

**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**

**2024**

## Academic Program Description Form

University Name: .....Basrah.....

Faculty/Institute: .....College of Admin & Economics.....

Scientific Department: ..... Business Administration.....

Academic or Professional Program Name: .... Business Administration....

Final Certificate Name: .... Bachelor of Business Administration.....

Academic System: ... Semester system .....

Description Preparation Date: 20/3/2024

File Completion Date: 21/3/2024

Signature:

Head of Department Name:

Prof Dr. Hadi Abdul-Wahab Al-Abrow

Date:

Signature:

Scientific Associate Name:

Assistant Prof Dr. Ammar Youssef Dhicher

Date:

The file is checked by: Weam Yassin Najm

Department of Quality Assurance and University Performance

Director of the Quality Assurance and University Performance Department:

Date:

Signature:

Approval of the Dean  
Prof Dr. Abdul Hussein-Tawfiq Al-Shibli

### **1. Program Vision**

The Department of Business Administration seeks scientific and academic excellence through developing scientific research, producing knowledge, and meeting the needs of the labor market. It also works to provide an integrated path for its students and professors through its scientific, research and administrative activities, to make them active and creative in serving society.

### **2. Program Mission**

Preparing graduates equipped with knowledge and skills in the field of business administration to meet the needs of the labor market by enhancing the educational, research and community service environment.

### **3. Program Objectives**

The department seeks to develop highly qualified administrative cadres that enhance the chances of success by relying on the department's core competencies and providing high-quality academic programs that are in line with the Iraqi business environment and its continuous changes. Therefore, the department aims to:

- 1- Improving performance and success rates while maintaining a good academic level.
- 2- Developing primary and postgraduate studies curricula in line with the curricula of prestigious universities.
- 3- Enhancing the culture of scientific research in accordance with the university's research directions and in a way that contributes to creating opportunities for the public and private sectors.
- 4- Graduating students equipped with the necessary knowledge, skills and values in business administration to meet the requirements of the labor market.

### **4. Program Accreditation**

In the process of applying - to obtain accreditation according to national standards for accrediting programs in colleges of administration and economics in Iraq

### **5. Other external influences**

National standards for accreditation of colleges of administration and economics programs in Iraq (NCAPAEI).

<b>6. Program Structure</b>				
<b>Program Structure</b>	<b>Number of Courses</b>	<b>Credit hours</b>	<b>Percentage</b>	<b>Reviews*</b>
<b>Institution Requirements</b>	<b>56</b>	<b>143</b>	<b>100%</b>	<b>Basic course</b>
<b>College Requirements</b>	<b>Yes</b>			
<b>Department Requirements</b>	<b>Yes</b>			
<b>Summer Training</b>	<b>There is</b>			
<b>Other</b>				

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

<b>7. Program Description</b>				
<b>Year/Level</b>	<b>Course Code</b>	<b>Course Name</b>	<b>Credit Hours</b>	
			<b>theoretical</b>	<b>practical</b>
<b>first level 2023-2024 (first course)</b>		<b>Principles of business management</b>	<b>3</b>	
		<b>Principles of Economics</b>	<b>2</b>	
		<b>Accounting principles</b>	<b>3</b>	
		<b>Microsoft office computer</b>	<b>2</b>	<b>1</b>
		<b>Mathematics for business administration</b>	<b>3</b>	
		<b>Arabic Language</b>	<b>2</b>	
		<b>Administrative readings E</b>	<b>2</b>	
<b>first level 2023-2024  second course</b>		<b>Principles of business management</b>	<b>3</b>	
		<b>Principles of Economics</b>	<b>3</b>	
		<b>Microsoft office computer</b>	<b>2</b>	<b>1</b>
		<b>Statistics for business administration</b>	<b>3</b>	
		<b>Rights and freedoms</b>	<b>3</b>	
		<b>Accounting principles 2</b>	<b>3</b>	

		English language	2	
		Business correspondence E	2	
<b>second level 2023–2024 (first course)</b>		Organized theoretical	3	
		Marketing Management	3	
		HR Management	3	
		Materials and warehouse management	2	
		Commercial law	3	
		Computer 1 EXCEL	2	1
		Baath Party crimes	2	
		Intermediate Accounting	2	
<b>second level 2023–2024 (second course)</b>		Market research	2	
		Intellectual capital management	2	
		Organizational behavior	3	
		Intermediate accounting	2	
		E-Commerce	2	
		Supply management	2	
		Advanced office administrative applications using the computer EXCEL	2	
<b>third level 2023–2024 (first course)</b>		English language	3	
		Financial Management 1	2	
		Bank management	3	
		Strategy management	3	
		project management	3	
		Business economics	3	
		Operations Research	2	
		Cost accounting	3	
<b>third level 2023–2024 (second course)</b>		financial management	3	
		Strategic thinking	3	
		Insurance management	3	
		Operations research	3	

		Cost accounting	3	
		Project management applications using computers	2	
		Feasibility studies	3	
<b>Fourth level 2023–2024 (first course)</b>		production management	3	
		Contract Management	2	
		information technology	3	
		Risk Management	2	
		International Business Administration	3	
		Research Methods	2	
		English language	2	
<b>Fourth level 2023–2024 (second course)</b>		Quality Management	3	
		knowledge management	3	
		Corporate governance	2	
		Graduation research project	1	
		Negotiation management	2	
		Investment portfolio management	3	

<b>8. Expected learning outcomes of the program</b>	
<b>Knowledge</b>	
<b>Knowledge</b>	<p>1- Enabling students to know and understand the basics of management science with its various variables and branches.</p> <p>2- Providing students with the necessary skills to work in administrative professions, such as using information technology systems and quantitative methods in the field of business administration.</p> <p>3- Enabling students to translate administrative theory into practical cases, as well as understand the nature and importance of variables that affect the course of administrative processes.</p>
<b>Skills</b>	
<b>Skills</b>	<p>1- Students are able to prepare and write research projects on various administrative topics under the direct supervision of department professors with specializations.</p> <p>2- Providing a set of realistic and practical cases to study and observe to understand the nature of the connections and relationships between</p>

	<p>administrative theories and administrative practice in practice.</p> <p>3- Enabling students to prepare and write economic feasibility studies under the direct supervision of specialized department professors.</p> <p>4- Teaching students how to create a job opportunity through the entrepreneurship course.</p> <p>5- Teaching the student to develop and develop creative and innovative thinking skills in the field of specialization</p>
<b>Ethics</b>	
<b>Ethics</b>	<p>Since the beginning of the academic year, the department has followed specific policies at all levels to enhance students' loyalty and love for the business administration major, as it is one of the important majors in the current and future local and global business environment, in addition to its great influence on the activities of the private sector and various state institutions, which has led to the creation of solid emotional values. The students have a personal desire for the importance of scientific specialization and belonging to this department, and they are completely satisfied with their decision to choose and express their thoughts and feelings regarding life matters.</p>

### **9. Teaching and Learning Strategies**

1. Giving lectures.
- 2- The style of dialogue and discussion
- 3- Brainstorming method
- 4- Data show means
- 5- Making reports
- 6- Distributing students into groups for applied case study and case study analysis.

### **10. Evaluation methods**

- 1- Continuous observation of the student by the professor
- 2- Daily exams (Quiz)
- 3- Monthly tests
- 4- Semester exams and end-of-course exams
- 5- Submit reports
- 6- Giving incentive rewards (grades) to students to encourage them to excel.

## 11. Faculty

### Faculty Members

Academic Rank	Specialization		Special Requirements/Skills (if applicable)		Number of the teaching staff	
	General	Special			Staff	Lecturer
Professor	Business Administration	Organized theoretical			Staff	
Professor	Business Administration	HR management			Staff	
Professor	Business Administration	Financial management			Staff	
Professor	Business Administration	Bank management			Staff	
Assistant Prof	Business Administration	Comprehensive quality management			Staff	
Professor	Business Administration	Human resources			Staff	
Assistant Prof	Business Administration	Production management			Staff	
Assistant Prof	Business Administration	Risk and insurance management			Staff	
Assistant Prof	Business Administration	Financial management			Staff	
Lecturer	Business Administration	Economic development			Staff	
Assistant Prof	Business Administration	marketing management			Staff	
Assistant Prof	Business Administration	marketing management			Staff	
Lecturer	Business Administration	Comprehensive quality management			Staff	



Assistant Prof	Business Administration	Organizational behavior			Staff	
Lecturer	Business Administration	Knowledge management			Staff	
Lecturer	Business Administration	International law			Staff	
Lecturer	Business Administration	Financial management			Staff	
Lecturer	Business Administration	Financial management			Staff	
Lecturer	Business Administration	HR management			Staff	
Lecturer	Business Administration	Financial management			Staff	
Lecturer	Business Administration	information technology			Staff	
Assistant lecturer	Business Administration	International economy			Staff	
Assistant lecturer	Business Administration	Production and operations management			Staff	
Assistant lecturer	Business Administration	HR management			Staff	
Assistant lecturer	Business Administration	HR management			Staff	
Assistant lecturer	Business Administration	Organized theoretical			Staff	
Assistant lecturer	Business Administration	Strategic management			Staff	
Assistant lecturer	Business Administration	HR management			Staff	
Assistant lecturer	Business Administration	Quality Management			Staff	
Assistant lecturer	Business Administration	Knowledge management			Staff	

## **Professional Development**

### **Mentoring new faculty members**

- 1- Special instructions for national accreditation standards for colleges of administration and economics
- 2- Development courses / workshops / conferences / scientific research / curricular and extracurricular activities

### **Professional development of faculty members**

- 1- Special instructions for national accreditation standards for colleges of administration and economics
- 2- Instructions and directives of the Ministry of Higher Education and Scientific Research to develop faculty members
- 3- Development courses / workshops / conferences / scientific research / curricular and extracurricular activities

## **12. Acceptance Criterion**

According to the central admission controls set by the Ministry of Higher Education and the admission controls approved by the College of Administration and Economics

## **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. Internet networks.
4. National standards for accreditation of programs in colleges of administration and economics in Iraq (NCAPAEI).

## **14. Program Development Plan**

Conducting field visits to government institutions to familiarize students with administrative work and how to practice and develop the basic requirements to improve practical reality.

### Program Skills Outline

				Required program Learning outcomes											
Year/Level	Course Code	Course Name	Basic or optional	Knowledge				Skills				Ethics			
				A1	A2	A3	A4	B1	B2	B3	B4	C1	C2	C3	C4
first level (first course)		Principles of business management	Basic	√	√	√	√	√	√	√	√	√	√	√	√
		Principles of Economics	Basic	√	√	√	√	√	√	√	√	√	√	√	√
		Accounting principles	Basic	√	√	√	√	√	√	√	√	√	√	√	√
		Microsoft office computer	Basic	√	√	√	√	√	√	√	√	√	√	√	√
		Mathematics for business administration	Basic	√	√	√	√	√	√	√	√	√	√	√	√
		Arabic Language	Basic	√	√	√	√	√	√	√	√	√	√	√	√
		Administrative readings E	Basic	√	√	√	√	√	√	√	√	√	√	√	√
first level second course		Principles of business management	Basic	√	√	√	√	√	√	√	√	√	√	√	√
		Principles of Economics	Basic	√	√	√	√	√	√	√	√	√	√	√	√

		Microsoft office computer	Basic	√	√	√	√	√	√	√	√	√	√	√	√
		Statistics for business administration	Basic	√	√	√	√	√	√	√	√	√	√	√	√
		Rights and freedoms	Basic	√	√	√	√	√	√	√	√	√	√	√	√
		Accounting principles 2	Basic	√	√	√	√	√	√	√	√	√	√	√	√
		English language	Basic	√	√	√	√	√	√	√	√	√	√	√	√
		Business correspondence E	Basic	√	√	√	√	√	√	√	√	√	√	√	√
second level (first course)		Organized theoretical	Basic	√	√	√	√	√	√	√	√	√	√	√	√
		Marketing Management	Basic	√	√	√	√	√	√	√	√	√	√	√	√
		HR Management	Basic	√	√	√	√	√	√	√	√	√	√	√	√
		Materials and warehouse management	Basic	√	√	√	√	√	√	√	√	√	√	√	√
		Commercial law	Basic	√	√	√	√	√	√	√	√	√	√	√	√
		Computer 1 EXCEL	Basic	√	√	√	√	√	√	√	√	√	√	√	√
		Baath Party crimes	Basic	√	√	√	√	√	√	√	√	√	√	√	√
		Intermediate Accounting	Basic	√	√	√	√	√	√	√	√	√	√	√	√
second level		Market research	Basic	√	√	√	√	√	√	√	√	√	√	√	√

<b>(second course)</b>		<b>Intellectual capital management</b>	<b>Basic</b>	√	√	√	√	√	√	√	√	√	√	√	√
		<b>Organizational behavior</b>	<b>Basic</b>	√	√	√	√	√	√	√	√	√	√	√	√
		<b>Intermediate accounting</b>	<b>Basic</b>	√	√	√	√	√	√	√	√	√	√	√	√
		<b>E-Commerce</b>	<b>Basic</b>	√	√	√	√	√	√	√	√	√	√	√	√
		<b>Supply management</b>	<b>Basic</b>	√	√	√	√	√	√	√	√	√	√	√	√
		<b>Advanced office administrative applications using the computer EXCEL</b>	<b>Basic</b>	√	√	√	√	√	√	√	√	√	√	√	√
<b>third level (first course)</b>		<b>English language</b>	<b>Basic</b>	√	√	√	√	√	√	√	√	√	√	√	√
		<b>Financial Management 1</b>	<b>Basic</b>	√	√	√	√	√	√	√	√	√	√	√	√
		<b>Bank management</b>	<b>Basic</b>	√	√	√	√	√	√	√	√	√	√	√	√
		<b>Strategy management</b>	<b>Basic</b>	√	√	√	√	√	√	√	√	√	√	√	√
		<b>project management</b>	<b>Basic</b>	√	√	√	√	√	√	√	√	√	√	√	√
		<b>Business economics</b>	<b>Basic</b>	√	√	√	√	√	√	√	√	√	√	√	√

		<b>Operations Research</b>	<b>Basic</b>	√	√	√	√	√	√	√	√	√	√	√	√
		<b>Cost accounting</b>	<b>Basic</b>	√	√	√	√	√	√	√	√	√	√	√	√
<b>third level (second course)</b>		<b>financial management</b>	<b>Basic</b>	√	√	√	√	√	√	√	√	√	√	√	√
		<b>Strategic thinking</b>	<b>Basic</b>	√	√	√	√	√	√	√	√	√	√	√	√
		<b>Insurance management</b>	<b>Basic</b>	√	√	√	√	√	√	√	√	√	√	√	√
		<b>Operations research</b>	<b>Basic</b>	√	√	√	√	√	√	√	√	√	√	√	√
		<b>Cost accounting</b>	<b>Basic</b>	√	√	√	√	√	√	√	√	√	√	√	√
		<b>Project management applications using computers</b>	<b>Basic</b>	√	√	√	√	√	√	√	√	√	√	√	√
		<b>Feasibility studies</b>	<b>Basic</b>	√	√	√	√	√	√	√	√	√	√	√	√
		<b>production management</b>	<b>Basic</b>	√	√	√	√	√	√	√	√	√	√	√	√
<b>Fourth level (first course)</b>		<b>Contract Management</b>	<b>Basic</b>	√	√	√	√	√	√	√	√	√	√	√	√
		<b>information technology</b>	<b>Basic</b>	√	√	√	√	√	√	√	√	√	√	√	√
		<b>Risk Management</b>	<b>Basic</b>	√	√	√	√	√	√	√	√	√	√	√	√

		<b>International Business Administration</b>	<b>Basic</b>	√	√	√	√	√	√	√	√	√	√	√	√
		<b>Research Methods</b>	<b>Basic</b>	√	√	√	√	√	√	√	√	√	√	√	√
		<b>English language</b>	<b>Basic</b>	√	√	√	√	√	√	√	√	√	√	√	√
<b>Fourth level (second course)</b>		<b>Quality Management</b>	<b>Basic</b>	√	√	√	√	√	√	√	√	√	√	√	√
		<b>knowledge management</b>	<b>Basic</b>	√	√	√	√	√	√	√	√	√	√	√	√
		<b>Corporate governance</b>	<b>Basic</b>	√	√	√	√	√	√	√	√	√	√	√	√
		<b>Graduation research project</b>	<b>Basic</b>	√	√	√	√	√	√	√	√	√	√	√	√
		<b>Negotiation management</b>	<b>Basic</b>	√	√	√	√	√	√	√	√	√	√	√	√
		<b>Investment portfolio management</b>	<b>Basic</b>	√	√	√	√	√	√	√	√	√	√	√	√

- Please tick the boxes corresponding to the individual program learning outcomes under evaluati

