Business ethics	BA4106	Fourth Semester/ First
↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	Core	Operations Management 2	102BA4	Fourth Semester/ Second
↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	Core	Quality Management2	2BA420	Fourth Semester/ Second
↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	Core	Knowledge 2	3BA420	Fourth Semester/ Second
↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	Core	Negotiation Management2	4BA420	Fourth Semester/ Second
↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	Core	Managerial 22accounting	05BA42	Fourth Semester/ Second

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Course Description Template

Review of Higher Education Institutions' Performance (Academic Program Review)

Course Description

It is a branch of Business Administration that focuses on a set of functions related to financing, investment, profit distribution, and decision-making for planning and control purposes.

1-Educational Institution	University of Al-Qadisiyah – College of Administration and Economics
2- Department / Center:	Department of Business Administration
3-Course Name / Code:	Financial Management
4-Programs Included:	Bachelor of Business Administration
5-Modes of Attendance:	Classroom (Face-to-Face)
6-Semester / Academic Year:	First Semester 2025–2026
7-Total Contact Hours:	45 hours
8-Date of Description Preparation	2025
9-Course Objectives:	1- Explain the concept of Financial Management. 2- Review the functions of Financial Management. 3- Present the quantitative aspects related to the elements of the Balance Sheet. 4- Clarify the concept of Financial Markets and their importance for the financial manager.

1. Learning Outcomes, Teaching and Learning Methods, and Assessment

A. Knowledge and Understanding

A1: Concepts related to Financial Management

A2: Understanding how to evaluate the financial performance of companies

A3: Providing financial and non-financial information that supports management in decision-making.

B. Subject-Specific Skills

B1: Building students' abilities in analyzing and measuring financial performance. B2: Understanding how to analyze financial statements
B3: Learning how to calculate investors' returns from their investments in shares.

Teaching and Learning Methods

- 1- Lecture method.
- 2- Group discussions on theoretical aspects of the course material

- 3- Case study discussion and problem-solving

- 4- Use of visual aids

Assessment Methods

- 1- Oral examinations
- 2- Scientific discussion seminars
- 3- Assignments.
- 4- Mid-term written exams
- 5- Final examinations

C. Thinking Skills

C1: Presenting problems related to Financial Management and requesting possible solutions or developments.
C2: Encouraging the development of students' financial thinking.
C3: Developing research skills on the internet to broaden financial knowledge
C4: Motivating students to express their creative ideas

Teaching and Learning Methods

- 1- Discussions during lectures and case studies
- 2- Encouraging students to think about the topics covered in the course through
- 3- Asking logical reasoning questions
- 4- Asking random thinking questions.
- 5- Use of visual aids.

Assessment Methods

1. Written and oral examinations.
2. Surprise quizzes.
3. Homework assignments.
4. Student presentations with grading.
5. Discussion and Q&A in the classroom.

D. General and Transferable Skills (Other Skills Related to Employability and Personal Development)

D1: Linking Financial Management concepts and knowledge with other fields such as Management Accounting, Cost Accounting, and Economics.
D2: Maintaining self-awareness, cultural openness, acceptance of others, and adaptability. D3: Promoting the preservation of fair competition in the business sector.

11. Course Structure

Week	Hours	Required Learning	Unit or subject name	Learning method	Evaluation method
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		Outcomes			
1.	3	Financial Needs Forecasting Financial Needs	An Overview of Forecasting	Lectures	Exams + preparati o n
2.	3	Forecasting Methods	Understanding Forecasting Methods	Lectures	Exams + preparati o n
3.	3	Examples of Financial Needs	Explaining the Methods	Lectures	Exams + preparati o n
4.	3	Breakeven point	Explaining the Methods	Lectures	Exams + preparati o n
5.	3	Analysis Break even point	Explaining the Methods	Lectures	Exams + preparati o n
6.	3	Analysis Assumptions	Understanding the Assumptions	Lectures	Exams + preparati o n
7.	3	Breakthrough Analysis Methods	Explaining	Lectures	Exams + preparati o n
8.	3	Operating Leverage	Dimensions and Importance	Lectures	Exams + preparati o n
9.	3	Operating Leverage	Explaining	Lectures	Exams + preparati o n
10.	3	Working Capital Management	Philosophy of Working Capital	Lectures	Exams + preparati o n
11.	3	Working Capital Policies	Explaining the Impact of These Policies	Lectures	Exams + preparati o n
12.	3			Lectures	

		Impact of Investment Policies on Return and Risk	Explaining the Impact of These Policies		Exams + preparation
13.	3	Financing Policies in Working Capital	How to Calculate Budgets	Lectures	Exams + preparation
14.	3	Capital Budgeting	How to Apply Project	Lectures	Exams + preparation
15.	3	Examples of Capital Budgeting	Comparison Methods	Lectures	Exams + preparation
12. 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					
14. Learning and Teaching Resources					
Required textbooks (curricular books, any)					
Main references (financial management)			Financial management / Prof. Dr. Mohamed ali		

	al amery Other financial managementbooks
Recommended books and references (scientific journals, reports...)	
Electronic References, Websites	

1. Admission	
*Prerequisites:	Principles of Accounting, Financial Management
*Minimum Number of Students:	20
*Maximum Number of Students:	30

Course Description Form

13.	Course Name:	Economics of business
14.	Course Code:	
15.	Semester / Year:	First Semester / 2025 - 2026
16.	Description Preparation Date:	1/10/2025
17.	Available Attendance Forms:	Weekly attendance according to the scheduled schedule
18.	Number of Credit Hours (Total) / Number of Units (Total)	30
19.	Course administrator's name (mention all, if more than one name)	Name: د. كاظم احمد حمادة Email:
20.	Course Objectives	
	Course Objectives	1- Using personal, linguistic and mathematical intelligence strategies.

	2– Using the brainstorming method and its various methods. 3– Using various mind maps. 4– Using deductive and inductive.				
21. Teaching and Learning Strategies					
Strategy	Cognitive objectives 1- Explaining the material in a lecture manner. 2- Explaining the material through a video lecture. 3- Explaining the material using the audio lecture method. A4- Showing explanatory videos about the material. The skills objectives of the course 1- Listening. 2 - Speaking fluently. B3 – Comprehension. Teaching and learning methods - Lectures Evaluation methods - By asking questions and tests. C- Goals C1- Asking questions C2-Writing. C3- Learn spelling words Teaching and learning methods - Research, seminars, and lectures Evaluation methods - Conduct a test, exam, and ask questions General and qualifying transferable skills (other skills related to employability and personal development). D1- Recruitment in planning departments D2- Recruitment in the academic field D3- Recruitment in research centers				
22. Course Structure					
Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1	2		The Nature of Business Economics	lecture	Tests
2	2		Economic Theory and Its Use in Management	lecture	Tests

3	2		Economic Analysis and Managerial Decision-Making in Business Economics	lecture	Tests
4	2		Demand Analysis and Sales Forecasting	lecture	Tests
5	2		Factors Affecting Demand Forecasting	lecture	Tests
6	2		Risk Analysis in Managerial Decisions	lecture	Tests
7	2		The Concept of Risk and Uncertainty	lecture	Tests
8	2		Approaches to Determining the Degree of Risk	lecture	Tests
9	2		Decision-Making Under Uncertainty	lecture	Tests
10	2		Decision-Making Under Uncertainty Investment Analysis	lecture	Tests
11	2		Investment Analysis The Investment Selection Process	lecture	Tests
12	2		Evaluation of Investment	lecture	Tests
13	2		Alternatives and Choosing the Most Suitable	lecture	Tests
14	2		Elements of Financing Sources	lecture	Tests

23. 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

24. Learning and Teaching Resources

Required textbooks (curricular books, if any)	Economics of business
Main references (sources)	Rapid review
Recommended books and references (scientific journals, reports...)	
Electronic References, Websites	http://Www.okayisnotenough.com

Course Description Form

1. Course Name	Principles of Business Management
2. Course Code	BADM101
3. Semester / Year	Semester System / 2025-2026
4. Date this Description was Prepared	2025
5. Available Attendance Forms	In-person / Mandatory
6. Number of Study Hours (College) / Number of Units (Total)	45 Hours / 4 Units
7. Name of Course Coordinator	Name: A.M. Assem Adel Mohsen Email: as.07725667533@gmail.com
8. Course Goals	Equipping students with cognitive skills in the basics of business management, the evolution of organizational thought, focusing on case studies in banking, and enhancing their readiness to assume tasks and responsibilities for business in general organizations and financial/banking organizations specifically.
9. Teaching and Learning Strategies	Strategy: Theoretical lectures, practical case applications, field visits.

10. Course Structure

Week	Hours	Required Learning Outcomes	Unit/Topic Name	Teaching Method	Assessment Method
1	4	Study examples and cases	Conceptual entry to administration and manager / Management study approaches / Facility activities	Theoretical and practical lectures	Daily, monthly, quarterly exams, projects, reports, and assignments
2	4	Understand the role of the manager and tasks they perform	Challenges facing contemporary management / Tasks and skills of the manager / Management roles and functions	Theoretical and practical lectures	Daily, monthly, quarterly exams, projects, reports, and assignments
3	4	Understand the evolution of the concept of management	Evolution of administrative thought (Classical schools / Scientific management / Bureaucracy for administrative divisions)	Theoretical and practical lectures	Daily, monthly, quarterly exams, projects, reports, and assignments
4	4	=	Human Relations School / Hawthorne Studies / Mary Parker Follett's study / Chester Barnard	Theoretical and practical lectures	Daily, monthly, quarterly exams, projects, reports, and assignments
5	4	Understand modern trends and models that can be used in practical reality	Contemporary School / Open System Theory / Japanese Quantitative Management	Theoretical and practical lectures	Daily, monthly, quarterly exams, projects, reports, and assignments
6	4	=	Management environment: Concept of environment and its types / Specific environment and its components	Theoretical and practical lectures	Daily, monthly, quarterly exams, projects, reports, and assignments
7	4		General environment and its components / Importance of exchange between the organization and work environment	Theoretical and practical lectures	Daily, monthly, quarterly exams, projects, reports, and assignments
8	4		Organizational goals and administrative planning: Goals and purposes / Types of organizational goals / Setting goals	Theoretical and practical lectures	Daily, monthly, quarterly exams, projects, reports, and assignments
9	4		Management by Objectives (MBO) / Case Study	Theoretical and practical lectures	Daily, monthly, quarterly exams, projects, reports, and assignments
10	4		Strategic Planning: Concept of strategic factors important in determining	Theoretical and practical lectures	Daily, monthly, quarterly exams, projects, reports, and assignments

		strategic components / Enterprise Strategy		projects, reports, and assignments
11	4	Steps in making strategic decisions / Strategic levels	Theoretical and practical lectures	Daily, monthly, quarterly exams, projects, reports, and assignments
12	4	Planning management functions / Nature of planning / Types of operational plans / Midterm Exam	Theoretical and practical lectures	Daily, monthly, quarterly exams, projects, reports, and assignments
13	4	Organizing and organization function / Organizational components / Organizing processes: Planning and treatments	Theoretical and practical lectures	Daily, monthly, quarterly exams, projects, reports, and assignments
14	4	Administrative decision making: Concept of decision making / Types of decisions / Basic models for decision making	Theoretical and practical lectures	Daily, monthly, quarterly exams, projects, reports, and assignments
15	4	Information required for decision making / Supporting systems for decision making / Steps in decision making	Theoretical and practical lectures	Daily, monthly, quarterly exams, projects, reports, and assignments

11. Course Evaluation

Distribution of the grade out of 100 according to the tasks assigned to the student:

- Tasks & Assignments: 10%
- Reports: 10%
- Quizzes: 10%
- Midterm Exam: 20%
- Final Exams: 50%
- Total: 100%

12. Learning and Teaching Resources

Required Textbook (Methodology, if any)	Course: Principles of Management with Focus on Business Management
Main References (Sources)	Assistant: Management and Business / Dr. Salih Mahdi Al-Amiri and Al-Ghalibi 2008 / Dr. Khalil Al-Shamaa 2010
Recommended Books and References (Scientific Journals, Reports... etc.)	Scientific Journals, Reports... etc.
Electronic References	Electronic websites specialized in Business Management

**Ministry of Higher Education and Scientific Research
Scientific Supervision and Evaluation Apparatus**

**Directorate of Quality Assurance and Academic Accreditation
Accreditation Department**

**Course Description Form
Organization Theory and Organizational Behavior
Academic Year: 2025–2026**

Field / Item	Description / Details
1. Course Name	Organization Theory and Organizational Behavior
2. Course Code	MGT302
3. Semester / Year	First Semester / 2025
4. Date of Preparing This Description	2025/10/01
5. Available Attendance Forms	In-classroom attendance
6. Total Study Hours / Total Units	45 Hours
7. Course Coordinator Name	Name: Assistant Lecturer Asem Adel Mohsen Email: AS.07725667533@GMAIL.COM
8. Course Objectives	1. Introduce students to the concept of the organization, its environment, and its basic functions. 2. Understand individual and group behavior within organizations. 3. Identify the most important organizational theories and organizational behavior. 4. Develop skills for analyzing organizational problems and decision-making. 5. Enhance the student's ability to deal with leadership, communication, and organizational culture.
9. Teaching and Learning Strategies	• Interactive lectures to explain the core concepts of the course. • Brainstorming and classroom discussions to enhance critical thinking and organizational behavior analysis. • Case Studies to link theoretical concepts with the reality of institutional work. • Cooperative learning through small group work to develop teamwork skills. • Presentations to enable students to present and discuss ideas. • E-learning using educational platforms to publish lectures and assignments. • Assignments, reports, and practical applications to develop diagnostic and problem-solving skills.

10. Course Evaluation & Weekly Schedule

Week	Topics / Material Covered
Week 1	Concept of Organization and how to study it
Week 2	Classical Theories of Organization
Week 3	Human Relations Movement, Organizational Equilibrium Theory, Human Resources Approach

Week 4	Introduction to Human Relations
Week 5	Contemporary Theories
Week 6	Modern Trends in Organizational Thought
Week 7	Organization Goals, Effectiveness, and Efficiency
Week 8	First Month Exam
Week 9	Organizational Environment
Week 10	Required Organizational Responses to Face Environmental Contingencies
Week 11	Organizational Structure
Week 12	Executive, Advisory, and Functional Structure
Week 13	Second Month Exam
Week 14	Submission of Term Grades (Saa'y)

Grade Distribution (out of 100) according to assigned tasks:

- Daily Quiz: 10%
- Projects: 10%
- Assignments: 10%
- Reports: 10%
- Midterm Exam: 10%
- Final Semester Exam: 50%

11. Learning and Teaching Resources

Resource Type	Details
Required Textbooks (Methodology if available)	Organization Theory and Organizational Behavior
Main References (Sources)	Dr. Monqeth Mohammed Dagher, Dr. Adel Harhoush Saleh
Recommended Supporting Books / Journals	Journals of Administration and Economics
Electronic References, Websites	The Economic Library

Course Description Form

1. Course Name	Human Resource Management				
2. Course Code					
3. Semester / Year	2025–2026				
4. Date of Preparing this Description	2025–01–07				
5. Available Attendance Forms	In-person				
6. Number of Credit Hours (Total) / Number of Units (Total)	30 / 3				
7. Course Administrator <i>(If more than one name is mentioned)</i>					
Name: Nabaa Mansoor Abdul-Hassan Al- Amouri			Email: nabaa.mansoor@s.uokerbala.edu.iq		
8. Course Objectives					
The student will be able to: • Understand the evolution of Human Resource Management from personnel affairs to strategic management. • Distinguish between the concept of employees and the concept of Human Resource Management as a system. • Identify the functions of Human Resource Management and their impact on achieving organizational objectives. • Differentiate between traditional systems and the open-system approach in Human Resource Management. • Learn job analysis, job design, and job evaluation. • Understand Human Resource Planning, its stages, and workforce forecasting. • Recognize the stages of employee selection and recruitment in a professional manner.					Course Objectives
9. Teaching and Learning Strategies					
Cooperative Learning Strategy Brainstorming Discussions Self-learning					Strategy
10. Course Structure					
Week	Hours	Required Learning Outcomes	Unit or Topic Name	Learning Method	Evaluation Method
1	3	Students understand the topic	Historical Background of Human Resource Management	Lectures	Oral Tests

10. Course Structure (Continued)

Week	Learning Outcomes	Unit / Topic Name	Learning Method	Evaluation Method
2	Students understand the topic	Human Resource Management: Concepts, Objectives, Functions, and Strategies	Participation, Discussions	Daily Quizzes
3	Students understand the topic	Human Resource Management as an Open System	Questioning	Monthly Test
4	Students understand the topic	Human Resource Planning	Lectures	Oral Test
5	Students understand the topic	Job Analysis	Lectures	Discussions
6	Students understand the topic	Job Design and Job Evaluation	Report	Monthly Test
7	First Monthly Examination	Examination	Examination	Examination
8	Students understand the topic	Human Resource Planning: Concept and Importance	Lectures	Continuous Assessment
9	Students understand the topic	Stages of Human Resource Planning	Participation	Continuous Assessment
10	Students understand the topic	Methods of Determining Human Resource Requirements	Discussions	Continuous Assessment
11	Students understand the topic	Employee Recruitment and Selection	Questioning	Continuous Assessment
12	Students understand the topic	Stages of Recruitment and Selection Process	Lectures	Continuous Assessment
13	Students understand the topic	Preparation and Orientation	Lectures	Continuous Assessment
14	Students understand the topic	Concepts, Importance, and Types	Report	Continuous Assessment
15	Second Monthly Examination	Examination	Examination	Examination

11. Course Evaluation

The student's final grade (out of 100) shall be distributed according to the assigned tasks, including daily preparation, daily quizzes, oral examinations, monthly examinations, written examinations, reports, and other assessment activities.

12. Learning and Teaching Resources

Required Textbooks (Curriculum, if available)	Human Resource Management, Dr. Muayyad Saeed Al-Salem, Dr. Ailal Jarash Saleh
Main References (Sources)	Human Resources, Mahfouz Ahmed Jawda
Recommended Books and References (Scientific Journals, Reports, etc.)	Human Resource Management, Khalid Abdul Rahim Al-Bayati
Electronic References / Internet Websites	Relevant websites specializing in Human Resource Management

12. Learning and Teaching Resources

Resource Type	Reference
Required Textbook (Curriculum, if available)	Asfour, K.H. (2022). <i>Contemporary Human Resource Management</i> . Dar Al-Afaq for Publishing and Distribution.
Main References (Sources)	Al-Hariri, M. (2018). <i>Modern Trends in Human Resource Management</i> . Al-Yazouri Scientific Publishing and Distribution.
Recommended Books and References (Scientific Journals, Reports, etc.)	Al-Saati, S., Al-Awasa, N., & Al-Awasa, S. (2022). <i>Strategic Human Resource Management in Light of Contemporary Global Trends</i> . Dar Al-Yazouri for Publishing and Distribution.
Electronic References	Websites specializing in Digital Marketing.

Course Description Form

1. Course Name	Human Resource Management				
2. Course Code					
3. Semester / Year	2025–2026				
4. Date of Preparing this Description	2025–01–07				
5. Available Attendance Forms	In-person				
6. Number of Credit Hours (Total) / Number of Units (Total)	30 / 3				
7. Course Administrator <i>(If more than one name is mentioned)</i>					
Name: Nabaa Mansoor Abdul-Hassan Al- Amouri			Email: nabaa.mansoor@s.uokerbala.edu.iq		
8. Course Objectives					
The student will be able to: - Understand the evolution of Human Resource Management from personnel affairs to strategic management. - Distinguish between the concept of employees and the concept of Human Resource Management as a system. - Identify the functions of Human Resource Management and their impact on achieving organizational objectives. - Differentiate between traditional systems and the open-system approach in Human Resource Management. - Learn job analysis, job design, and job evaluation. - Understand Human Resource Planning, its stages, and workforce forecasting. - Recognize the stages of employee selection and recruitment in a professional manner.					Course Objectives
9. Teaching and Learning Strategies					
Cooperative Learning Strategy Brainstorming Discussions Self-learning					Strategy
10. Course Structure					
Week	Hours	Required Learning Outcomes	Unit or Topic Name	Learning Method	Evaluation Method
1	3	Students understand the topic	Historical Background of Human Resource Management	Lectures	Oral Tests

10. Course Structure (Continued)

Week	Learning Outcomes	Unit / Topic Name	Learning Method	Evaluation Method
2	Students understand the topic	Human Resource Management: Concepts, Objectives, Functions, and Strategies	Participation, Discussions	Daily Quizzes
3	Students understand the topic	Human Resource Management as an Open System	Questioning	Monthly Test
4	Students understand the topic	Human Resource Planning	Lectures	Oral Test
5	Students understand the topic	Job Analysis	Lectures	Discussions
6	Students understand the topic	Job Design and Job Evaluation	Report	Monthly Test
7	First Monthly Examination	Examination	Examination	Examination
8	Students understand the topic	Human Resource Planning: Concept and Importance	Lectures	Continuous Assessment
9	Students understand the topic	Stages of Human Resource Planning	Participation	Continuous Assessment
10	Students understand the topic	Methods of Determining Human Resource Requirements	Discussions	Continuous Assessment
11	Students understand the topic	Employee Recruitment and Selection	Questioning	Continuous Assessment
12	Students understand the topic	Stages of Recruitment and Selection Process	Lectures	Continuous Assessment
13	Students understand the topic	Preparation and Orientation	Lectures	Continuous Assessment
14	Students understand the topic	Concepts, Importance, and Types	Report	Continuous Assessment
15	Second Monthly Examination	Examination	Examination	Examination

11. Course Evaluation

The student's final grade (out of 100) shall be distributed according to the assigned tasks, including daily preparation, daily quizzes, oral examinations, monthly examinations, written examinations, reports, and other assessment activities.

12. Learning and Teaching Resources

Required Textbooks (Curriculum, if available)	Human Resource Management, Dr. Muayyad Saeed Al-Salem, Dr. Ailal Jarash Saleh
Main References (Sources)	Human Resources, Mahfouz Ahmed Jawda
Recommended Books and References (Scientific Journals, Reports, etc.)	Human Resource Management, Khalid Abdul Rahim Al-Bayati
Electronic References / Internet Websites	Relevant websites specializing in Human Resource Management

12. Learning and Teaching Resources

Resource Type	Reference
Required Textbook (Curriculum, if available)	Asfour, K.H. (2022). <i>Contemporary Human Resource Management</i> . Dar Al-Afaq for Publishing and Distribution.
Main References (Sources)	Al-Hariri, M. (2018). <i>Modern Trends in Human Resource Management</i> . Al-Yazouri Scientific Publishing and Distribution.
Recommended Books and References (Scientific Journals, Reports, etc.)	Al-Saati, S., Al-Awasa, N., & Al-Awasa, S. (2022). <i>Strategic Human Resource Management in Light of Contemporary Global Trends</i> . Dar Al-Yazouri for Publishing and Distribution.
Electronic References	Websites specializing in Digital Marketing.

Course Description Form- Principles of Statistics

Course Information

Course Name	Principles of Statistics
Course Code	43.76.5
Semester / Academic Year	Semester System / 2024-2025
Date of Preparation	21/01/2025
Attendance Mode	In-Person
Total Study Hours	45
Credit Units	3
Course Coordinator	Asst. Lecturer nabaa mansoor

Course Objectives

- Understand the fundamentals of statistics and its importance in organizations.
- Learn methods of utilizing and communicating statistical information.
- Understand scientific methods of collecting and organizing data.
- Analyze data using statistical measures to improve performance and innovation.
- Use Artificial Intelligence and databases to support statistical applications.

Teaching and Learning Strategies

- **Cooperative Learning Strategy**
 - **Brainstorming**
 - **Discussions**
 - **Self-Learning**

Course Structure

Week	Hours	Learning Outcomes	Unit/Topic	Teaching Method	Assessment
1	3	Identify and understand topic	Introduction to Statistics	Lecture / Discussion	Quiz / Exam
2	3	Identify and understand topic	Data Collection	Lecture / Discussion	Quiz / Exam
3	3	Identify and understand topic	Random Variables and Frequency Distributions	Lecture / Discussion	Quiz / Exam
4	3	Identify and understand topic	Types of Samples	Lecture / Discussion	Quiz / Exam

5	3	Identify and understand topic	Common Errors in Data Collection	Lecture / Discussion	Quiz / Exam
6	3	Identify and understand topic	Measures of Central Tendency	Lecture / Discussion	Quiz / Exam
7	3	Identify and understand topic	Monthly Exam 1	Lecture / Discussion	Quiz / Exam
8	3	Identify and understand topic	Frequency Distribution	Lecture / Discussion	Quiz / Exam
9	3	Identify and understand topic	Graphical Presentation of Data	Lecture / Discussion	Quiz / Exam
10	3	Identify and understand topic	Mathematical Symbols	Lecture / Discussion	Quiz / Exam
11	3	Identify and understand topic	Measures of Dispersion	Lecture / Discussion	Quiz / Exam
12	3	Identify and understand topic	Monthly Exam 2	Lecture / Discussion	Quiz / Exam
13	3	Identify and understand topic	Case Studies and Applications	Lecture / Discussion	Quiz / Exam
14	3	Identify and understand topic	Mathematics Review	Lecture / Discussion	Quiz / Exam
15	3	Identify and understand topic	Comprehensive Review and Final Exam	Lecture / Discussion	Quiz / Exam

Course Assessment

Grades are distributed out of 100 based on attendance, participation, daily quizzes, oral examinations, monthly examinations, reports, assignments, and final examination.

Learning and Teaching Resources

Required Textbooks: None

Main References: Principles of Statistics, Dr. Waleed Abdulrahman Al-Fahd

Electronic Resources: Websites and electronic resources related to Statistics.

Course Description Form

Risk Management
Course Name: Risk Management Semester / Academic Year: Semester System / 2025–2026 Date of Preparation of this Description: 07/12/2025 Available Attendance Modes: In-Person Total Study Hours / Total Credit Units: 30 Hours / 2 Credit Units Course Coordinator: Asst. Lecturer Nabaa Mansoor

Course Objectives
• Introduce students to the subject of Risk Management. • Review the major risks facing organizations. • Develop students' understanding of risk management methods and techniques. • Enable students to measure, evaluate, and interpret results. • Develop students' ability to solve problems related to study and research.

Teaching and Learning Strategies
Strategies • Cooperative Learning Strategy • Brainstorming • Discussions

Course Structure

Week	Hours	Required Learning Outcomes	Unit / Topic	Teaching Method	Assessment Method
1	2	High level of understanding	Introduction and Development of Risk Management	Lectures	Oral Tests
2	2	High level of understanding	Concept and Types of Risks	Reports and Participation	Daily Exams
3	2	High level of understanding	Risk Factors	Discussions	Discussions
4	2	High level of understanding	Concept and Importance of Risk Management	Questions and Answers	Oral Tests
5	2	High level of understanding	Organizational Structure of Risk Management	Theoretical and Practical	Monthly Exam
6	2	High level of understanding	Risk Description and Reporting	Lectures	Oral Tests
7	2	First Monthly Examination	First Monthly Examination	Examination	Monthly Exam
8	2	Student understands the topic	Risk Analysis and Measurement	Discussion Sessions	Discussions
9	2	Student understands the topic	Risk Mitigation Methods	Reports	Oral Tests
10	2	Student understands the topic	Concept of Investment Risks	Questions and Answers	Monthly Exam
11	2	Student understands the topic	Types of Investment Risks	Theoretical and Practical	Monthly Exam
12	2	Second Monthly Examination	Standard Deviation Method for Measuring Investment Risk	Theoretical	Oral Tests
13	2	Student understands the topic	Coefficient of Variation Method for Measuring Investment Risk	Theoretical	Discussions
14	2	Student understands the topic	Exercises on Investment Risk	Report	Detailed Report

			Measurement Methods		
15	2	Final Examination	Second Monthly Examination / Final Review	Comprehensive Review	Final Examination

Course Assessment

The final grade (100%) is distributed according to the tasks assigned to students, including daily attendance, daily examinations, oral examinations, monthly examinations, written examinations, reports, assignments, and other assessment activities.

Learning and Teaching Resources

Required Textbooks

Risk Management, Dr. Mahmoud Ibrahim et al.

Main References

Modern Financial Management, Prof. Dr. Mohammed Ali Al-Amiri.

Electronic Resources

Websites and electronic resources specialized in Risk Management.

Course Description Form

1. Course Name	Principles of Business Management
2. Course Code	BADM101
3. Semester / Year	Semester System / 2025-2026
4. Date this Description was Prepared	2025
5. Available Attendance Forms	In-person / Mandatory
6. Number of Study Hours (College) / Number of Units (Total)	45 Hours / 4 Units
7. Name of Course Coordinator	Name: A.M. Assem Adel Mohsen Email: as.07725667533@gmail.com
8. Course Goals	Equipping students with cognitive skills in the basics of business management, the evolution of organizational thought, focusing on case studies in banking, and enhancing their readiness to assume tasks and responsibilities for business in general organizations and financial/banking organizations specifically.
9. Teaching and Learning Strategies	Strategy: Theoretical lectures, practical case applications, field visits.

10. Course Structure

Week	Hours	Required Learning Outcomes	Unit/Topic Name	Teaching Method	Assessment Method
1	4	Study examples and cases	Conceptual entry to administration and manager / Management study approaches / Facility activities	Theoretical and practical lectures	Daily, monthly, quarterly exams, projects, reports, and assignments
2	4	Understand the role of the manager and tasks they perform	Challenges facing contemporary management / Tasks and skills of the manager / Management roles and functions	Theoretical and practical lectures	Daily, monthly, quarterly exams, projects, reports, and assignments
3	4	Understand the evolution of the concept of management	Evolution of administrative thought (Classical schools / Scientific management / Bureaucracy for administrative divisions)	Theoretical and practical lectures	Daily, monthly, quarterly exams, projects, reports, and assignments
4	4	=	Human Relations School / Hawthorne Studies / Mary Parker Follett's study / Chester Barnard	Theoretical and practical lectures	Daily, monthly, quarterly exams, projects, reports, and assignments
5	4	Understand modern trends and models that can be used in practical reality	Contemporary School / Open System Theory / Japanese Quantitative Management	Theoretical and practical lectures	Daily, monthly, quarterly exams, projects, reports, and assignments
6	4	=	Management environment: Concept of environment and its types / Specific environment and its components	Theoretical and practical lectures	Daily, monthly, quarterly exams, projects, reports, and assignments
7	4		General environment and its components / Importance of exchange between the organization and work environment	Theoretical and practical lectures	Daily, monthly, quarterly exams, projects, reports, and assignments
8	4		Organizational goals and administrative planning: Goals and purposes / Types of organizational goals / Setting goals	Theoretical and practical lectures	Daily, monthly, quarterly exams, projects, reports, and assignments
9	4		Management by Objectives (MBO) / Case Study	Theoretical and practical lectures	Daily, monthly, quarterly exams, projects, reports, and assignments
10	4		Strategic Planning: Concept of strategic factors important in determining	Theoretical and practical lectures	Daily, monthly, quarterly exams, projects, reports, and assignments

			strategic components / Enterprise Strategy		projects, reports, and assignments
11	4		Steps in making strategic decisions / Strategic levels	Theoretical and practical lectures	Daily, monthly, quarterly exams, projects, reports, and assignments
12	4		Planning management functions / Nature of planning / Types of operational plans / Midterm Exam	Theoretical and practical lectures	Daily, monthly, quarterly exams, projects, reports, and assignments
13	4		Organizing and organization function / Organizational components / Organizing processes: Planning and treatments	Theoretical and practical lectures	Daily, monthly, quarterly exams, projects, reports, and assignments
14	4		Administrative decision making: Concept of decision making / Types of decisions / Basic models for decision making	Theoretical and practical lectures	Daily, monthly, quarterly exams, projects, reports, and assignments
15	4		Information required for decision making / Supporting systems for decision making / Steps in decision making	Theoretical and practical lectures	Daily, monthly, quarterly exams, projects, reports, and assignments

.Course Evaluation

Distribution of the grade out of 100 according to the tasks assigned to the student:

- Tasks & Assignments: 10%
- Reports: 10%
- Quizzes: 10%
- Midterm Exam: 20%
- Final Exams: 50%
- Total: 100%

12. Learning and Teaching Resources

Required Textbook (Methodology, if any)

Course: Principles of Management with Focus on Business Management

Main References (Sources)

Assistant: Management and Business / Dr. Salih Mahdi Al-Amiri and Al-Ghalibi 2008 / Dr. Khalil Al-Shamaa 2010

Recommended Books and References (Scientific Journals, Reports... etc.)

Scientific Journals, Reports... etc.

Electronic References

Electronic websites specialized in Business Management
