

Republic of Iraq

Ministry of Higher Education

Ashur University

College of Administration & Economics



**Description of the
Academic program and
Course for the
Department of Business
Administration
For the academic year**

2025-2024

1-Program vision

The Department of Business Administration seeks to consolidate the excellence and scientific brilliance of the department's students and to continue providing modern information in the field of business administration, in addition to its tireless efforts in developing the skills and experiences of all the department's students to obtain a better career future, and to contribute to the performance of the academic mission to which the department aspires and to achieve quality and excellence both at the local or international level in the fields of higher education and scientific research, and working to prepare graduates in the field of business administration to work in the labor market and benefit from specialization in the practical and applied field.

2- Program message

Working to prepare and prepare students with scientific and practical capabilities in the field of business administration and meeting quality standards by preparing and qualifying distinguished graduates at the local and regional levels through developing academic programs and curricula and continuing interaction with Iraqi and international universities, as well as striving to provide solid and advanced scientific research aimed at serving and developing

3-Program Goals

- 1- Working to prepare highly educated, qualified and distinguished cadres to provide the public and private sectors with professional administrators.**
- 2- Moving towards blended and electronic education.**
- 3- Contributing to refining the university student's personality and preparation by providing and creating a teaching environment**

based on simulating traditional teaching by following modern educational methods and means.

- 4- Contributing to spreading scientific culture through cooperation with institutions and companies and holding seminars, workshops, and in-person and electronic courses.
- 5- Embodying the content of the slogan of the College of Administration and Economics, disseminating scientific culture, and working to establish the principles of virtuous ethics so that the department's students reflect a bright and distinct image of the department and college from which they graduated.
- 6- Providing services to society and the environment by providing consultations and scientific and applied expertise to companies and institutions.
- 7- Encouraging faculty members in the department to present innovative scientific research and actively participate in local and international scientific conferences and specialized as well as general seminars.
- 8- Harmonizing theoretical trends with practical reality in the field of business administration.

4- Program accreditation

Programmatic accreditation from the Ministry of Higher Education and Scientific Research

5- Other external influences

Field visits, the practical aspect of research, theses and dissertations, and scientific consultations

6- Program structure

Program structure	Number of courses	Study unit	percentage	Notes
Enterprise requirements	5	10	%9	Basic course
College requirements	2	6	%5	Basic course
Department requirements	39	96	%86	Basic course
summer training	Yes			Basic course
Other				

6-Program description

Credit hours		Name of the course or course	Course or course code	Year/level
3	theoretical	Principles of business administration 1	512020101	The first stage / the first course 2024-2023
2	theoretical	Principles of economics 1	512020102	
3	theoretical	Accounting principles 1	512020103	
3	theoretical	Mathematics for business administration	512020104	
2	theoretical	Arabic	512020105	
2	Theoretical and practical	the computer	512020106	
2	theoretical	Administrative readings	512020107	
2	theoretical	English	512020108	

Credit hours		Name of the course or course	Course or course code	Year/level
3	theoretical	Principles of business administration 2	512020101	The first stage/second course 2024-2023
3	theoretical	Principles of economics 2	512020102	
3	theoretical	Accounting principles 2	512020103	

3	theoretical	Statistics for business administration	512020109	
2	theoretical	Rights and freedoms	512020110	
2	theoretical	Business correspondence	512020111	

Credit hours		Name of the course or course	Course or course code	Year/level
3	theoretical	Human Resource Management	512020201	The second stage / first course 2024-2023
3	theoretical	Marketing Management	512020202	
2	theoretical	Intermediate Accounting1	512020203	
2	Theoretical and practical	Computer office applications	512020204	
3	theoretical	Commercial Law	512020205	
3	theoretical	Organization theory	512020206	
2	theoretical	Material and warehouse management	512020208	
2	theoretical	English	512020209	
2	theoretical	Crimes of the defunct Baath Party	512020215	

Credit hours		Name of the course or course	Course or course code	Year/level
2	theoretical	Market research	512020210	The second stage / second course 2024-2023
2	theoretical	Intellectual capital management	512020211	
3	theoretical	organizational behavior	512020212	
2	theoretical	Intermediate Accounting2	512020203	
2	theoretical	E-Commerce	512020207	
2	theoretical	Supply management	512020213	
2	theoretical	Advanced office applications using computers	512020214	

Credit hours		Name of the course or course	Course or course code	Year/level
3	theoretical	Financial management 1	512020301	The third stage / first course 2024-2023
3	theoretical	Bank management	512020302	
3	theoretical	Cost accounting 1	512020303	
3	theoretical	Strategic management	512020304	
3	theoretical	project management	512020305	
2	theoretical	Business economics	512020306	
2	Theoretical and practical	Quantitative applications for business management using computers	512020307	

Credit hours		Name of the course or course	Course or course code	Year/level
3	theoretical	Financial management 2	512020301	The third stage / second course 2024-2023
2	theoretical	Strategic thinking	512020309	
3	theoretical	Insurance administration	512020310	
2	theoretical	Operations Research	512020311	
3	theoretical	Cost accounting 2	512020303	
2	theoretical	Feasibility studies	512020312	
2	Theoretical and practical	Project management applications using computers	512020307	
2	theoretical	Professional ethics	512020313	
2	theoretical	English	512020308	

Credit hours		Name of the course or course	Course or course code	Year/level
3	theoretical	Production and operations management	512020401	Fourth stage/first course 2024-2023
3	theoretical	Administrative information technology	512020402	
3	theoretical	International Business Administration	512020403	
2	theoretical	Methods and ethics of scientific research	512020404	
2	theoretical	Government contracts management	512020407	
2	theoretical	Risk Management	512020409	
Credit hours		Name of the course or course	Course or course code	Year/level
3	theoretical	knowledge management	512020405	Fourth stage / second course 2024-2023
3	theoretical	Quality Management	512020406	
2	theoretical	Corporate governance	512020411	
1	theoretical	Graduation research project	512020408	
2	theoretical	Negotiation management	512020412	
3	theoretical	Investment portfolio management	512020413	
2	theoretical	English	512020410	

8- Expected learning outcomes of the programme

Knowledge

- 1 - Developing graduates' competencies and refining and developing knowledge.**
- 2 Knowing the scientific foundations and business administration methods and learning how to prepare and write scientific research.**
- 3-Explaining the importance of scientific research in the field of business administration aimed at serving society, diagnosing the problems and obstacles facing companies and government institutions, and working to find radical solutions to them.**

Skills

- 1- Developing general and qualifying skills related to employability and personal development.**
- 2- Applying the correct scientific method with the aim of transferring knowledge and providing the student with a stock of vocabulary in the field of specialization.**
- 3-Developing the ability to work collectively and in a work team manner.**

Value

- 1 - Encouraging the spirit of altruism, good example, and determination to achieve success and excellence.**
 - 2 Strengthening national identity and consolidating the spirit of belonging to and loyalty to the homeland.**
- Promoting a sense of responsibility, respect for work ethics, and freedom of thought and expression.**

9- Teaching and learning strategies

- 1 - Theoretical lectures.**
- 2- Tests after each lecture.**
- 3- Conducting scientific discussions with the aim of encouraging the student to exchange ideas and ask questions and opinions. .**
Directing students to conduct research and reports.

10-Evaluation methods

Exams, daily, weekly and monthly exams, the end-of-semester exam, requesting reports and study cases, and adopting the brainstorming method.

11- education institution

Faculty members

Preparing the teaching staff		Special requirements/s kills, if any		Specialization		Scientific rank
external	internal			private	general	
	3			=		Financial Management/Professor
	2			=		Financial Management/Assistant Professor
	2			=		Human Resources Management/Professor
	2			=		Human Resources Management/Assistant Professor
	3			=		Operations Management / Professor
	2			=		Operations management/teacher
	1				=	Quality Management/Assistant Lecturer

	1			=		Organization theory and organizational behavior/Professor
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	3			=		Organization theory and organizational behavior/Assistant professor
	3			=		Organization theory and organizational behavior/teacher
	1				=	Organization Theory and Organizational Behavior/ Assistant Lecturer
	1			=		Strategic Management / Professor
1	1			=		Strategic Management/Assistant Professor
	1			=		Strategic management/teacher
	1			=		Future studies in marketing / Professor
	1			=		Future studies in management information systems/assistant professor
	1			=		Marketing Management/Professor
	2			=		Marketing management/teacher
	1				=	Marketing Management/Assistant Lecturer

	1			=		Accounting/Professor
1				=		Accountant/Teacher
	1				=	Accounting/Teacher Assistant
	1			=		Law/Assistant Professor

	1			=		Law/Teacher
	1			=		Economics/Assistant Professor
1				=		Economics/Teacher
	1			=		Insurance/teacher
	1			=		Arabic language/teacher
2	1				=	Statistics/assistant teacher
1				=		English language/teacher
	1				=	English language/assistant teacher
6	41	the total				

Professional development

Orienting new faculty members

- 1- Follow the program and work on its implementation.
- 2- Developing skills and refining experiences through participation in specialized training courses in the field of teaching methods.

Professional development for faculty members

- 1- Encouraging participation in specialized scientific discussions and continuous research on the latest publications in the field of business administration.
- 2- Good knowledge and experience in conducting scientific research.
- 3- Follow up on developments and modernization in the field of business administration.

Membership in a number of specialized associations and local and Arab magazines.

12- Acceptance standard

Central admission standard by the Ministry of Higher Education and Scientific Research

13- The most important sources of information about the program

- All sources that serve the purpose, whether foreign or Arabic books.**
- All reliable sources based on web pages and the Internet (articles, books, research, scientific journals with specific specializations)**

14- Program development plan

Searching and investigating modern sources from approved websites, as well as the diversity in methods and ways of giving lectures and adopting modern scientific methods in teaching, and the availability of a permanent committee for developing scientific curricula that works to add and modify the contents of the courses and the number of their units in a way that is compatible with the requirements of the labor market and to keep pace with developments.

Program skills chart

Learning outcomes required from the programme

Value				Skills				Knowledge				Essential or optional ?	Course Name	Course Code	Year/level
C4	C3	C2	C1	B4	B3	B2	B1	A4	A3	A2	A1				
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Basic	Principles of business administration 1	512020101	The first stage / the first course 2024-2023
													Principles of economics 1	512020102	
													Accounting principles 1	512020103	
													Mathematics for business administration	512020104	
													Arabic	512020105	
													the computer	512020106	
													Administrative readings	512020107	
													English	512020108	



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The First Stage

Course description form Business Administration Department

2. Course code:512020103
3. Semester/year – courses/second course 2013–2024
4. Date of preparation of the description
The second course: 1/28/2024
5. Available forms of attendance/in–person
6. Number of study hours (total) / number of units / (total) Number of hours per week * 15 per week (3) * 15 = (45) hours
7-Name of the rapporteur: Dr.. Sabah Hassan Mijbel mijbil.sabah@uomustansiriyah.edu.iq Sadiq Hussein Abdul Hassan Sadiqhussein@Uomustansiriyah.edu.iq Abdul Razzaq frowned Kabas@uomustansiriyah.edu.iq
8. Course objectives
1- Developing a complete concept and clarification for first-stage students about the course material. 2- Providing and preparing distinguished and discreet scientific cadres who have the ability to manage companies and institutions and deal with the problems and obstacles that appear at work and how to address them. 3- Encouraging the exchange of experiences and knowledge through cooperation with corresponding scientific departments by holding conferences, seminars and workshops.
9. Learning and teaching strategy :Approving tests at the end of the lecture, presenting study cases, and requesting reports
10– Course structure

Teaching method	Learning method	Name of the unit or topic	Required educational outcomes	hours	the week

Daily, weekly, monthly exams and the end-of-semester exam	theoretical	Commercial papers (concept – types) Final accounts (trading account)	Understanding and absorbing the material and its awareness for the student	3	1
	=	Final accounts (profit and loss account)	=	3	2
	=	Balance sheet	=	3	3
	=	Comprehensive exercise solution	=	3	4
	=	Preparing an income statement	=	3	5
	=	Settlement entries (settlement of accrued expenses)	=	3	6
	=	Settlement entries (settlement of prepaid expenses)	=	3	7
	=	Settlement entries (settlement of due revenues)	=	3	8
	=	Settlement entries (settlement of revenues received in advance)	=	3	9
	=	Fixed assets (purchase – disposal)	=	3	10
	=	Fixed assets (extinction)	=	3	11
	=	Evaluating the cost of commodity inventory	=	3	12
	=		=	3	13
	=		=	3	14
	=		=	3	15

		using the FIFO method Evaluating the cost of commodity inventory using the LIFO method			
<p>1. Course evaluation: 40 points are distributed as follows:</p> <p>Monthly exam: (2) of (15) marks</p> <p>(5) Degree of participation and attendance</p> <p>(5) Report preparation grades</p> <p>60 marks end of semester exam</p>					
Learning and teaching resources					
<p>1- Book (Financial Accounting Principles) - Dr. Nizar Al-Baldawi</p> <p>2- Book (Financial Accounting Principles) by Prof. Dr. Muhammad Taher Al-Shawi</p>					

Course description form

1–Course name: Statistics for business administration
Business Administration Department
2. Course code:512020109
3. Semester/year – courses/second course 2013–2024
4. Date of preparation of the description
The second course: 1/28/2024
5. Available forms of attendance/in–person
6. Number of study hours (total) / number of units / (total)
Number of hours per week * 15 per week
(3) * 15 = (45) hours

7-Name of the rapporteur:

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8. Course objectives

- 1- Developing a complete concept and clarification for first-stage students about the course material.
- 2- Providing and preparing distinguished and discreet scientific cadres who have the ability to manage companies and institutions and deal with the problems and obstacles that appear at work and how to address them.
- 3- Encouraging the exchange of experiences and knowledge through cooperation with corresponding scientific departments by holding conferences, seminars and workshops.

9. Learning and teaching strategy :Approving tests at the end of the lecture, presenting study cases, and requesting reports

10- Course structure

Teaching method	Learning method	Name of the unit or topic	Required educational outcomes	hours	the week
Daily, weekly, monthly exams and the end-of semester exam	theoretical	Definition of statistics and its importance – Data collection method –Methods of data collection	Understanding and absorbing the material and its awareness for the student	3	1
	=	–Sampling method –	=	3	2
	=	Common errors in data collection Review,	=	3	3
	=	classify and tabulate	=	3	4
	=	data	=	3	5
	=		=	3	6
	=		=	3	7
	=		=	3	8

	=	Random variables and	=	3	9
	=	tabular display of data	=	3	10
	=	Tabular display of data	=	3	11
	=	Tabular display of data	=	3	12
	=	Geometric display of	=	3	13
	=	data	=	3	14
	=	Measures of central tendency: the arithmetic mean Measures of central tendency: Measures of central tendency Measures of central tendency: mode, median, and arithmetic mean The relationship between measures of central tendency Measures of dispersion: range, interquartile deviation	=	3	15

1. Course evaluation: 40 points are distributed as follows:

Monthly exam: (2) of (15) marks

(5) Degree of participation and attendance

(5) Report preparation grades

60 marks end of semester exam

Learning and teaching resources

3- Sources: Statistics Book, written by Dr. Mahmoud Al-Mashhadani, Amir Hanna Hormuz, 1989

Course description form

1-Course name: (Principles of Economics 2)

Business Administration Department

2. Course code: 512020102

3. Semester/year – courses/second course 2013–2024

4. Date of preparation of the description

The second course: 1/28/2024

5. Available forms of attendance/in-person

6. Number of study hours (total) / number of units / (total)

Number of hours per week * 15 per week

(3) * 15 = (45) hours

7-Name of the rapporteur:

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Dr. Ahmed Hamed Jumah Hazal drahmedmms29@uomustansiriyah.edu.iq

8. Course objectives

1- Developing a complete concept and clarification for first-stage students about the course material.

2- Providing and preparing distinguished and discreet scientific cadres who have the ability to manage companies and institutions and deal with the problems and obstacles that appear at work and how to address them.

3- Encouraging the exchange of experiences and knowledge through cooperation with corresponding scientific departments by holding conferences, seminars and workshops.

9. Learning and teaching strategy :Approving tests at the end of the lecture, presenting study cases, and requesting reports

10– Course structure

Teaching method	Learning method	Name of the unit or topic	Required educational outcomes	hours	the week
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	theoretical	Concepts and indicators	Understanding and absorbing the material and its awareness for the student	3	1
	=	Concepts and indicators	=	3	2
	=	Methods of calculating national income	=	3	3
Daily, weekly, monthly exams and the end-of-semester exam	=	Investment determinants	=	3	4
	=	Calculation methods and effects	=	3	5
	=	Calculation methods and influencing factors	=	3	6
	=	Basic and derivative functions of money	=	3	7
	=	Commercial banks and their functions	=	3	8
	=	Concepts and indicators of the general budget	=	3	9
	=	Concepts and indicators of spending continuity	=	3	10
	=	The importance and difference from internal trade	=	3	11
	=	Transactions	=	3	12
	=	Nature and importance Concept and types the exam	=	3	13
	=		=	3	14
	=		=	3	15

1. Course evaluation: 40 points are distributed as follows:

Monthly exam: (2) of (15) marks

(5) Degree of participation and attendance

(5) Report preparation grades

60 marks end of semester exam

Learning and teaching resources

1-Principles of economics / macroeconomic analysis, Dr. Majeed Khalil and Dr. Abdul Ghafour Ibrahim /, 2012,

2- (Scientific journals, reports,...) Journal of Economics and Development, Journal of Economic Sciences

And administrative

3-Websites of the World Bank, the International and Arab Monetary Fund
The Central Bank of Iraq and the Ministry of Planning and Finance

Course description form

1–Course name: Business correspondence

Business Administration Department

2. Course code:512020111

3. Semester/year – courses/second course 2013–2024

4. Date of preparation of the description

The second course: 1/28/2024

5. Available forms of attendance/in–person

6.. Number of academic hours (total) / number of units / (total)

Number of hours per week * 15 per week

(2) * 15 = (30) hours

7-Name of the rapporteur:

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8. Course objectives

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| 1- Developing a complete concept and clarification for first-stage students about the course material. |
| 2- Providing and preparing distinguished and discreet scientific cadres who have the ability to manage companies and institutions and deal with the problems and obstacles that appear at work and how to address them. |
| 3- Encouraging the exchange of experiences and knowledge through cooperation with corresponding scientific departments by holding conferences, seminars and workshops. |

9. Learning and teaching strategy :Approving tests at the end of the lecture, presenting study cases, and requesting reports
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10- Course structure

Teaching method	Learning method	Name of the unit or topic	Required educational outcomes	hours	the week	
Daily, weekly, monthly exams and the end-of-semester exam	theoretical	An Introduction to Business Communication Process Examples Cases	Understanding and absorbing the material and its awareness for the student	2	1	
	=	Components of the communication process	=	2	2	
	=	An overview on business letters	=	2	3	
	=	Selective related concepts	=	2	4	
	=	Importance of letters	=	2	5	
	=	First exam	=	2	6	
	=	Types of business letters	=	2	7	
	=	Quality of the structures	=	2	8	
	=	Examples Cases	=	2	9	
	=	Main parts of the letter	=	2	10	
	=	Auxiliary parts of the letter	=	2	11	
	=	Examples Cases	=	2	12	
	=	Second exam	=	2	13	
	=				2	14
						15

1. Course evaluation: 40 points are distributed as follows:

Monthly exam: (2) of (15) marks

(5) Degree of participation and attendance

(5) Report preparation grades

60 marks end of semester exam

Learning and teaching resources

1- V.V.K. Subbu raj, 2013, Effective Letter Writing and Business Correspondence.

2- Sharma; Krishna Mohan 2017, Business correspondence and report writing: a practical approach to business & technical communication,

Course description form

1–Course name: Rights and freedoms

Business Administration Department

2. Course code:512020110

3. Semester/year – courses/second course 2013–2024

4. Date of preparation of the description

The second course: 1/28/2024

5. Available forms of attendance/in-person

6.. Number of academic hours (total) / number of units / (total)

Number of hours per week * 15 per week

(2) * 15 = (30) hours

7-Name of the rapporteur:

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8. Course objectives

- 1- Developing a complete concept and clarification for first-stage students about the course material.
- 2- Providing and preparing distinguished and discreet scientific cadres who have the ability to manage companies and institutions and deal with the problems and obstacles that appear at work and how to address them.
- 3- Encouraging the exchange of experiences and knowledge through cooperation with corresponding scientific departments by holding conferences, seminars and workshops

9. Learning and teaching strategy :Approving tests at the end of the lecture, presenting study cases, and requesting reports

10- Course structure

Teaching method	Learning method	Name of the unit or topic	Required educational outcomes	hours	the week
Daily, weekly, monthly exams and the end-of semester exam	theoretical	Human rights in ancient civilizations Human rights in heavenly religions Human rights and their development in the Middle Ages Contemporary recognition of human rights	Understanding and absorbing the material and its awareness for the student	2	1
	=		=	2	2
	=		=	2	3
	=		=	2	4
	=		=	2	5
	=		=	2	6
	=		=	2	7

=	The emergence of	=	2	8
=	non-governmental	=	2	9
=	organizations and their	=	2	10
=	role in the fields of	=	2	11
=	human rights Human	=	2	12
=	rights in ancient	=	2	13
=	civilizations Human	=	2	14
=	rights in heavenly	=	2	15
=	religions Human rights			
	and their development			
	in the			
	Middle Ages			
	Contemporary			
	recognition of human			
	rights			
	The emergence of			
	non-governmental			

		<p>organizations and their role in the fields of human rights</p> <p>Human rights in ancient civilizations</p> <p>Human rights in heavenly religions</p> <p>Human rights and their development in the Middle Ages</p> <p>Contemporary recognition of human rights</p> <p>The emergence of non-governmental organizations and their role in the fields of human rights</p>			
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1. Course evaluation: 40 points are distributed as follows:

Monthly exam: (2) of (15) marks

(5) Degree of participation and attendance

(5) Report preparation grades

60 marks end of semester exam

Learning and teaching resources

1- Human rights, democracy and freedom

Assistant Professor Faisal Shalal Abbas.

2- The book of the Islamic School: Contemporary Man and the Social Problem by Mr. Muhammad Baqir al-Sadr (may God sanctify his secret), according to the book of the Ministry of Higher Education and Scientific Research/Committee of Deans of Administrative and Economic Sciences Specializations, No. (8) dated 1/16/2024. And the directives of the Ministerial Committee during the visit to the college in 3/6/2024

3- The Constitution of the Republic of Iraq of 2005, the Integrity Commission and its role in combat financial and administrative corruption

Course description form

1-Course name: Management principles 2 Business Administration Department

2. Course code:512020101 3. Semester/year – courses/second course 2013-

2024 4. Date of preparation of the description The second course: 1/28/2024 5.

Available forms of attendance/in-person 6. Number of study hours (total) /
number of units / (total) Number of hours per week * 15 per week

(3) * 15 = (45) hours

7-Name of the rapporteur:

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Dr.. Buraq Talib Abdul-Jabbar

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8. Course objectives

1- Developing a complete concept and clarification for first-stage students about the course material.

2- Providing and preparing distinguished and discreet scientific cadres who have the ability to manage companies and institutions and deal with the problems and obstacles that appear at work and how to address them.

3- Encouraging the exchange of experiences and knowledge through cooperation with corresponding scientific departments by holding conferences, seminars and workshops

9. Learning and teaching strategy :Approving tests at the end of the lecture, presenting study cases, and requesting reports

9. Learning and teaching strategy :Approving tests at the end of the lecture, presenting study cases, and requesting reports

10- Course structure					
Teaching method	Learning method	Name of the unit or topic	Required educational outcomes	hours	the week
Daily, weekly, monthly exams and the end- ofsemester exam	theoretical	Definition of management and the nature of the administrative process • The manager's functions	Understanding and absorbing the material and its awareness for the student	3	1
	=	and basic executive	=	3	2
	=	tasks	=	3	3
	=	• Typical tasks of	=	3	4
	=	the contemporary	=	3	5
	=	manager • Manager roles	=	3	6
	=	in the organization	=	3	7
	=	• Management is	=	3	8
	=	the science, art and skills	=	3	9
	=	of the profession	=	3	10
	=	• The foundations	=	3	11
	=	of the concept of	=	3	12
	=	business organization •	=	3	13
	=	The goals and	=	3	14

	=	<p>importance of business organizations and their basic elements •</p> <p>Managers and organizations of the first century</p> <ul style="list-style-type: none"> • the classic school • School of Human Relations • Behavioral school • School of quantitative analysis 	=	3	15
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		<ul style="list-style-type: none">• Systems perspective in management• Situational school• Total quality management philosophy• Business environment from different perspectives• The general environment and analysis of its many factors• The special environment and analysis of its various factors• Factors affecting the life and development of organizations• Management practices to meet environmental challenges• Methods of dealing with uncertainty affecting the business organization• Strategies for managing environmental uncertainty• Business organization ethics• Mature behaviors to develop social responsibility		
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|--|--|---|--|--|--|
| | | <ul style="list-style-type: none">• Decision making is the essence of administrative work | | | |
|--|--|---|--|--|--|

	<ul style="list-style-type: none">• Characteristics and types of administrative decisions• Identify problems and seize opportunities• Conditions for problemsolving and decisionmaking• Expected versus unexpected problems • Introduction to the theory of limited rationality in administrative decision • Introduction to rational choice theory in administrative decision • Types of managers and decision makers• Bias in management decisions • Emotions in administrative decisions • Participation in decision making• Creativity in making decisions• The effectiveness of administrative decision • Planning as a decisionmaking function• Definition of planning and its			
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		importance for business organizations			
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- Steps in the organization's planning process
- The relationship between planning and performance
- Basis for classifying the organization's plans
- The nature and characteristics of sound goals in a business organization
- Classification of organizations' goals
- Responsibility for setting goals
- Approaches to setting goals
- Obstacles to planning and setting goals and ways to overcome them
- Situational factors affecting the preparation of plans

. Course evaluation: 40 points are distributed as follows:

Monthly exam: (2) of (15) marks

(5) Degree of participation and attendance

(5) Report preparation grades

60 marks end of semester exam

Learning and teaching resources

1- Al-Shamaa, Khalil Muhammad Hassan (2022) Principles of Management with Emphasis

On Business Administration, first edition, Amman: Dar Wael
Publishing and Distribution

2- Scientific journals published on the subject of specialization, including magazines
Sober.

3- Electronic references, Internet sites

Republic of Iraq

Ministry of Higher Education

Ashur University

College of Administration & Economics



The Second stage

Course description form

1-Course name: Advanced computer office applications using Excel
Business Administration Department
2. Course code: 512020214
3. Semester/year – courses/second course 2013-2024
4. Date of preparation of the description
The second course: 1/28/2024

5. Available forms of attendance/in-person					
6. Number of study hours (total) / number of units / (total) Number of hours per week * 15 per week (3) * 15 = (45) hours					
7-Name of the rapporteur: Intisar Kazem Jassim entesar_kja_asmer@uomustansiriyah.edu.iq					
8. Course objectives					
1- Developing a complete concept and clarification for the second stage students about the course material. 2- Providing and preparing distinguished and discreet scientific cadres who have the ability to manage companies and institutions and deal with the problems and obstacles that appear at work and how to address them. 3- Encouraging the exchange of experiences and knowledge through cooperation with corresponding scientific departments by holding conferences, seminars and workshops					
9. Learning and teaching strategy :Approving tests at the end of the lecture, presenting study cases, and requesting reports					
10- Course structure					
Teaching method	Learning method	Name of the unit or topic	Required educational outcomes	hours	the week
	theoretical		Understanding and absorbing the	3	1

Daily, weekly, monthly exams and the end- ofsemester exam		material and its awareness for the student		
	=	=	3	2
	=	=	3	3
	=	=	3	4
	=	=	3	5
	=	=	3	6
	=	=	3	7
	=	=	3	8
	=	=	3	9
	=	=	3	10
	=	=	3	11
	=	=	3	12
	=	=	3	13
	=	=	3	14

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Course description form

1-Course name: (E-Commerce)
Business Administration Department

2. Course code:512020207

3. Semester/year – courses/second course 2013–2024

4. Date of preparation of the description

The second course: 1/28/2024

5. Available forms of attendance/in–person

6.. Number of academic hours (total) / number of units / (total)

Number of hours per week * 15 per week

(2) * 15 = (30) hours

7-Name of the rapporteur:

Dr.. Sama Ali Abdul Hussein
dr.samaali@uomustansiriyah.edu.iq

Sondos Radhawi
sundus@uomustansiriyah@edu.iq

8. Course objectives

- 1- Developing a complete concept and clarification for the second stage students about the course material.
- 2- Providing and preparing distinguished and discreet scientific cadres who have the ability to manage companies and institutions and deal with the problems and obstacles that appear at work and how to address them.
- 3- Encouraging the exchange of experiences and knowledge through cooperation with corresponding scientific departments by holding conferences, seminars and workshops

9. Learning and teaching strategy :Approving tests at the end of the lecture, presenting study cases, and requesting reports

10– Course structure

Teaching method	Learning method	Name of the unit or topic	Required educational outcomes	hours	the week
	theoretical	Origins, development and related basic concepts	Understanding and absorbing the material and its	2	1

Daily, weekly, monthly exams and the end-of semester exam		E-Commerce (Concept – importance – objectives – types – general model of the system)	awareness for the student		
	=		=	2	2
	=		=	2	3
	=		=	2	4
	=	Methods and forms of electronic commerce	=	2	5
	=		=	2	6
	=	Electronic commerce contract	=	2	7
	=		=	2	8
	=	(Definition of electronic commerce contract Offer and acceptance in electronic contracting	=	2	9
	=		=	2	10
	=		=	2	11
	=		=	2	12
	=		=	2	13
	=	Time and place of	=	2	14

	=	<p>holding the electronic contract)</p> <p>Offer and acceptance in the electronic contract Different laws determine the time and place of holding an electronic contract The position of Iraqi law in determining the time and place of holding the electronic contract</p> <p>The law applicable to the electronic commerce contract</p>	=	2	15
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		a test electronic signature Distinguishing an electronic signature from a regular signature, images of an electronic signature The authenticity of the electronic signature and its effects Electronic fulfillment Types of electronic loyalty cards Case studies a test			
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. Course evaluation: 40 points are distributed as follows:

Monthly exam: (2) of (15) marks

(5) Degree of participation and attendance

(5) Report preparation grades

60 marks end of semester exam

Learning and teaching resources

Commercial law and electronic commerce
Dr.. Muhammad Ahmed Hamad, Eng. Zainab Hadi Hamid

Course description form

1–Course name: Intellectual capital

Business Administration Department

2. Course code:512020211

3. Semester/year – courses/second course 2013–2024

4. Date of preparation of the description

The second course: 1/28/2024

5. Available forms of attendance/in-person

6. Number of study hours (total) / number of units / (total)

Number of hours per week * 15 per week

(3) * 15 = (45) hours

7-Name of the rapporteur: Dr..

Sahar Ahmed Karaji dr-
agsahr@uomustansiriah.edu.iq

Dr.. Makiya Credit Bonyan
dr.makkiyah71@uomustansiriyah.edu.iq

8. Course objectives

- 1- Developing a complete concept and clarification for the second stage students about the course material.
- 2- Providing and preparing distinguished and discreet scientific cadres who have the ability to manage companies and institutions and deal with the problems and obstacles that appear at work and how to address them.
- 3- Encouraging the exchange of experiences and knowledge through cooperation with corresponding scientific departments by holding conferences, seminars and workshops

9. Learning and teaching strategy :Approving tests at the end of the lecture, presenting study cases, and requesting reports

10- Course structure

Teaching method	Learning method	Name of the unit or topic	Required educational outcomes	hours	the week
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	theoretical	The emergence and development of intellectual capital, the concept and its importance	Understanding and absorbing the material and its awareness for the student	3	1
	=		=	3	2

Daily, weekly, monthly exams and the end-of semester exam	=	Steps for managing intellectual capital	=	3	3
	=	The concept, importance and steps of evaluating employee performance	=	3	4
	=	Methods of evaluating employees'	=	3	5
	=	performance + daily exam	=	3	6
	=	Wages and salaries	=	3	7
	=	Methods of calculating	=	3	8
	=		=	3	9
	=		=	3	10
	=		=	3	11
	=		=	3	12
	=		=	3	13
	=		=	3	14

	=	wages and salaries Employee motivation and theories Motivating employees + written exam Promotion and transfer of employees, employee discipline Work turnover, concept, types and methods Methods of measuring work cycles + daily exam Work accidents + employee absence Human maintenance Organizational climate Written exam	=	3	15
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. Course evaluation: 40 points are distributed as follows:

<p>Monthly exam: (2) of (15) marks</p> <p>(5) Degree of participation and attendance</p> <p>(5) Report preparation grades</p> <p>marks end of semester exam</p>
<p>Learning and teaching resources</p>
<p>Al-Enezi, Saad Ali and Saleh, Ahmed Ali, Intellectual Capital Management in Business Organizations, 2009.</p> <p>Al-Anazi, Saad Ali, Business Creativity: A Study of Administrative Excellence and Excellence Regulatory, 2014</p> <p>Alak, Hafez Abdel Nasser, Human Resources and Intellectual Capital Management, 2017.</p> <p>All modern books, references, research and magazines are available on the Internet</p>

Course description form

1-Course name: (supply management)
Business Administration Department
2. Course code:512020213
3. Semester/year – courses/second course 2013–2024
4. Date of preparation of the description
The second course: 1/28/2024
5. Available forms of attendance/in-person
6.. Number of academic hours (total) / number of units / (total)
<p>Number of hours per week * 15 per week</p> <p>(2) * 15 = (30) hours</p>
7-Name of the rapporteur:
<p>Dr. Mahmoud Osama Abdel Wahab</p> <p>Mahmooda23@uomustansiriyah.edu.iq</p>
8. Course objectives
1- Developing a complete concept and clarification for the second stage students about the course material.

2- Providing and preparing distinguished and discreet scientific cadres who have the ability to manage companies and institutions and deal with the problems and obstacles that appear at work and how to address them.

3- Encouraging the exchange of experiences and knowledge through cooperation with corresponding scientific departments by holding conferences, seminars and workshops

9. Learning and teaching strategy :Approving tests at the end of the lecture, presenting study cases, and requesting reports

10- Course structure

Teaching method	Learning method	Name of the unit or topic	Required educational outcomes	hours	the week
Daily, weekly, monthly exams and the end-ofsemester exam	theoretical	.Supply chain management, its importance and elements	Understanding and absorbing the material and its awareness for the student	2	1
	=	. Requirements for the success of the supply chain and the design of supply chain management....	=	2	2
	=Supply chain classifications and methods that may help organizations redesign the supply chain ...the application of green supply in the supply chain and the forms of contradictions between	=	2	3
	=		=	2	4
	=		=	2	5
	=		=	2	6
	=		=	2	7
	=		=	2	8
	=		=	2	9
	=		=	2	10
	=		=	2	11
	=		=	2	12
	=		=	2	13
	=		=	2	14

	=	green supply and the environment...	=	2	15
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		<p>Supply chain strategies and types of external supply...</p> <p>.....Logistics management, its departments, importance and types</p> <p>.Exam....</p> <p>.....The concept of logistical service to the customer and the factors that are essential for customer service</p> <p>Characteristics and distinctive features of service and customer relationship management</p> <p>Elements of customer service and customer service logistics</p> <p>Transportation strategies and decisions that affect the organization's transportation process</p> <p>The concept of global supplies and the guiding steps for</p>			
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		developing a global supply strategy			
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		Strategic planning and procedures to be followed before entering into international supply and marketing Digital supply..... .Exam.			
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. Course evaluation: 40 points are distributed as follows:

Monthly exam: (2) of (15) marks

(5) Degree of participation and attendance

(5) Report preparation grades

60 marks end of semester exam

Learning and teaching resources

Supply Chain Management - 2016

Author Mamdouh Abdel Aziz Rifai

Supply chain management book

Author - Abdel Sattar Muhammad and Khalil Ibrahim

Supply Chain Management and Distribution Book - Muhammad Hassan

Supply Chain Management

RFID in the supply chain: a guide to selection and implementation

<https://libgen.is/>

Course description form

1–Course name: organizational behavior

Business Administration Department

2. Course code:512020212

3. Semester/year – courses/second course 2013–2024

4. Date of preparation of the description

The second course: 1/28/2024

5. Available forms of attendance/in-person

6. Number of study hours (total) / number of units / (total)

Number of hours per week * 15 per week

$$(3) * 15 = (45) \text{ hours}$$

7-Name of the rapporteur:

A.M.D. Maysoon Abdul Karim nm_abdula64@uomustansiriyah.edu.iq

M. Faten Nihad Jawad fatin.nuhad@uomustansiriyah.edu.iq

8. Course objectives

- 1- Developing a complete concept and clarification for the second stage students about the course material.
- 2- Providing and preparing distinguished and discreet scientific cadres who have the ability to manage companies and institutions and deal with the problems and obstacles that appear at work and how to address them.
- 3- Encouraging the exchange of experiences and knowledge through cooperation with corresponding scientific departments by holding conferences, seminars and workshops.

9. Learning and teaching strategy :Approving tests at the end of the lecture, presenting study cases, and requesting reports

10- Course structure

Teaching method	Learning method	Name of the unit or topic	Required educational outcomes	hours	the week
	theoretical	What is behavior – its importance – a conceptual introduction Personality and selfmanagement	Understanding and absorbing the material and its awareness for the student	3	1
	=		=	3	2

Daily, weekly, monthly exams and the end-of-semester exam	=	perception Learning community	=	3	3
	=		=	3	4
	=		=	3	5
	=	Organizational culture	=	3	6
	=	- values and trends	=	3	7
	=	the first exam Work stress – leadership	=	3	8
	=	Organizational conflict	=	3	9
	=	Organizational communications	=	3	10
	=	Make decision	=	3	11
	=	Organizational change	=	3	12
	=	Incentives	=	3	13
	=	Organizational climate	=	3	14
	=	Second exam	=	3	15
<p>. Course evaluation: 40 points are distributed as follows:</p> <p>Monthly exam: (2) of (15) marks</p> <p>(5) Degree of participation and attendance</p> <p>(5) Report preparation grades</p> <p>60 marks end of semester exam</p>					
Learning and teaching resources					

- 1- Dr. Khalil Muhammad Hassan Al-Shamaa - Principles of management with a focus on business administration.
- 2- Dr. Sobhi Jabr Al-Otaibi - Development of thought and methods in management - Dr. Sayed Al-Hawari - Organization
Organizational Behavior Book - Dr. Qasim Al-Qaryouti
= Organizational behavior - Dr. Ali Al-Salami =
Organizational behavior - Dr. Adel Harhoush
<https://libgen.is/>
C:/Users/Dr%20Ghassan/Downloads/Telegram%20Desktop/Stephen_Robbins,_Timothy_Judge_Organizational_Behavior,_Updated.pdf

Course description form

Business Administration Department

2. Course code:512020210

3. Semester/year – courses/second course 2013–2024

4. Date of preparation of the description

The second course: 1/28/2024

5. Available forms of attendance/in-person

6.. Number of academic hours (total) / number of units / (total)

Number of hours per week * 15 per week

(2) * 15 = (30) hours

7-Name of the rapporteur:

Mr. Dr. Maha Arif Prism Lolomomo247@uomustansiriyah.edu.iq Mr.
Dr. Sarmad Hamza Jassim dr.sarmad08@uomustansiriyah.edu.iq

8. Course objectives

1–Course name: (Market research)

- 1- Developing a complete concept and clarification for the second stage students about the course material.
- 2- Providing and preparing distinguished and discreet scientific cadres who have the ability to manage companies and institutions and deal with the problems and obstacles that appear at work and how to address them.
- 3- Encouraging the exchange of experiences and knowledge through cooperation with corresponding scientific departments by holding conferences, seminars and workshops

9. Learning and teaching strategy :Approving tests at the end of the lecture, presenting study cases, and requesting reports

10- Course structure

Teaching method	Learning method	Name of the unit or topic	Required educational outcomes	hours	the week
	theoretical	- The concept and benefits of the	Understanding and absorbing the material and its	2	1

		marketing information system	awareness for the student		
Daily, weekly, monthly exams and the end-of-semester exam	=	Components of the marketing information system	=	2	2
	=	Concept and definition of marketing research	=	2	3
	=	Steps for conducting marketing research (defining the problem and research objectives)	=	2	4
	=	Steps for conducting marketing research (- developing a research	=	2	5
	=		=	2	6
	=		=	2	7
	=		=	2	8
	=		=	2	9
	=		=	2	10
	=		=	2	11
	=		=	2	12
	=		=	2	13
	=		=	2	14

	=	<p>plan and collecting information)</p> <p>Steps for conducting marketing research (- developing a research plan and collecting information)</p> <p>Steps for conducting marketing research (- implementing the research plan and analyzing data - submitting the final report) A written test</p> <p>The meaning, importance and</p>	=	2	15
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		<p>objectives of physical distribution</p> <p>Main functions in physical distribution</p> <p>The concept and importance of the sales function – planning and forecasting sales</p> <p>Sales force structure – performance evaluation of salespeople</p> <p>The concept of the purchasing function – the objectives of the purchasing department – the organization of the purchasing department</p> <p>Centralization and decentralization in procurement – basics of procurement</p> <p>A written test</p>			
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. Course evaluation: 40 points are distributed as follows:

Monthly exam: (2) of (15) marks

(5) Degree of participation and attendance

(5) Report preparation grades

60 marks end of semester exam

Learning and teaching resources

Marketing Management Book, written by Thamer Al-Bakri - 2022.

Marketing Research Book by Naji Mualla - 2015 View master's and doctoral theses on marketing.

Management and economics journals.

Course description form

1–Course name: Intermediate accounting 2

Business Administration Department

2. Course code:512020203

3. Semester/year – courses/second course 2013–2024

4. Date of preparation of the description

The second course: 1/28/2024

5. Available forms of attendance/in-person

6.. Number of academic hours (total) / number of units / (total)

Number of hours per week * 15 per week

(2) * 15 = (30) hours

7-Name of the rapporteur:

Prof. Dr. Sabah Hassan Mijbel

mijbil.sabah@uomustansiriyah.edu

8. Course objectives

- 1- Developing a complete concept and clarification for the second stage students about the course material.
- 2- Providing and preparing distinguished and discreet scientific cadres who have the ability to manage companies and institutions and deal with the problems and obstacles that appear at work and how to address them.
- 3- Encouraging the exchange of experiences and knowledge through cooperation with corresponding scientific departments by holding conferences, seminars and workshops

9. Learning and teaching strategy :Approving tests at the end of the lecture, presenting study cases, and requesting reports

10- Course structure

Teaching method	Learning method	Name of the unit or topic	Required educational outcomes	hours	the week
Daily, weekly, monthly exams and the end-of semester exam	theoretical	The intellectual framework of accounting Financial statements One-step income statement	Understanding and absorbing the material and its awareness for the student	2	1
	=	Multi-step income statement	=	2	2
	=	Statement of financial position	=	2	3
	=	Operating account and trading account the exam	=	2	4
	=	The profit and loss account	=	2	5
	=	Playlist	=	2	6
	=	Cash in hand	=	2	7
	=	Cash in the bank	=	2	8
	=	Expenses paid in advance	=	2	9
	=	Accrued expenses	=	2	10
	=	Revenue received in advance and revenue accrued the exam	=	2	11
	=		=	2	12
	=		=	2	13
	=		=	2	14
					2

. Course evaluation: 40 points are distributed as follows:

Monthly exam: (2) of (15) marks

(5) Degree of participation and attendance

(5) Report preparation grades

60 marks end of semester exam

Learning and teaching resources

1-Intermediate Accounting / Dr. Saud Jayed Thank you

2-Intermediate Accounting/Dr. Muhammad Taher Al-Shawi

3- Intermediate Accounting / Dr. Salem Muhammad Abboud

Republic of Iraq

Ministry of Higher Education

Ashur University

College of Administration & Economics



Third stage

Course description form

1–Course name: (Financial Management 2)					
Business Administration Department					
2. Course code:512020301					
3. Semester/year – courses/second course 2013–2024					
4. Date of preparation of the description					
The second course: 1/28/2024					
5. Available forms of attendance/in–person					
6. Number of study hours (total) / number of units / (total) Number of hours per week * 15 per week (3) * 15 = (45) hours					
7-Name of the rapporteur: Prof. Dr. Hisham Talaat Abdel Hakim dr_heshamtalat@uomustansiriyah.edu.iq)) A.M.D. Kafa Ali Issa kafaali@uomustansiriyah.edu.iq))					
8. Course objectives					
1- Developing a complete concept and clarification for third-stage students about the course material.					
2- Providing and preparing distinguished and discreet scientific cadres who have the ability to manage companies and institutions and deal with the problems and obstacles that appear at work and how to address them.					
3- Encouraging the exchange of experiences and knowledge through cooperation with corresponding scientific departments by holding conferences, seminars and workshops					
9. Learning and teaching strategy :Approving tests at the end of the lecture, presenting study cases, and requesting reports					
10– Course structure					
Teaching method	Learning method	Name of the unit or topic	Required educational outcomes	hours	the week
	theoretical	Break–even point concept	Understanding and absorbing the material and its	3	1

Daily, weekly, monthly exams and the end- ofsemester exam		Cash break-even point	awareness for the		
	=	Solve applied	student		
	=	problems	=	3	2
	=	The concept of cranes	=	3	3
	=	and their types	=	3	4
	=	Operating leverage	=	3	5
	=	Financing leverage	=	3	6
	=	Common	=	3	7
	=	crane Solve	=	3	8
	=	applied	=	3	9
	=	problems The	=	3	10
	=	concept of	=	3	11
	=	working capital	=	3	12
	=	Operational cycles and	=	3	13
	=	their types	=	3	14
=	Investment spending	=	3	15	
=	decisions	=	3	15	
		Calculate net present			
		value			
		Solve applied			
		problems			
		Calculate the			
		payback period Solve			
		applied problems			

. Course evaluation: 40 points are distributed as follows:

Monthly exam: (2) of (15) marks

(5) Degree of participation and attendance

(5) Report preparation grades

60 marks end of semester exam

Learning and teaching resources

- 1- Al-Amiri, Dr. Muhammad Ibrahim, (Financial Management), (2010), Amman, Jordan.
- 2- Hindi, Mounir Ibrahim (2010, (Financial Management: A Contemporary Analytical Approach), Modern Arab Office.
- 3- Al-Maidani, Muhammad Ayman Ezzat (2010 AD), Financial Management in Companies, Obeikan Library, Riyadh, 4th edition.
- 4- Haddad, Fayez Saleem (2010 AD), Financial Management, Dar Hamed for Publishing and Distribution, Amman, Jordan. , 3rd edition.

Course description form

1–Course name: (Insurance Department)

Business Administration Department

2. Course code:512020310

3. Semester/year – courses/second course 2013–2024

4. Date of preparation of the description

The second course: 1/28/2024

5. Available forms of attendance/in–person

6. Number of study hours (total) / number of units / (total)

Number of hours per week * 15 per week

(3) * 15 = (45) hours

7-Name of the rapporteur:

Prof. Dr. Haider Hamza Jodi	drhaidarjody@uomustansiriyah.edu.iq
Mr. Dr. Maha Arif Prism	Lolomomo247@uomustansiriyah.edu.iq
Eng. Ibtisam Abbas Abdel Hassan	btisamabbas79@uomustansiriyah.edu.iq

8. Course objectives

- 1- Developing a complete concept and clarification for third-stage students about the course material.
- 2- Providing and preparing distinguished and discreet scientific cadres who have the ability to manage companies and institutions and deal with the problems and obstacles that appear at work and how to address them.
- 3- Encouraging the exchange of experiences and knowledge through cooperation with corresponding scientific departments by holding conferences, seminars and workshops

9. Learning and teaching strategy :Approving tests at the end of the lecture, presenting study cases, and requesting reports

10- Course structure

Teaching method	Learning method	Name of the unit or topic	Required educational outcomes	hours	the week
Daily, weekly, monthly exams and the end-of-semester exam	theoretical	What is risk management – its importance – a conceptual introduction	Understanding and absorbing the material and its awareness for the student	3	1
	=	Insurance concept and importance	=	3	2
	=	Insurance principles and characteristics	=	3	3
	=	The athlete's side in determining premiums	=	3	4
	=	and compensation	=	3	5
	=	Excess, deficiency and sufficient insurance	=	3	6
	=	The concept of reinsurance and its importance	=	3	7
	=	the first exam	=	3	8
	=	Types of insurance	=	3	9
	=	Fire risk	=	3	10
	=		=	3	11
	=		=	3	12
	=		=	3	13
	=		=	3	14

	=	insurance – its types – its documents – its exclusions Insurance against the risk of theft – its types – its documents – its exclusions	=	3	15
		Compulsory and optional car insurance in Iraq Insurance against the risk of terrorism and extortion Engineering insurance and its types Credit insurance Second exam			
<p>. Course evaluation: 40 points are distributed as follows:</p> <p>Monthly exam: (2) of (15) marks</p> <p>(5) Degree of participation and attendance</p> <p>(5) Report preparation grades</p> <p>60 marks end of semester exam</p>					
Learning and teaching resources					
<p>Dr. Salim Al-Wardi - Insurance Administration</p> <p>Dr. Nagham Ali Jassim - Eng. Ibtisam Abbas - Risk and Insurance Management</p>					

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1–Course name: Project management applications using computers
Business Administration Department
2. Course code:512020307
3. Semester/year – courses/second course 2013–2024
4. Date of preparation of the description
The second course: 1/28/2024
5. Available forms of attendance/in–person

6. Number of study hours (total) / number of units / (total)

Number of hours per week * 15 per week

Course description form

(3) * 15 = (45) hours

7-Name of the rapporteur:

M. M. Ali Yahya Abdel Reda ali.yahya@uomustansiriyah.edu.iq

8. Course objectives

- 1- Developing a complete concept and clarification for third-stage students about the course material.
- 2- Providing and preparing distinguished and discreet scientific cadres who have the ability to manage companies and institutions and deal with the problems and obstacles that appear at work and how to address them.
- 3- Encouraging the exchange of experiences and knowledge through cooperation with corresponding scientific departments by holding conferences, seminars and workshops

9. Learning and teaching strategy :Approving tests at the end of the lecture, presenting study cases, and requesting reports

10- Course structure

Teaching method	Learning method	Name of the unit or topic	Required educational outcomes	hours	the week
Daily, weekly, monthly exams and the end-ofsemester exam	theoretical	Chapter One: A general concept of databases	Understanding and absorbing the material and its awareness for the student	3	1
	=	Chapter One: Identifying the features of the... Access	=	3	2
	=	program, the most important goals and	=	3	3
	=	features, what databases are, and	=	3	4
	=		=	3	5
	=		=	3	6

	=	the most important	=	3	7
	=	concepts and basic	=	3	8
	=	types of databases.	=	3	9
	=	Chapter Two: Creating	=	3	10
	=	and modifying tables	=	3	11

	=	Chapter Two: Tables,	=	3	12
	=	records, and fields	=	3	13
	=	Chapter Two: Field	=	3	14
	=	Characteristics	=	3	15
		Chapter Two: Primary key and indexes			
		Chapter Three: Relationships			
		First month exam			
		Chapter Four: Queries, Query Wizard			
		Chapter Four: Query Design			
		Chapter Five: Models			
		Chapter Five: Saving and deleting records from forms Chapter			
		Five: Designing the report			
		Second month examEngineering			
		insurance and its types			
		Credit insurance			
		Second exam			

. Course evaluation: 40 points are distributed as follows:
fol

Monthly exam: (2) of (15) marks

(5) Degree of participation and attendance

(5) Report preparation grades

60 marks end of semester exam

Learning and teaching resources

1- Computer and ready-made software (basic skills) - Dr. Muhammad Al-Zoubi and Dr. Ahmed Al-Sharay'a 2011- - Zamzam Publishing House / Second Edition / Jordan - Amman
3- Center for Multidisciplinary Studies and Aid, (2020), "Steps and Design of Databases."
3- Computer and ready-made software (basic skills) - Dr. Muhammad Al-Zoubi and Dr. Ahmed Al-Sharay'a 2011- - Zamzam Publishing House / Second Edition / Jordan - Amman

Course description form

1-Course name: (English)

Business Administration Department

2. Course code:512020308

3. Semester/year – courses/second course 2013–2024

4. Date of preparation of the description

The second course: 1/28/2024

5. Available forms of attendance/in-person

6.. Number of academic hours (total) / number of units / (total)

Number of hours per week * 15 per week

(2) * 15 = (30) hours

7-Name of the rapporteur:

M.M. Nidal Moneim Muhammad/
 nidhal.m.alimari@uomustansiriyah.edu.iq
 Dr.. Yasser Ali Mazal/
 yasiralimezaal@uomustansiriyah.edu.iq)

8. Course objectives

- 1- Developing a complete concept and clarification for third-stage students about the course material.
- 2- Providing and preparing distinguished and discreet scientific cadres who have the ability to manage companies and institutions and deal with the problems and obstacles that appear at work and how to address them.
- 3- Encouraging the exchange of experiences and knowledge through cooperation with corresponding scientific departments by holding conferences, seminars and workshops

9. Learning and teaching strategy :Approving tests at the end of the lecture, presenting study cases, and requesting reports

10- Course structure

Teaching method	Learning method	Name of the unit or topic	Required educational outcomes	hours	the week
Daily, weekly, monthly exams and the end-of semester exam	theoretical	PresentSimple Positive state Negative state PresentSimple Interrogative state	Understanding and absorbing the material and its awareness for the student	2	1
	=	Sounds of -s/-es	=	2	2
	=	Present Continuous	=	2	3
	=	Positive state	=	2	4
	=	Negative state	=	2	5
	=	Present Continuous	=	2	6
	=	Interrogative state	=	2	7
	=		=	2	8

	=	Interactive activity +	=	2	9
	=	assignment Exam	=	2	10
	=	Past Simple	=	2	11
	=	Positive state	=	2	12
	=	Negative state	=	2	13
	=	Interrogative state	=	2	14
	=	Sounds of -ed	=	2	15
		Past Continuous			
		Positive state			
		Negative state			
		Interrogative state			
		Past Perfect			
		Positive state			
		Negative state			
		Interrogative state			
		Articles			

		EverydayEnglish Interactive activity + assignment Exam Future Time Positive state Negative state Interrogative state Everyday English Relative Clause Activity + Exercises			
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. Course evaluation: 40 points are distributed as follows:

Monthly exam: (2) of (15) marks

(5) Degree of participation and attendance

(5) Report preparation grades

60 marks end of semester exam

Learning and teaching resources

John and Liz Soars. Intermediate Students' Book: New Headway Plus. Oxford University Press. 2019

John and Liz Soars. Intermediate Students' Book: New Headway Plus. Oxford University Press. 2019

All foreign articles and research with specific specializations and in the field of business administration available on websites - the Internet.

Course description form

1-Course name: (Cost accounting)

Business Administration Department

2. Course code:512020303

3. Semester/year – courses/second course 2013–2024

4. Date of preparation of the description

The second course: 1/28/2024

5. Available forms of attendance/in-person

6. Number of study hours (total) / number of units / (total)

Number of hours per week * 15 per week

$$(3) * 15 = (45) \text{ hours}$$

7-Name of the rapporteur:

(M.M. Hanaa Khaled Muhammad) hana.khalid@uomustansiriyah.edd.iq

8. Course objectives

1- Developing a complete concept and clarification for third-stage students about the course material.

2- Providing and preparing distinguished and discreet scientific cadres who have the ability to manage companies and institutions and deal with the problems and obstacles that appear at work and how to address them.

3- Encouraging the exchange of experiences and knowledge through cooperation with corresponding scientific departments by holding conferences, seminars and workshops

9. Learning and teaching strategy :Approving tests at the end of the lecture, presenting study cases, and requesting reports

10- Course structure

Teaching method	Learning method	Name of the unit or topic	Required educational outcomes	hours	the week
Daily, weekly, monthly	theoretical	Knowing the nature of the production order costing system Preparing a production order card with examples	Understanding and absorbing the material and its awareness for the student	3	1
	=		=	3	2
	=		=	3	3

exams and the end-of-	=	Loading production orders with industrial costs with examples	=	3	4
	=		=	3	5
	=		=	3	6
	=		=	3	7

semester exam	=	Addressing deviations in indirect industrial costs with examples Solve exercises on the above topics the first exam Knowledge of the nature and	=	3	8
	=		=	3	9
	=		=	3	10
	=		=	3	11
	=		=	3	12
	=		=	3	13
	=		=	3	14

	=	<p>requirements of applying the production stages system</p> <p>Determine equivalent production according to the average cost method with examples Determine the equivalent production according to the firstpast-the-post method with examples Solve exercises on separating production stages</p> <p>Second exam</p> <p>Calculating net income based on total cost with examples</p> <p>Calculating net income based on variable cost with examples How to settle the difference in net</p>	=	3	15
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		income based on total cost and net income based on variable cost with examples Solve exercises on calculating net income through the two methods			
<p>. Course evaluation: 40 points are distributed as follows:</p> <p>Monthly exam: (2) of (15) marks</p> <p>(5) Degree of participation and attendance</p> <p>(5) Report preparation grades</p> <p>60 marks end of semester exam</p>					
Learning and teaching resources					
Mother. Salah Mahdi Al-Hadithi					

Course description form

1–Course name: Feasibility studies
Business Administration Department
2. Course code:512020312
3. Semester/year – courses/second course 2013–2024
4. Date of preparation of the description
The second course: 1/28/2024
5. Available forms of attendance/in-person
6.. Number of academic hours (total) / number of units / (total) Number of hours per week * 15 per week (2) * 15 = (30) hours
7-Name of the rapporteur:

Prof. Dr. Nagam Ali Jassim nagam_aja@uomustansiriyah.edu.iq
M. M. Nawfal Kazem nawfal@uomustansiriyah.edu.iq

8. Course objectives

- 1- Developing a complete concept and clarification for third-stage students about the course material.
- 2- Providing and preparing distinguished and discreet scientific cadres who have the ability to manage companies and institutions and deal with the problems and obstacles that appear at work and how to address them.
- 3- Encouraging the exchange of experiences and knowledge through cooperation with corresponding scientific departments by holding conferences, seminars and workshops

9. Learning and teaching strategy :Approving tests at the end of the lecture, presenting study cases, and requesting reports

10- Course structure

Teaching method	Learning method	Name of the unit or topic	Required educational outcomes	hours	the week
Daily, weekly, monthly exams and the end-ofsemester exam	theoretical	Concept Characteristics, importance and objectives	Understanding and absorbing the material and its awareness for the student	2	1
	=	What is the initial and detailed feasibility?	=	2	2
	=	Practical examples	=	2	3
	=	Practical examples	=	2	4
	=	Market demand and supply and the marketing gap	=	2	5
	=	Market demand and supply and the marketing gap	=	2	6
	=	marketing gap	=	2	7
	=	Description of the project and location.	=	2	8
	=	Tools for making	=	2	9
	=	Tools for making	=	2	10

	=	decisions in choosing new machines.	=	2	11
	=		=	2	12
	=		=	2	13

	=	Production capacity	=	2	14
	=	issues	=	2	15
		Cleaner production and environmental sustainability			
		Comparison between alternatives in production systems			
		Practical examples			
		Analyzing the break-even level			
		mathematical problems			
		Legal feasibility and its relationship to the environment			
		the exam			

. Course evaluation: 40 points are distributed as follows:

Monthly exam: (2) of (15) marks

(5) Degree of participation and attendance

(5) Report preparation grades

60 marks end of semester exam

Learning and teaching resources

1- Musa, Shaqiri and Salam, Osama, (2013). Economic feasibility study and evaluation of investment projects, Dar Al Masirah, third edition, Amman.

--2 Al-Fatlawi, Karim Abd Eidan & Al-Sayegh, Nagham Ali, (2015), Operations Management, Turin Printing and Copying Library, first edition, Baghdad.

-3Schroeder, R.G. (2007) Operations Management, Contemporary Concepts & Cases, 3rd. ed., New York: McGraw-Hill.

Course description form

1–Course name: (professional ethics)					
Business Administration Department					
2. Course code:512020313					
3. Semester/year – courses/second course 2013–2024					
4. Date of preparation of the description					
The second course: 1/28/2024					
5. Available forms of attendance/in–person					
6.. Number of academic hours (total) / number of units / (total) Number of hours per week * 15 per week $(2) * 15 = (30)$ hours					
7-Name of the rapporteur: Mr. Faisal Adnan Abd fisaladnan@uomustansiriyah.edu.iq Professor Makkiya Kreidi Bunyan dr.makkiyah71@Uomustansiriyah.edu.iq					
8. Course objectives					
1- Developing a complete concept and clarification for third-stage students about the course material. 2- Providing and preparing distinguished and discreet scientific cadres who have the ability to manage companies and institutions and deal with the problems and obstacles that appear at work and how to address them. 3- Encouraging the exchange of experiences and knowledge through cooperation with corresponding scientific departments by holding conferences, seminars and workshops					
9. Learning and teaching strategy :Approving tests at the end of the lecture, presenting study cases, and requesting reports					
10– Course structure					
Teaching method	Learning method	Name of the unit or topic	Required educational outcomes	hours	the week

Daily, weekly, monthly exams and the end- ofsemester exam	theoretical	The concept of administrative ethics and ethical behavior Ethical behavior	Understanding and absorbing the material and its awareness for the student	2	1
	=	Organization ethics	=	2	2
	=	Ethical pillars in the organization	=	2	3
	=	Globalization and organizational ethics	=	2	4
	=	Ethical decision making	=	2	5
	=	The concept of bad behavior Managing bad behavior in the organization Ethics in religions Ethical responsibility and social responsibility	=	2	6
	=		=	2	7
	=		=	2	8
	=		=	2	9
	=		=	2	10
	=		=	2	11
	=		=	2	12
	=		=	2	13
	=		=	2	14

	=	Codes of ethics for scientific research International Code of Employee Conduct Higher education's responsibility for ethics Case studies Exercises and tests for administrative decision-making	=	2	15
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. Course evaluation: 40 points are distributed as follows:

Monthly exam: (2) of (15) marks

(5) Degree of participation and attendance

(5) Report preparation grades

60 marks end of semester exam

Learning and teaching resources

- 1-Recommended books and references, scientific journals, reports
- 2- Management ethics and professional etiquette - Dr. Muhammad Hussein Manhal
- 3- Work ethics - Dr. Bilal is behind his scarf 4- Civil Service Law No. 24 of 1961.
- 5- University Service Law No. 23 of 2008, as amended
- 6-State Employees Discipline Law No. 14 of 1991

Course description form

1-Course name: (Operations Research)
Business Administration Department
2. Course code:5122020311
3. Semester/year – courses/second course 2013–2024
4. Date of preparation of the description
The second course: 1/28/2024
5. Available forms of attendance/in-person
6. Number of study hours (total) / number of units / (total) Number of hours per week * 15 per week (3) * 15 = (45) hours
7-Name of the rapporteur: Hasanien Jalil Neama Al-Saadi Hasanien.1975@uoitc.edu.iq
8. Course objectives
1- Developing a complete concept and clarification for third-stage students about the course material.

2- Providing and preparing distinguished and discreet scientific cadres who have the ability to manage companies and institutions and deal with the problems and obstacles that appear at work and how to address them.

3- Encouraging the exchange of experiences and knowledge through cooperation with corresponding scientific departments by holding conferences, seminars and workshops .

9. Learning and teaching strategy :Approving tests at the end of the lecture, presenting study cases, and requesting reports

10- Course structure

Teaching method	Learning method	Name of the unit or topic	Required educational outcomes	hours	the week
Daily, weekly, monthly exams and the end-of-semester exam	theoretical	Linear programming, its definition and uses, mathematical model, definition, structure, components,	Understanding and absorbing the material and its awareness for the student	3	1
	=	Formulating the	=	3	2
	=	mathematical model,	=	3	3
	=	the standard formula	=	3	4
	=	Methods of solving the	=	3	5
	=	mathematical model,	=	3	6
	=	the graphical method,	=	3	7
	=	and its applications	=	3	8
	=	Algebraic solution, the	=	3	9
	=	typical form of the	=	3	10
	=	linear programming	=	3	11
	=	model, the simplex	=	3	12
	=	method	=	3	13
	=		=	3	14

	=	Details of the mathematical process for the simplex solution method	=	3	15
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		<p>The solution is to use the simplex method in case of maximizing profits</p> <p>The solution is to use the simplex method in case of reducing costs</p> <p>An imaginary initial solution, various examples</p> <p>Special cases when applying the simplex method</p> <p>Interpretation of the simplex table</p> <p>Defining the binary problem, converting the model from prime to binary</p> <p>The relationship between the prototype and the binary model</p> <p>Arithmetic operations to solve the binary model</p> <p>Solve examples related to the binary model</p> <p>Sensitivity analysis or post-optimization</p>			
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. Course evaluation: 40 points are distributed as follows:

Monthly exam: (2) of (15) marks

(5) Degree of participation and attendance

(5) Report preparation grades

60 marks end of semester exam

Learning and teaching resources

-Operations research (2011),

Operations research - concepts and applications

Hamdy A. Taha, MACMILLAN PUBLISHING COMPANY, New York. 2010),

Hamid Saad Nour, Al-Zakir Library

- Journal of Economics and Development, Journal of Economic and Administrative Sciences

World Bank, International and Arab Monetary Fund websites

The Central Bank of Iraq and the Ministry of Planning and Finance

Course description form

1–Course name: Strategic thinking

Business Administration Department

2. Course code:512020313

3. Semester/year – courses/second course 2013–2024

4. Date of preparation of the description

The second course: 1/28/2024

5. Available forms of attendance/in–person

6.. Number of academic hours (total) / number of units / (total)

Number of hours per week * 15 per week

(2) * 15 = (30) hours

7-Name of the rapporteur:

Professor Dr. Shahnaz Fadel Ahmed
shahnaz1974@uomustansiriyah.edu.iq

Assistant Professor Dr. Intisar Aziz
entisar1962@uomustansiriyah.edu.iq

Assistant Lecturer Nagham Abbas

nagham.khalaf@uomustansiriyah.edu.iq

8. Course objectives

- 1- Developing a complete concept and clarification for third-stage students about the course material.
- 2- Providing and preparing distinguished and discreet scientific cadres who have the ability to manage companies and institutions and deal with the problems and obstacles that appear at work and how to address them.
- 3- Encouraging the exchange of experiences and knowledge through cooperation with corresponding scientific departments by holding conferences, seminars and workshops.

9. Learning and teaching strategy :Approving tests at the end of the lecture, presenting study cases, and requesting reports

10- Course structure

Teaching method	Learning method	Name of the unit or topic	Required educational outcomes	hours	the week
Daily, weekly, monthly exams and the end-	theoretical	An overview of the origins of strategic thinking	Understanding and absorbing the material and its awareness for the student	2	1
	=	Characteristics of strategic thinking	=	2	2
	=	Distinctive patterns of the strategic thinker	=	2	3
	=	Dimensions of the	=	2	4
	=		=	2	5

ofsemester exam	=	personality of a	=	2	6
	=	strategic thinker –	=	2	7
	=	The basic principles	=	2	8
	=	that characterize	=	2	9
	=	strategic thinking	=	2	10
	=	Motives behind	=	2	11
	=	adopting strategic	=	2	12
	=	thinking	=	2	13
	=		=	2	14

	=	<ul style="list-style-type: none"> - Advantages of strategic thinking Indicators of the absence of a strategic thinking approach Chapter Five / Models of strategic thinking Exam part 1 Chapter Six: Introductions to strategic thinking Chapter Seven: Scenarios are the product of strategic thinking Chapter Eight: Strategic thinking and strategic management 2 part exam Discussions in preparation for the final exam 	=	2	15
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. Course evaluation: 40 points are distributed as follows:

Monthly exam: (2) of (15) marks

(5) Degree of participation and attendance

(5) Report preparation grades

60 marks end of semester exam

Learning and teaching resources

Strategic thinking - an integrated approach to the future - Dr. Hussein Muhammad Jawad Al-Jubo
 Concepts, theoretical models, and applied study solutions

2017

Reference in strategic thinking and strategic management - Dr. Mustafa Mahmoud Abu Bakr 201

Course description form

The Fourth Stage

1–Course name: (Negotiation Department)
Business Administration Department
2. Course code:512020412
3. Semester/year – courses/second course 2013–2024
4. Date of preparation of the description
The second course: 1/28/2024
5. Available forms of attendance/in–person
6.. Number of academic hours (total) / number of units / (total) Number of hours per week * 15 per week (2) * 15 = (30) hours

7-Name of the rapporteur:

Prof. Dr. Fouad Youssef Abdel Rahman
dr_ffuaad@uomustansiriyah.edu.iq

M. Hadeel Qasim Aliwi
hadeelqa@uomustansiriyah.edu.iq

8. Course objectives

- 1- Developing a complete concept and clarification for fourth-stage students about the course material.
- 2- Providing and preparing distinguished and discreet scientific cadres who have the ability to manage companies and institutions and deal with the problems and obstacles that appear at work and how to address them.
- 3- Encouraging the exchange of experiences and knowledge through cooperation with corresponding scientific departments by holding conferences, seminars and workshops

9. Learning and teaching strategy :Approving tests at the end of the lecture, presenting study cases, and requesting reports

10- Course structure

Teaching method	Learning method	Name of the unit or topic	Required educational outcomes	hours	the week
Daily, weekly, monthly exams and the end-ofsemester exam	theoretical	Definitions and basic concepts related to the negotiation process	Understanding and absorbing the material and its awareness for the student	2	1
	=	The importance, elements, principles and foundations of negotiation	=	2	2
	=	Types and steps of the negotiation process	=	2	3
	=	negotiation	=	2	4
	=	process negotiation	=	2	5
	=		=	2	6
	=		=	2	7

=	skills Negotiating	=	2	8
=	team	=	2	9
=	Negotiator styles	=	2	10
=	Temporal negotiation	=	2	11
=	strategies	=	2	12
=	Negotiated spatial	=	2	13
=	strategies	=	2	14
=	Negotiating tactics • Sub-particle assembly tactic • Distortion and misleading tactics • The tactic of turning the facts around • The tactic of reconfiguration, emptying, or formation • Maneuvering tactic Negotiating tactics	=	2	15

		<ul style="list-style-type: none"> • Confrontation and escape tactics • Pressure and pulsetesting tactics • Threat and inducement tactic • Different types of controversy tactics • Physical exhaustion tactic Negotiating tactics • Meeting halfway tactic • A tactic to attract attention to an element • Touch and run tactic • Temporary silence tactic • The tactic of imposing a fait accompli Negotiating tactics • A tactic that limits power and time • The tactic of forming fragile fronts and alliances • Butterfly and flame tactic • Trojan horse tactic The role of time 		
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		in the negotiation process			
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		Obstacles to the negotiation process the exam			
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. Course evaluation: 40 points are distributed as follows:

Monthly exam: (2) of (15) marks

(5) Degree of participation and attendance

(5) Report preparation grades

60 marks end of semester exam

Learning and teaching resources

Prof. Dr. Ali Al-Sahoud Al-Sawadni, 2019, Negotiation Department, Al-Dhad Library for Printing and Publishing, first edition.

Books and websites

Course description form

1-Course name: (English)
Business Administration Department
2. Course code:512020410
3. Semester/year – courses/second course 2013–2024
4. Date of preparation of the description
The second course: 1/28/2024
5. Available forms of attendance/in-person
6.. Number of academic hours (total) / number of units / (total) Number of hours per week * 15 per week (2) * 15 = (30) hours
7-Name of the rapporteur:

M.M. Nidal Moneim Muhammad/
nidhal.m.alimari@uomustansiriyah.edu.iq

Dr.. Yasser Ali Mazal/
yasiralimezaal@uomustansiriyah.edu.iq

8. Course objectives

- 1- Developing a complete concept and clarification for fourth-stage students about the course material.
- 2- Providing and preparing distinguished and discreet scientific cadres who have the ability to manage companies and institutions and deal with the problems and obstacles that appear at work and how to address them.
- 3- Encouraging the exchange of experiences and knowledge through cooperation with corresponding scientific departments by holding conferences, seminars and workshops.

9. Learning and teaching strategy :Approving tests at the end of the lecture, presenting study cases, and requesting reports

10– Course structure

Teaching method	Learning method	Name of the unit or topic	Required educational outcomes	hours	the week
Daily, weekly, monthly exams and the end-ofsemester exam	theoretical	PresentSimple Positive state Negative state Sounds of –s/–es PresentSimple	Understanding and absorbing the material and its awareness for the student	2	1
	=	Interrogative state	=	2	2
	=	Articles	=	2	3
	=	Present Continuous	=	2	4
	=	Positive state	=	2	5
	=	Negative state	=	2	6
	=	Present Continuous	=	2	7
	=		=	2	8

	=	Interrogative state	=	2	9
	=	Interactive activity + assignment	=	2	10

	=	Exam	=	2	11
	=	Past Simple &	=	2	12
	=	Continuous	=	2	13
	=	Positive state	=	2	14

	=	Negative state Interrogative state Sounds of -ed Past Perfect Positive state Negative state Interrogative state Modal Verbs Positive state Negative state FutureForms Positive state Negative state Interrogative state Opposites Interactive activity + assignment Exam PresentPerfect Positive state Negative state Conditionals First Conditional Second Conditional Positive state Negative state Activity + Exercises Everyday English	=	2	15
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. Course evaluation: 40 points are distributed as follows:

Monthly exam: (2) of (15) marks

(5) Degree of participation and attendance

(5) Report preparation grades

60 marks end of semester exam

Learning and teaching resources

..John and Liz Soars. Upper-Intermediate Students' Book: New Headway Plus. Oxford University Press. 2019

..John and Liz Soars. Upper-Intermediate Students' Book: New Headway Plus. Oxford University Press. 2019

-All articles, research, and foreign ones with specific specializations and in the field of business administration, available on websites - the Internet.

1–Course name: Corporate governance

Business Administration Department

2. Course code:512020411

3. Semester/year – courses/second course 2013–2024

4. Date of preparation of the description

The second course: 1/28/2024

5. Available forms of attendance/in–person

6.. Number of academic hours (total) / number of units / (total)

Number of hours per week * 15 per week

(2) * 15 = (30) hours

7-Name of the rapporteur:

Prof. Samaa Ali Abdul Hussein dr.samaaali@uomustansiriyah.edu.iq
 M. Hadeel Qasim Aliwi hadeelqa@uomustansiriyah.edu.iq

Course description form

M. Haider Abdul Mohsen Majbas hader.hije@uomustansiriyah.edu.iq

8. Course objectives

- 1- Developing a complete concept and clarification for fourth-stage students about the course material.
- 2- Providing and preparing distinguished and discreet scientific cadres who have the ability to manage companies and institutions and deal with the problems and obstacles that appear at work and how to address them.
- 3- Encouraging the exchange of experiences and knowledge through cooperation with corresponding scientific departments by holding conferences, seminars and workshops.

9. Learning and teaching strategy :Approving tests at the end of the lecture, presenting study cases, and requesting reports

10- Course structure

Teaching method	Learning method	Name of the unit or topic	Required educational outcomes	hours	the week
Daily, weekly, monthly exams and the end-	theoretical	An introduction to the study of corporate governance. Principles of corporate governance.	Understanding and absorbing the material and its awareness for the student	2	1
	=	Corporate governance defined	=	2	2
	=		=	2	3
	=		=	2	4

ofsemester exam	=	Company governance	=	2	5
	=	mechanisms	=	2	6
	=	Corporate governance	=	2	7
	=	models and theories.	=	2	8
	=	the exam	=	2	9
	=	Corporate governance	=	2	10
	=	and its relationship to	=	2	11
	=	disclosure and transparency	=	2	12

	=	Corporate governance,	=	2	13
	=	failure and finance	=	2	14
	=	Corporate governance in financial risk management Governance and financial performance. The main factors influencing the emergence and application of governance. Internal and external governance controls. Challenges of implementing governance. The role of governance as a supervisory tool in combating corruption. the exam	=	2	15

. Course evaluation: 40 points are distributed as follows:

Monthly exam: (2) of (15) marks

(5) Degree of participation and attendance

(5) Report preparation grades

60 marks end of semester exam

Learning and teaching resources

1- Ammar, Habib Jimul, 2011., The Legal System of Corporate Governance, Nippur Printing and Publishing House, first edition, Iraq.

2- Lacker, David and Tian, Brian, Issues in Corporate Governance, translated by Abu Thanin, Abdullah bin Nasser and Al-Kalabi, Saad bin Abdullah, 2017, Riyadh.

Course description form

1-Course name: (knowledge management)
Business Administration Department
2. Course code:512020405
3. Semester/year – courses/second course 2013-2024
4. Date of preparation of the description
The second course: 1/28/2024
5. Available forms of attendance/in-person
6. Number of study hours (total) / number of units / (total) Number of hours per week * 15 per week (3) * 15 = (45) hours
7-Name of the rapporteur: .Dr. Sumaya Abbas Majeed dr_sumayabas567@uomustansiriyah.edu.iq Mr. Dr. Lamyia Salman Abdel Ali dr_lamyiaasalman@uomustansiriyah.edu.iq Mr. Dr. Samah Muayyad Mahmoud dr_samah_mm77@uomustansiriyah.edu.iq
8. Course objectives

- 1- Developing a complete concept and clarification for fourth-stage students about the course material.
- 2- Providing and preparing distinguished and discreet scientific cadres who have the ability to manage companies and institutions and deal with the problems and obstacles that appear at work and how to address them.
- 3- Encouraging the exchange of experiences and knowledge through cooperation with corresponding scientific departments by holding conferences, seminars and workshops.

9. Learning and teaching strategy :Approving tests at the end of the lecture, presenting study cases, and requesting reports

10- Course structure

Teaching method	Learning method	Name of the unit or topic	Required educational outcomes	hours	the week
Daily, weekly, monthly exams and the end-of-semester exam	theoretical	The origin and development of knowledge	Understanding and absorbing the material and its awareness for the student	3	1
	=	development according to	=	3	2
	=	organizational schools	=	3	3
	=	Basic concepts of knowledge	=	3	4
	=	Types and sources of knowledge	=	3	5
	=	The origins and development of the concept of	=	3	6
	=	management of knowledge	=	3	7
	=	Introductions and	=	3	8
	=		=	3	9
	=		=	3	10
	=		=	3	11
	=		=	3	12
	=		=	3	13

	=	justifications for	=	3	14
	=	knowledge management Knowledge management processes Knowledge management life cycle	=	3	15

		The basic elements of knowledge management Knowledge management strategies Knowledge management requirements Knowledge management challenges Building knowledge maps Building a knowledge management program Knowledge management maturity models		
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. Course evaluation: 40 points are distributed as follows:

Monthly exam: (2) of (15) marks

(5) Degree of participation and attendance

(5) Report preparation grades

60 marks end of semester exam

Learning and teaching resources

Knowledge Management, Salah Al-Din Awad Al-Kubaisi, 2018

Course description form

1-Course name: (Quality Management)

Business Administration Department

2. Course code:512020406

3. Semester/year – courses/second course 2013–2024

4. Date of preparation of the description

The second course: 1/28/2024

5. Available forms of attendance/in-person

6. Number of study hours (total) / number of units / (total)

Number of hours per week * 15 per week

(3) * 15 = (45) hours

7-Name of the rapporteur:

Prof. Dr. Kazem Ahmed Jawad

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zahra_abd@uomustansiriyah.edu.iq

M.D. Nahda Ali Abbas. nahda@uomustansiriyah.edu.iq

8. Course objectives

1- Developing a complete concept and clarification for fourth-stage students about the course material.

2- Providing and preparing distinguished and discreet scientific cadres who have the ability to manage companies and institutions and deal with the problems and obstacles that appear at work and how to address them.

3- Encouraging the exchange of experiences and knowledge through cooperation with corresponding scientific departments by holding conferences, seminars and workshops.

9. Learning and teaching strategy :Approving tests at the end of the lecture, presenting study cases, and requesting reports

10- Course structure

Teaching method	Learning method	Name of the unit or topic	Required educational outcomes	hours	the week
	theoretical	Quality basics	Understanding and absorbing the	3	1

Daily, weekly, monthly exams and the end-of-semester exam		1. The concept of quality 2. The development of quality	material and its awareness for the student		
	=	3. The importance of quality	=	3	2
	=	Quality basics 4. Dimensions of quality (dimensions of quality of goods – dimensions of quality of services) 5. Factors affecting quality 6. The location of quality management within the organizational structure of the	=	3	3
	=		=	3	4
	=		=	3	5
	=		=	3	6
	=		=	3	7
	=		=	3	8
	=		=	3	9
	=		=	3	10
	=		=	3	11
	=		=	3	12
	=		=	3	13
	=		=	3	14

	=	<p>organization Cost of quality 1. The concept of quality costs 2. Types of quality costs 3. Analyzing and measuring quality costs Cost of quality 4. The impact of quality management on productivity (exercises) Quality rings 1. The emergence of quality rings 2. The concept of quality</p>	=	3	15
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		<p>rings 3. The goals of quality rings 4. The structure of quality rings 5. The problems that quality rings discuss</p> <p>6. Quality loops process</p> <p>Quality rings</p> <p>7. Factors affecting quality rings Quality control 1. The concept of quality control 2. Objectives of quality control 3. Functions of quality control 4. Principles of quality control</p> <p>Quality control</p> <p>5. Traditional quality control tools: (definition of each of the tools, with a focus on the Pareto chart and the cause-and-effect chart, and solutions to exercises related to them) The concept of statistical quality control</p>			
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	<p>1. The concept of statistical tools</p> <p>2. Causes of deviations</p> <p>3. Statistical control of processes</p> <p>4. Statistical control panels for the process</p> <p>A- Variable control panels (definition)</p> <ul style="list-style-type: none"> - Average and Range <p>X-R Chart (exercises)</p> <p>The concept of statistical quality control</p> <p>B- Attribute control panels</p> <ul style="list-style-type: none"> - Defective percentage control panel <p>P-Chart</p> <p>There are two cases:</p> <ul style="list-style-type: none"> - Panel for adjusting defective ratios if sample sizes are equal (exercises) - Panel for adjusting defective percentages in case of unequal sample sizes (exercises) <p>5. Process capacity</p>			
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	<p>ISO 9001 quality management systems</p> <ol style="list-style-type: none"> 1. The establishment of the ISO organization 2. ISO 9000 series concept specifications Quality management systems ISO 9001 3. ISO 9001 versions 4. ISO specification – ISO 9001 Quality Management System <p>Total Quality Management</p> <ol style="list-style-type: none"> 1. The concept of total quality management 2. The principles of total quality management <p>Total Quality Management 3. Stages of implementing total quality management. 4. Obstacles to implementing total quality management review</p>			
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. Course evaluation: 40 points are distributed as follows:

Monthly exam: (2) of (15) marks

(5) Degree of participation and attendance
(5) Report preparation grades
marks end of semester exam
Learning and teaching resources
1- Quality Management: Principles and Applications 2017 Prof. Dr. Sabah Majeed Al-Najjar, Prof. Dr. Maha Kamel Jawad
2- Case studies, research, and articles related to the course
3- Scientific posters related to the course

Course description form

1–Course name: (Investment portfolio management)
Business Administration Department
2. Course code:512020413
3. Semester/year – courses/second course 2013–2024
4. Date of preparation of the description
The second course: 1/28/2024
5. Available forms of attendance/in–person
6. Number of study hours (total) / number of units / (total) Number of hours per week * 15 per week (3) * 15 = (45) hours
Prof.Dr. Haider Nima Ghaly. Haidar_f2020@uomustansiriyah.edu.iq A.M.D. Abdul Kazem Mohsen Quinn kadimqneen@uomustansiriyah.edu.iq A.M.D. The efficiency of Ali Issa kafaali@uomustansiriyah.edu.iq
8. Course objectives
1- Developing a complete concept and clarification for fourth-stage students about the course material.

2- Providing and preparing distinguished and discreet scientific cadres who have the ability to manage companies and institutions and deal with the problems and obstacles that appear at work and how to address them.

3- Encouraging the exchange of experiences and knowledge through cooperation with corresponding scientific departments by holding conferences, seminars and workshops

9. Learning and teaching strategy :Approving tests at the end of the lecture, presenting study cases, and requesting reports

10- Course structure

Teaching method	Learning method	Name of the unit or topic	Required educational outcomes	hours	the week
Daily, weekly, monthly exams and the end-of-semester exam	theoretical	The concept of the investment portfolio and its types Factors affecting the identification and	Understanding and absorbing the material and its awareness for the student	3	1
	=	selection of investment	=	3	2
	=	portfolios Calculate the	=	3	3
	=	portfolio's rate of	=	3	4
	=	return and risk Solve	=	3	5
	=	applied problems	=	3	6
	=	Calculate the	=	3	7
	=	correlation coefficient	=	3	8
	=	between the portfolio	=	3	9
	=	components Solve	=	3	10
	=	applied problems	=	3	11
	=	Calculate the beta	=	3	12
	=	coefficient to calculate	=	3	13
	=	systematic risk	=	3	14

	=		=	3	15
		Solve applied problems Determine efficient and optimal portfolios Marcotz model CAPM model Solve applied problems Portfolio performance evaluation models Sharpe, Trainor, and Jensen model of evaluation Solve applied problems			

. Course evaluation: 40 points are distributed as follows:

Monthly exam: (2) of (15) marks

(5) Degree of participation and attendance

(5) Report preparation grades

60 marks end of semester exam

Learning and teaching resources

- Al-Amiri, Dr. Muhammad Ibrahim, (Advanced Financial Management), (2012), Amman, Jordan.
- Hindi, Munir Ibrahim (2010, (Investment Portfolios), Modern Arab Office.
- Al-Maidani, Muhammad Ayman Ezzat (2010 AD), Financial Management in Companies, Obeikan Library, Riyadh, 4th edition.