



**Description of the
academic program and
course for the Department
of Business Administration
For the semester system
For The Academic Year
2024-2025**

**Description of the academic program and course for the
Department of Business Administration**

University name: Al-Mustansiriya

College/Institute: College of Administration and Economics

Scientific Department: Business Administration

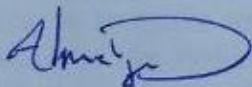
Name of the academic or professional program: Sciences in Business Administration

Name of final degree: Bachelor of Science in Business Administration

Academic system: Semester system

Description preparation date: 20-9-2024

Date of filling the file: 1-10-2024

Signature 
Assist. Dean for Scientific Affairs:

Prof. Dr. Ahmed Shaker Mohammed Tahir
date :

Signature 
Head of the Department:

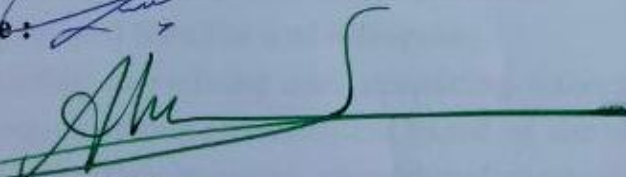
Prof. Dr. Kadhim Ahmed Jawad Kadhi
date :

**The file was audited by the Quality
Assurance and University Performance Division**

**Name of the Director of the Quality Assurance and University
Performance Division:** Assist. Prof. Dr. Makkiyah Kraidt Bunyan Alkabi

date :

signature: 


Dean of the College

Prof. Dr. Ahmed Sabeeh Attiya

First: 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.

Second: Program message

Preparing and equipping students with academic and practical capabilities in the field of business administration, meeting quality standards by qualifying distinguished graduates at the local and regional levels, and working to develop academic programs and curricula through continued interaction with similar Iraqi and international universities, and benefiting from the findings of solid scientific research at the local, regional, and international levels.

Third: Program objectives

1-Preparing highly educated, qualified, and distinguished cadres to provide the public and private sectors with highly qualified and competent professional administrators.

2-Moving toward blended and e-learning and taking advantage of the potential benefits offered by this approach.

3-Contributing to refining and preparing university students by providing a constructive learning environment based on simulating traditional teaching, utilizing modern educational methods and tools,

and encouraging students to work collaboratively under various circumstances, in line with the needs of the local and regional labor market.

4-Enhancing students' analytical and logical thinking skills in addressing administrative issues and making informed decisions.

5-Developing students' abilities and skills to use logical reasoning and strategic thinking, in line with contemporary requirements, rapid development, and potential challenges.

6-Preparing students to use technological tools in administrative decision-making and analyzing financial and statistical data related to work.

7-Embodying the College of Business and Economics' motto, spreading scientific culture, and working to instill principles of virtuous ethics and authentic professional values so that the department's students reflect a bright and distinguished image of the department and the college from which they graduated.

8-Aligning theoretical trends with practical reality in the field of business administration through the content of the academic curriculum.

9-Developing and encouraging self-initiative and entrepreneurial spirit by enhancing creativity skills and establishing small and medium-sized enterprises.

Fourth: Programmatic accreditation

Submitted for accreditation

Fifth: Other external influences

Nothing

Sixth: Program structure

Program structure	Number of courses	Study unit	percentage	Notes
Enterprise requirements	5	10	39%	Basic course
College requirements	2	5	15%	Basic course
Department requirements	6	18	49%	Basic course
summer training	Yes	-	-	Basic course
Other	-	-	-	
	13	33	%100	

Seventh: Program description

Credit hours	Name of the course or course	Course or course code	Year/level
3	theoretical	Human Resource Management	512020201
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

**The second stage / first course
2024-2025**

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 2024-2025
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	Arabic	512020216	

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 2024-2025
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 2024-2025
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	

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 2024-2025
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 2024-2025
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	

Eighth: Expected learning outcomes of the program

A-Knowledge:

Learning outcomes: The student works to utilize all the knowledge and information acquired during academic studies, analyzes situations and crises that may be encountered in the labor market, and attempts to find appropriate solutions for them.

Learning Outcomes:

A-1- Helps students become familiar with modern administrative approaches and theories, adopt administrative thinking methods in diagnosing and analyzing administrative phenomena, scientific foundations, and business administration approaches, and explains methods for preparing and writing scientific research.

A-2- Evaluates the nature of the interconnected relationships between business administration and other cognitive sciences, as

well as the importance of scientific research in the field of business administration.

A-3- Develops graduates' competence, expands and consolidates their knowledge, and teaches them how to draw conclusions, deduce, diagnose, and analyze problems and obstacles facing companies and institutions, and the mechanisms for finding solutions.

A-4- Assimilate and acquire a cognitive understanding of scientific research methods and tools.

B-Skills:

Learning Outcome: Provides ideas and suggestions in the administrative field, finds solutions to problems and obstacles in practical situations, and conducts sound academic studies.

Learning Outcomes:

B-1- Participates in administrative discussions and offers effective opinions and suggestions.

B-2- Negotiates scientifically with the parties with whom they interact, striving to achieve the desired objectives of the negotiations.

B-3- Organizes reports and statements in a scientifically correct manner, possesses the ability to provide simplified explanations and clarifications to the parties involved, and is able to conduct studies and research in their field of expertise correctly and in accordance with scientific and methodological foundations.

B-4- Possesses the ability to work in teams, adopt a teamwork approach, and lead the group in an effective and productive manner.

C- Value:

Learning Outcome: He observes and maintains professional ethics and principles and reflects a positive image of himself to others.

Learning Outcomes:

A-1- Commit to a spirit of altruism, good example, and determination to achieve success and excellence.

A-2- Work to strengthen national identity and instill a sense of belonging and loyalty to the homeland.

A-3- Possess a spirit of initiative, responsibility, and commitment to human values and respect in the work environment.

A-4- Feel responsible and respect work ethics and freedom of thought and expression.

Ninth: Teaching and learning strategies

- 1- Providing interactive lectures, where scientific theories and concepts are presented in a stimulating manner that fosters interaction and allows for classroom discussions. Multimedia and visual presentations are used to simplify and explain complex material.**
- 2- Using case studies to present and analyze problems relevant to the business environment, encouraging critical thinking and a logically based decision-making process.**
- 3- Adopting group work projects aimed at developing leadership and cooperation skills, relying on the implementation of applied projects related to the labor market, and working to apply theoretical knowledge to practical situations and experiences.**
- 4- Adopting a problem-based learning approach and presenting a number of real-life administrative problems to motivate learners to analyze, investigate, and research.**
- 5- Emphasizing classroom discussions and using presentations to motivate students to express their ideas, providing them with the opportunity to present their different points of view, and developing their presentation, communication, and persuasion skills.**
- 6- Adopting e-learning and blended learning, utilizing learning management platforms, and utilizing interactive content and electronic assessment tasks.**
- 7- Conducting a number of regular field visits to connect academic knowledge with real-life practices through direct exposure to the work environment.**
- 8- Training students in writing and preparing reports, using a research-based learning approach.**

- 9- Encouraging students to develop their knowledge through reading, participating in discussion groups, competitions, and intellectual activities.
- 10- Showing purposeful documentaries to clarify and consolidate the scientific material.

Tenth: Evaluation methods

- 1 - Adopting daily and monthly written and oral scientific tests.
2. Requiring students to submit reports related to the scientific material, utilizing reliable scientific sources, and discussing them with the students.
3. The instructor poses intellectual questions, discusses the answers, and assesses the student's ability to find correct and logical answers.
4. Distributing titles related to the specialization for the purpose of presenting the graduation project individually to each student. The students are then discussed and evaluated based on the level of information presented in the research, the way they present ideas, and their use of correct scientific research methods.
5. Holding discussion groups and brainstorming sessions, allowing for discussion, expressing opinions, and evaluating the ideas presented, the method of presenting the idea, and the approach to processing.

Eleven: Faculty

Faculty members

Preparing the teaching staff		Special requirements/s kills, if any		Specialization		Scientific rank
externa 1	internal			private	general	
	2			=		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					=	Operations Management / Assistant Professor
	1			=		Quality Management / Assistant Professor
1					=	Quality Management/Assistant Lecturer
	1			=		Organization theory and organizational behavior/Professor
	2			=		Organization theory and organizational behavior/Assistant professor
	2			=		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				=		Accounting/Assistant Professor
	1				=	Accounting/Teacher Assistant
	1			=		Law/Assistant Professor
	1			=		Law/Teacher
	1			=		Economics/Assistant Professor
	1			=		Insurance/teacher
	1			=		Arabic language/teacher
1					=	Arabic Language / Assistant Teacher
1				=		Statistics / Teacher

2	1				=	Statistics/assistant teacher
	1				=	English language/assistant teacher
8	38	The Total				

Professional development

Orienting new faculty members

- 1- Follow-up and mentor new faculty members through classroom visits.
- 2- Develop skills and hone expertise through participation in specialized training courses in teaching methods and specialized workshops, leveraging the capabilities and potential of experienced professors.

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.

Acceptance standard

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

The most important sources of information about the program

- Central Admissions Guide

Documents issued by the Sectoral Committee for the Business Administration major

-Department website:

https://uomustansiriyah.edu.iq/web_center.php?id_dept=183

Program development plan

Research and investigation of modern sources from approved websites, in addition to the diversity of methods and ways of delivering lectures and adopting modern scientific means in teaching, and the availability of a permanent committee for developing scientific curricula that works to add and amend the contents of the courses and the number of their units in a manner consistent with the requirements of the labor market and to keep pace with developments, and attention to feedback and follow-up of all aspects, whether in teaching methods or methods of evaluating students and developing curricula, etc.

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	Human Resource Management	512020201	The second stage / first course 2024-2025
✓	✓		✓	✓		✓	✓	✓	✓	✓	✓	Basic	Marketing Management	512020202	
	✓		✓			✓		✓	✓	✓	✓	Basic	Intermediate accounting1	512020203	
	✓		✓		✓	✓	✓	✓			✓	Basic	Office administrative applications using computers	512020204	
✓	✓	✓	✓				✓	✓	✓	✓	✓	Basic	Commercial Law	512020205	
✓	✓					✓	✓		✓	✓	✓	Basic	Organization theory	512020206	
✓	✓					✓	✓			✓	✓	Basic	Material and warehouse management	512020208	

												Basic	English	512020209	
												Basic	Crimes of the defunct Baath Party	512020215	
		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Basic	Market research	512020210	The second stage / second course 2024-2025
		✓	✓			✓	✓			✓	✓	Basic	Intellectual capital management	512020211	
✓	✓				✓		✓	✓		✓	✓	Basic	organizational behavior	512020212	
✓			✓			✓		✓		✓	✓	Basic	Intermediate accounting 2	512020203	
✓			✓				✓	✓		✓	✓	Basic	E-Commerce	512020207	

		✓	✓				✓	✓		✓	✓	Basic	Supply management	512020213	
			✓					✓			✓	Basic	Arabic	512020216	
✓	✓		✓		✓	✓	✓	✓	✓	✓	✓	Basic	Financial management 1	512020301	The third stage / first course 2024-2025
✓	✓		✓		✓	✓	✓	✓	✓	✓	✓	Basic	Bank management	512020302	
	✓		✓		✓		✓		✓	✓	✓	Basic	Cost Accounting1	512020303	
			✓		✓	✓	✓	✓	✓	✓	✓	Basic	Strategic management	512020304	
			✓	✓	✓	✓	✓	✓	✓	✓	✓	Basic	project management	512020305	
						✓	✓		✓	✓	✓	Basic	Business economics	512020306	
						✓	✓		✓	✓	✓	Basic	Quantitative applications for business management using computers	512020307	
		✓	✓		✓	✓	✓	✓	✓	✓	✓	Basic	Financial management 2	512020301	

✓	✓		✓			✓	✓	✓	✓	✓	✓	Basic	Strategic thinking	512020309	The third stage / second course 2024-2025
		✓	✓			✓	✓		✓	✓	✓	Basic	Insurance management	512020310	
	✓		✓			✓	✓		✓	✓	✓	Basic	Operations Research	512020311	
		✓	✓			✓		✓		✓	✓	Basic	Cost accounting 2	512020303	
	✓	✓	✓			✓			✓		✓	Basic	Feasibility studies	512020312	
			✓		✓			✓		✓	✓	Basic	Project management applications using computers	512020307	
✓	✓	✓	✓		✓	✓				✓	✓	Basic	Professional ethics	512020313	
					✓	✓		✓	✓	✓	✓	Basic	Production and operations management	512020401	
✓	✓		✓	✓		✓			✓	✓	✓	Basic	Administrative information technology	512020402	

	✓	✓		✓	✓	✓		✓		✓	✓	Basic	International Business Adminstration	512020403	Fourth stage/first course 2024-2025
✓	✓		✓		✓	✓	✓				✓	Basic	Methods and ethics of scientific research	512020404	
✓		✓	✓	✓	✓		✓		✓		✓	Basic	Government contracts management	512020407	
✓	✓	✓		✓	✓		✓		✓	✓	✓	Basic	Risk Management	512020409	
✓			✓	✓		✓	✓		✓		✓	Basic	knowledge management	512020405	Fourth stage / second course 2024-2025
	✓		✓			✓				✓	✓	Basic	Quality Management	512020406	
✓	✓			✓				✓	✓	✓	✓	Basic	Corporate governance	512020411	
		✓	✓	✓		✓	✓		✓		✓	Basic	Graduation research project	512020408	
			✓			✓			✓	✓	✓	Basic	Negotiation management	512020412	
✓	✓		✓	✓		✓		✓	✓	✓		Basic	Investment portfolio management	512020413	

Course description form

1-Course name: (.....)					
Business Administration Department					
2. Course code:					
3. Semester/year – courses/..... course 2024-2025					
4. Date of preparation of the description					
The course: / /					
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 (...) * 15 = (....) hours					
7-Name of the rapporteur:					
8. Course objectives					
9. Learning and teaching strategy :Approving tests at the end of the lecture, presenting study ca 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	theoretical				1
	=				2
	=				3
	=				4
	=				5
	=				6
	=				7
	=				8

the end-of-semester exam	=				9
	=				10
	=				11
	=				12
	=				13
	=				14
	=				15
1. Course evaluation: 40 points are distributed as follows:					
Learning and teaching resources					
1-					
2-					

Second stage - first semester

Course Description Form

1-Course name: Statistics for business administration					
Business Administration Department					
2. Course code:512020109					
3. Semester/year – courses/ first course 2024-2025					
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. Develop a comprehensive understanding and clarification of the subject matter for second-year students. 2. Provide and prepare distinguished and solid academic cadres capable of managing companies and institutions, and of dealing with problems and obstacles that arise in the workplace, and how to address them. 3. Encourage the exchange of expertise and knowledge through cooperation with corresponding academic departments, by holding conferences, seminars, and workshops..					
9. Learning and teaching strategy :Approving tests at the end of the lecture, presenting study case and requesting reports					
10- Course structure					
Teaching method	Learning method	Name of the unit or topic	Required educational outcomes	hours	the week
	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
	=		=	3	2

Daily, weekly, monthly exams and the end-of-semester exam		-Sampling method			
	=	-Common errors in data collection	=	3	3
	=	Review, classify and tabulate data	=	3	4
	=	Random variables and tabular display of data	=	3	5
	=	Tabular display of data	=	3	6
	=	Geometric display of data	=	3	7
	=	Measures of central tendency: the arithmetic mean	=	3	8
	=	Measures of central tendency:	=	3	9
	=	Measures of central tendency	=	3	10
	=	Measures of central tendency: mode, median, and arithmetic mean	=	3	11
	=	The relationship between measures of central tendency	=	3	12
	=	Measures of dispersion: range, interquartile deviation	=	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

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

Course Description Form

1-Course name: Commercial Law					
Business Administration Department					
2. Course code:512020205					
3. Semester/year – courses/ first course					
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: Assistant Professor Abudhar Abdul Karim Shaker aboothermanagement@uomustansiriyah.edu.iq Assistant Professor Faisal Adnan Abdul fisaladnan@uomustansiriyah.edu.iq					
8. Course objectives					
1. Develop a comprehensive understanding and clarification of the subject matter for second-year students. 2. Provide and prepare distinguished and solid academic cadres capable of managing companies and institutions, and of dealing with problems and obstacles that arise in the workplace, and how to address them. 3. Encourage the exchange of expertise and knowledge through cooperation with corresponding academic departments, by holding conferences, seminars, and workshops..					
9. Learning and teaching strategy :Approving tests at the end of the lecture, presenting study case 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-	theoretical	Definition of law and its importance	Understanding and absorbing the material and its awareness for the student	3	1
	=	Sources of obligation	=	3	2
	=	Commercial law and its scope	=	3	3
	=	Commercial activities	=	3	4

semester exam	=	Definition of the natural person as a merchant	=	3	5
	=	The legal person as a merchant	=	3	6
	=		=	3	7
	=	Duties of the merchant	=	3	8
	=	Companies	=	3	9
	=	Membership in companies	=	3	10
	=	Company assets	=	3	11
	=	Company management	=	3	12
	=	Company oversight	=	3	13
	=	Dissolution and liquidation of companies	=	3	14
	=	General provisions for commercial papers	=	3	15
	=		=	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

- Commercial Law for Students of the College of Administration and Economics, authored by Dr. Latif Jabr Komani and Dr. Ali Kazim Al-Rifai - 2000.
- Companies Law No. (21) of 1997 (amended) - Iraqi Penal Code No. (111) of 1969 (amended).
- Decisions of the (dissolved) Coalition Provisional Authority in Iraq, some of which are still in effect, whether at the level of the Iraqi Commercial Law No. (30) of 1984 (amended) or the Companies Law No. (21) of 1997 (amended).

1-Course name: Intermediate Accounting 1					
Business Administration Department					
2. Course code:512020203					
3. Semester/year – courses/ first course					
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 (2) * 15 = (30) hours					
7-Name of the rapporteur: - Asst. Hana Khalid Mohammed hana.khalid@uomustansiriyah.edu.iq - Asst. Prof. Dr. Maysoon Dawood Hussein dr.maysoon.d@uomustansiriyah.edu.iq					
8. Course objectives					
1. Develop a comprehensive understanding and clarification of the subject matter for second-year students. 2. Provide and prepare distinguished and solid academic cadres capable of managing companies and institutions, and of dealing with problems and obstacles that arise in the workplace, and how to address them. 3. Encourage the exchange of expertise and knowledge through cooperation with corresponding academic departments, by holding conferences, seminars, and workshops..					
9. Learning and teaching strategy :Approving tests at the end of the lecture, presenting study case 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-	theoretical	Conceptual Framework for Accounting Conceptual	Understanding and absorbing the material and its awareness for the student	2	1
	=	Framework for Financial Accounting	=	=	2
	=		=	=	3
	=		=	=	4

semester exam	=	Settlement Restrictions and Reasons for Preparing Them	=	=	5
	=	Accounting Treatment of Advances	=	=	6
	=	Accounting Treatment of Accruals	=	=	7
	=	Single-Step Income Statement	=	=	8
	=	Multi-Step Income Statement	=	=	9
	=	Exam One	=	=	10
	=	Bank Account Reconciliation Statement	=	=	11
	=	Cash on Hand	=	=	12
	=	Cash in Bank	=	=	13
	=	Accounting for Accounts Receivable	=	=	14
	=	Methods of Estimating Doubtful Debts	=	=	15
	=	Discounting	=	=	
	=	Exam Two	=	=	

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

Intermediate Accounting / Dr. Bushra Fadel Khair Al-Taie
Intermediate Accounting / Eng. Hakim Hamoud Falih Al-Saedi
Intermediate Accounting / Dr. Salem Mohammed Abboud

Course Description Form

1-Course name: Marketing Management

Business Administration Department					
2. Course code: 512020202					
3. Semester/year – courses/ first course 2022-2023					
4. Date of preparation of the description					
The first course: 9-10-2022					
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					
:Course Instructor Name Maha Arif Prism Lolomomo247@uomustansiriyah.edu.iq Sarmad Hamza Jassim dr.sarmad08@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
Daily, weekly, monthly exams and the end-of-semester exam	theoretical	Introduction to marketing Market segmentation Marketing environment	Understanding and absorbing the material and its awareness for the student	3	1
	=	Consumer markets and purchasing behavior	=	3	2
	=	The market of business organizations and their purchasing behavior	=	3	3
	=		=	3	4
	=		=	3	5

	=	The product	=	3	6
	=	the first exam	=	3	7
	=	Services	=	3	8
	=	Marketing case studies	=	3	9
	=	Marketing	=	3	10
	=	Communications	=	3	11
	=	(Promotion)	=	3	12
	=	Pricing	=	3	13
	=	Marketing channels	=	3	14
	=	(distribution)	=	3	15
	=	International marketing			
	=	Case studies			
	=	Second exam			

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

Marketing Management book written by Thamer Al-Bakri - 2020

Marketing Management Book by Dewa J. 1999

Course Description Form

1-Course name: Crimes of the defunct Baath Party
Business Administration Department
2. Course code:512020215
3. Semester/year – courses/ first course
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 (2) * 15 = (30) hours

7-Name of the rapporteur:

. Nada Awaid Mohsen Shamkhi
 . nadawaid94@uomustansiriyah.edu.iq

8. Course objectives

1. Develop a comprehensive understanding and clarification of the subject matter for second-year students.
2. Provide and prepare distinguished and solid academic cadres capable of managing companies and institutions, and of dealing with problems and obstacles that arise in the workplace, and how to address them.
3. Encourage the exchange of expertise and knowledge through cooperation with corresponding academic departments, by holding conferences, seminars, and workshops..

9. Learning and teaching strategy :Approving tests at the end of the lecture, presenting study case 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	Violations of Rights and Freedoms / A Descriptive Overview of the Political Regimes in Iraq from 1921 to 2003	Understanding and absorbing the material and its awareness for the student	2	1
	=	Violations of Public Rights and Freedoms by the Ba'ath Regime	=	=	2
	=	The Impact of the Ba'ath Regime's Behavior on Society and Its Dominance over the State	=	=	3
	=	The Impact of the Transitional Period in Combating Authoritarian Politics	=	=	4
	=	Psychological Field	=	=	5
	=	Social Field	=	=	6
	=	First Semester Exam	=	=	7
	=	Religion and the State Culture, Media, and the Militarization of Society	=	=	8

	=	The Use of Internationally Prohibited Weapons and Environmental Pollution Scorched Earth Policy Draining the Marshes and Forced Migration Destruction of the Agricultural and Animal Environment and Radioactive Pollution Mass Graves and the Bombing of Places of Worship Second Semester Exam			
	=		=	=	9
	=		=	=	10
	=		=	=	11
	=		=	=	12
	=		=	=	13
	=		=	=	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

- Curriculum of the Former Ba'ath Party's Crimes 2023, Ministry of Higher Education / Department of Studies and Planning
- The Impact of the Use of Radiological Weapons on Air and Soil in Selected Areas of Southern Iraq, Walid Majeed Al-Hilli.
- The Crime of Forced Displacement, Sabah Hassan Aziz.
- Human Rights and Democracy, Dr. Ghassan Karim Al-Mujtab and Amjad Zain Al-Abidin Taama.

Course Description Form

1-Course name: Organization theory					
Business Administration Department					
2. Course code:512020206					
3. Semester/year – courses/ first course 2022-2023					
4. Date of preparation of the description					
The first course: 9-10-2022					
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					
:Course Instructor Name Maysoon Abdel Karim nm_abdula64@uomustansiriyah.edu.iq Nagham Abbas nagham.khalaf@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 case 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-	theoretical	Classification of organizations Challenges facing organizations Sources of organization development	Understanding and absorbing the material and its awareness for the student	3	1
	=	Classical schools of management thought and their theories	=	3	2
	=	Human relations and their theories	=	3	3
	=		=	3	4
	=		=	3	5
	=		=	3	6
	=		=	3	7
	=		=	3	

semester exam	=	Behaviorism and its theories	=	3	8
	=	the first exam	=	3	9
	=	The concept of organizational structure	=	3	10
	=	Its shapes and types	=	3	11
	=	Its divisions	=	3	12
	=	Regulatory environment	=	3	13
	=	Its relationship with the organization	=	3	14
	=	Organizational change	=	3	15
		Second exam			

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- 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

Course Description Form

1-Course name: Materials and stores
Business Administration Department
2. Course code : 512020208
3. Semester/year – courses/ first course 2024-2025
4. Date of preparation of the description
The first course: 9-10-2024
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: Mahmoud Osama Abdel Wahab

Mahmooda23@uomustansiriyah.edu.iq
 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 case 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 storage, its types and importance	Understanding and absorbing the material and its awareness for the student	2	1
	=	The importance of storage planning	=	2	2
	=	The importance of maintaining storage	=	2	3
	=	Considerations in planning warehouse buildings	=	2	4
	=	Specifications of good internal organization	=	2	5
	=	Scientific planning for purchasing material requirements	=	2	6
	=	Sources of uncertainty in inventory planning	=	2	7
	=	the first exam	=	2	8
	=	Determine emergency and safety reserves	=	2	9
	=	Storage handling systems	=	2	10
	=	The foundations of good coding	=	2	11
	=	Storage control tools	=	2	12
	=	Ingredients for successful inventory	=	2	13
	=	Types of inventory	=	2	14
	=		=	2	15

		Second exam			
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					
Al-Lami, Ghassan (supply management foundations, approaches and applications) 2015 Ronaldo H, Supply Chain Planning and Control 2006 Materials management book / Dr. Akram Al-Taweel Purchasing and warehouse management book / Dr. Abdul Aziz Al-Nadawi					

Course Description Form

1-Course name: English
Business Administration Department
2. Course code :512020209
3. Semester/year – courses/second course 2024-2025
4. Date of preparation of the description
The first course: 9-10-2024
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 Munim Mohammed / nidhal.m.alimari@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 case 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	Positive state Negative state PresentSimple Interrogative state Sounds of -s/-es	Understanding and absorbing the material and its awareness for the student	2	1
	=	Linking words (so, because, and, but)	=	2	2
	=	Prepositions, numbers, adverbs	=	2	3
	=	Interactive activity + assignment	=	2	4
	=	Exam	=	2	5
	=	Past Simple	=	2	6
	=	Positive state	=	2	7
	=	Negative state	=	2	8
	=	Past Simple	=	2	9
	=	Interrogative state	=	2	10
	=	Sounds of -ed	=	2	11
	=	Modal Verbs	=	2	12
	=	Positive state	=	2	13
	=	Negative state	=	2	14
	=	Pronouns, dates	=	2	15
	=	Opposites	=	2	15
	=	Interactive activity + assignment Exam Modal verb (Can) Polite Requests EverydayEnglish Activity + Exercises	=	2	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

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

Third stage - first semester

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 2024-2025
4. Date of preparation of the description
The second course: 2024 / 1 / 30
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: University email: duraid.badr@uomustansiriyah.edu.iq Faculty member's full name: Assistant Professor Dr. Duraid Hussein Badr
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 case 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	Introduction to mathematical functions in Excel Abs function, power function	Understanding and absorbing the material and its awareness for the student	3	1
	=	Sqrt square root function	=	3	2
	=	Square root function with ratio SqrtPi	=	3	3
	=	Sum function according to a certain condition Sumif	=	3	4
	=	Introduction to Logical Functions	=	3	5
	=	And function, OR function, Not function	=	3	6
	=	IF function	=	3	7
	=	Conditional error function IFERROR	=	3	8
	=	Count function, Countif function	=	3	9
	=	Max and Min function	=	3	10
	=	MAXA & MINA function	=	3	11
	=	Exam	=	3	12
	=	Introduction to statistical functions	=	3	13
	=	Average function	=	3	14
	=	loom MODE	=	3	15
		CORREL function			
		Absolute deviation			
		AVEDEV			
		VAR variance function			
		STDEVA standard deviation function			
		Review and examples			
		CONFIDENCE function			
		BETA distribution			

		Exponential distribution EXPON F distribution Normal distribution NORM Distribution LOGNORM t distribution, Poisson distribution, Z test Second month 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					
12- Learning and teaching resources: • Explanation of the electronic spreadsheet program Microsoft Office Excel 2019, Electronic Calculator Center / Al-Mustansiriya University. Microsoft Excel Assistant					

Course Description Form

1-Course name: Feasibility studies
Business Administration Department
2. Course code:512020312
3. Semester/year – courses/second course 2024-2025
4. Date of preparation of the description
The second course: 2024 / 1 / 30
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 case 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	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
	=	Market demand and supply and the marketing gap	=	2	4
	=	Description of the project and location.	=	2	5
	=	Tools for making decisions in choosing new machines.	=	2	6
	=	Production capacity issues	=	2	7
	=	Cleaner production and environmental sustainability	=	2	8
	=	Comparison between alternatives in production systems	=	2	9
	=	Practical examples	=	2	10
	=	Analyzing the break-even level	=	2	11
	=	mathematical problems	=	2	12
	=		=	2	13

	=	Legal feasibility and its relationship to the environment the exam	=	2	14
	=		=	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- 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, Textbook 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: Administrative Economics
Business Administration Department
2. Course code: (512020306)
3. Semester/year – Semester/Year – Courses/First Course 2025 – 2024
4. Date of preparation of the description
The second course: 2024 / 1 / 30
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. Samah Mu'ayyad Mahmoud dr_samah_mm77@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 case 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	Basic Concepts in Business Economics Nature and Objectives of Business Organizations	Understanding and absorbing the material and its awareness for the student	2	1
	=	Definition of Basic Concepts in Business Economics	=	2	2
	=	Definition of Basic Concepts in Business Economics	=	2	3
	=	Definition of Basic Concepts in Business Economics	=	2	4
	=	Definition of Basic Concepts in Business Economics	=	2	5
	=	Competition and Competitive Strategy	=	2	6
	=	Unemployment, Inflation, and Economic Growth	=	2	7
	=	Unemployment, Inflation, and Economic Growth	=	2	8
	=	Government and Business Firms	=	2	9
	=	Government and Business Firms	=	2	10
	=	Risk and Uncertainty Analysis	=	2	11
	=	Risk and Uncertainty Analysis	=	2	12
	=	Information Economics and Business Firms	=	2	13
	=		=	2	14

	=	Information Economics and Business Firms	=	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					
Business Economics - Dr. Jamal Daoud Salman Managerial Economics - Dr. Jassim Al-Issawi Business Economics - Dr. Muhammad Salih Turki Al-Quraishi					

Course Description Form

1-Course name Strategic management
Business Administration Department
2. Course code:512020304
3. Semester/year – courses/second course 2024-2025
4. Date of preparation of the description
The first course: 9-10-2024
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
:Course Instructor Name Prof. Dr. Shahnaz Fadel Ahmed shahinaz1974@uomustansiriyah.edu.iq Assistant Professor Dr. Entisar Aziz entisar1962@uomustansiriyah.edu.iq Mr. Hadeel Qasim Aliwi hadeelqa@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 case 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	Top managers and business policies Strategic objectives - their types - their importance	Understanding and absorbing the material and its awareness for the student	3	1
	=	Strategic analysis - concept	=	3	2
	=	Strategic analysis of the internal environment	=	3	3
	=	SWOT matrix analysis	=	3	4
	=	Understandable strategic choice	=	3	5
	=	General Electric Matrix	=	3	6
	=	the first exam	=	3	7
	=	The concept of strategic alternatives	=	3	8
	=	Strategies at the business unit level	=	3	9
	=	Functional strategies	=	3	10
	=	Functional strategies	=	3	11
	=	Strategic oversight	=	3	12
	=	Case studies	=	3	13
	=	Second exam	=	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

Strategic Management - Concepts, Processes, and Case Studies: Dr. Zakaria Mutlak Al-Douri, Amman/Jordan,

Dr.'s book Ismail Muhammad Al-Sayyid, Strategic Management, Applied Concepts and Cases, Modern Arab Office

Course Description Form

1-Course name: Bank management					
Business Administration Department					
2. Course code:512020302					
3. Semester/year – courses/second course 2024-2025					
4. Date of preparation of the description					
The second course: 2024 / 1 / 30					
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. Hesham Talat Abdul Hakim dr_heshamtalat@uomustansiriyah.edu.iq Assistant Professor Dr. Kafa Ali Issa kafaali@uomustansiriyah.edu.iq Eng. Ibtisam Abbas Abdul Hassan btisamabbas79@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 case and requesting reports					
10- Course structure					
Teaching method	Learning method	Name of the unit or topic	Required educational outcomes	hours	the week
Daily, weekly,	theoretical	The concept and nature of banking operations, their types, importance, and objectives.	Understanding and absorbing the material and its awareness for the student	3	1
	=	The concept and nature of the central bank's operations.	=	3	2

monthly exams and the end-of-semester exam	=	Monetary policy tools used by the central bank.	=	3	3
	=	Commercial banks, balance sheets in commercial banks.	=	3	4
	=	Owned capital management: concept and elements.	=	3	5
	=	Methods of increasing owned capital, measures of the strength of owned capital.	=	3	6
	=	Methods of increasing owned capital, measures of the strength of owned capital.	=	3	7
	=	Exam One.	=	3	8
	=	Factors affecting deposit attraction, deposit generation.	=	3	9
	=	Credit management, types of credit, credit information analysis.	=	3	10
	=	Lending policy, factors affecting lending policy.	=	3	11
	=	Liquidity management, revenue capacity, and profit lever.	=	3	12
	=	Bank profitability management, profitability indicators.	=	3	13
	=	Types of banking services, sources of profits in banks.	=	3	14
	=	Exam Two.	=	3	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

Bank Management - Dr. Reda Abdel Sahib and Dr. Faeq Mashal.

Bank Management and the Specifics of Banking - Dr. Abdul Salam Lafta Saeed.

Course Description Form

1-Course name: Financial Management 1

Business Administration Department

2. Course code:512020301

3. Semester/year – courses/second course 2024-2025

4. Date of preparation of the description

The second course: 2024 / 1 / 30

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. Hesham Talat Abdel Hakim dr_heshamtalat@uomustansiriyah.edu.iq Asst.

Prof. Dr. Kafa Ali Issa kafaali@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 case 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	Introduction to Financial Management	Understanding and absorbing the material and its awareness for the student	3	1
	=	Financial Statements	=	3	2
	=	Financial and Tax Environment	=	3	3
	=	Financial Markets	=	3	4
	=	Interest Rates	=	3	5
	=	Financial Planning and Analysis	=	3	6
	=	Financial Control	=	3	7
	=	Exam One	=	3	8
	=	Working Capital Management	=	3	9
	=	Cash Management	=	3	10
	=	Accounts Receivable Management	=	3	11
	=	Inventory Management	=	3	12
	=	Capital Budgeting	=	3	13
	=	Portfolio Theory	=	3	14
	=	Exam Two	=	3	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

. Financial Management - Professor Dr. Mohammed Al-Amiri
Financial Management - Professor Dr. Khalil Al-Shamaa

Fourth stage - First semester

Course Description Form

1-Course name: International Business Administration					
Business Administration Department					
2. Course code: 512020403					
3. Semester/year – courses/second course 2024-2025					
4. Date of preparation of the description					
The second course: 2025 / 1 / 30					
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. Sumaya Abbas Majeed dr_sumayabas567@uomustansiriyah.edu.iq Assistant Professor Dr. Samaa Ali Abdul Hussein dr.samaaali@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 case and requesting reports					
10- Course structure					
Teaching method	Learning method	Name of the unit or topic	Required educational outcomes	hours	the week
	theoretical	Concepts and intellectual umbrella Concept and types Culture and international business companies	Understanding and absorbing the material and its awareness for the student	3	1
	=		=	3	2
	=		=	3	3

Daily, weekly, monthly exams and the end-of-semester exam	=	Knowledge and international business companies	=	3	4
	=	Negotiation in international business companies	=	3	5
	=	Strategies and tactics the first exam	=	3	6
	=	International business strategies	=	3	7
	=	Concept and types Strategic leadership in international business companies	=	3	8
	=	Stakeholder analysis and the international business environment	=	3	9
	=	Concept and types International human resources management	=	3	10
	=	International Marketing Management	=	3	11
	=	Second exam	=	3	12
	=		=	3	13
	=		=	3	14
	=		=	3	15
	=		=	3	15
	=		=	3	15
	=		=	3	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

International Business Administration, An Applied Introduction, Dr. Ali Al-Sayhoud Al-Sudani, 2018

International Business Administration, An Applied Introduction, Dr. Ali Al-Sayhoud Al-Sudani, 2018

Introduction to International Business Administration, Dr. Ahmed Abdel Rahman, 2018

International Management: A Strategic Introduction, Dr. Saad Ghaleb Yassin, 1998

International Business Administration, Dr. Ahmed Ali Saleh, 2012.

Course Description Form

1-Course name: Management Information Technology					
Business Administration Department					
2. Course code :512020402					
3. Semester/year – courses/second course 2024-2025					
4. Date of preparation of the description					
The second course: 2025 / 1 / 30					
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: Asst. Prof. Dr. Fouad Yousef Abdul Rahman dr_ffuaad@uomustansiriyah.edu.iq Mr. 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 case 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	Basic Principles of Information Technology Origin, Development, and Related Basic Concepts Management Information Systems (Concept - Importance - Objectives - Types - General Model of the System)	Understanding and absorbing the material and its awareness for the student	3	1
	=		=	3	2
	=		=	3	3
	=		=	3	4
	=		=	3	5

		Management Information Systems and Business Organizations			
	=	• Information Systems and Organizational Levels	=	3	6
	=	• Development of MIS	=	3	7
	=	• Alternative Approaches to MIS	=	3	8
	=	• Planning for MIS Design	=	3	9
	=	• The Strategic Role of MIS	=	3	10
	=	Introduction to Management Information Technology	=	3	11
	=	(Concepts - Approaches - Importance - Objectives - Characteristics - Trends - Reasons for Accelerating Toward MIT)	=	3	12
	=	Dimensions of Management Information Technology	=	3	13
	=	First Exam	=	3	14
	=	Types of Information Systems (AI-ESS-SIS-GALS-NNIS)	=	3	15
	=	Types of Information Systems (SCMS-GDSS-DSS-KMS)			
		Types of Information Systems (OLAP-OAS-TPS-CRMs)			
		Databases (Concept - Traditional File Systems - Advantages of Computerized			

		Databases - Types of Table Relationships - System Information Retrieval) Database Management Systems (DBMS) Concept – Features – Functions – Types Data Warehouse (DW) Concept – Benefits – Characteristics – Mining Strategic Information Systems (Concepts – Justifications – Strategic Information and Its Characteristics – Strategic Planning for System Design) Second 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					
Contemporary Thought in Administrative Information Technology - Asst. Prof. Dr. Fouad Youssef Abdel Rahman - 2019 All scientific references and specialized journals in administrative information systems					

Course Description Form

1-Course name: Government Contracts Management
Business Administration Department
2. Course code:512020407
3. Semester/year – courses/second course 2024-2025
4. Date of preparation of the description
The second course: 23-1-2024

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. Haider Abdul Mohsen Majbas hader.hije@uomustansiriyah.edu.iq A. M. Sundus Raziyah Khawin sundus@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	Definition of an Administrative Contract	Understanding and absorbing the material and its awareness for the student	2	1
	=	Types - Sources	=	2	2
	=	Elements of an Administrative Contract	=	2	3
	=	Divisions of an Administrative Contract	=	2	4
	=	BOT Contract	=	2	5
	=	Advantages and Disadvantages of a BOT Contract	=	2	6
	=	Forms of a BOT Contract	=	2	7
	=	Methods and Techniques of Contracting	=	2	8
	=	Administration's Powers vis-à-vis the Contractor	=	2	9

		First Exam			
	=	Contractor's Rights to Amend	=	2	10
	=	Conditions for Withdrawing Work and Executing it at the Contractor's Expense	=	2	11
	=	Termination of the Contract Before the Expiry of the Contract Term	=	2	12
	=	Contractor's Rights vis-à-vis the Administration	=	2	13
	=	Conditions for Applying the Theory of Material Hardship	=	2	14
	=	Termination of Administrative Contracts	=	2	15
		International and National Arbitration			
		Second 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- Louay Salim Ghubad 2011

2- Omar Nahwi 2012

Shahla Rizouqi 2017

Course Description Form

1-Course name: Risk management
Business Administration Department
2. Course code:512020409
3. Semester/year – courses/second course 2024-2025

4. Date of preparation of the description					
The second course: 23-1-2024					
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: Haidar_f2020@uomustansiriyah.edu.iq Prof. Dr. Haidar Nima Ghali kadimqneen@uomustansiriyah.edu.iq Asst. Prof. Dr. Abdulkadhim Mohsen Qoin					
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 Risk and Its Types	Understanding and absorbing the material and its awareness for the student	2	1
	=	Risk Management and Its Objectives	=	2	2
	=	Financial Risk Management Strategies	=	2	3
	=	Stages of the Financial Risk Management Process	=	2	4
	=	Risk Management in Banks	=	2	5
	=	Liquidity Risk Management	=	2	6
	=	Solving Practical Problems	=	2	7
	=	Credit Risk Management	=	2	8
	=	Solving Practical Problems	=	2	

		Interest Rate Risk Management			
	=	Solving Practical Problems	=	2	9
	=	Exchange Rate Risk Management	=	2	10
	=	Solving Practical Problems	=	2	11
	=	Stock Investment Risk Management	=	2	12
	=	Solving Practical Problems	=	2	13
	=		=	2	14
	=		=	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

-Hindi, Munir Ibrahim (2012), (Risk Management), Modern Arab Office, Cairo, Egypt.
 -Belazouz, Ben Ali, Qandouz, Abdul Karim, and Abdul Razzaq Jabbar (2013), (Risk Management - Financial Derivatives - Financial Engineering), Al-Warraq Publishing and Distribution House, Amman, Jordan.
 -Al-Rawi, Khaled Wahib (2009), (Financial Risk Management), Dar Al-Masirah Publishing and Distribution, Amman, Jordan.

Course Description Form

1-Course name: Methods and ethics of scientific research
Business Administration Department
2. Course code:512020404
3. Semester/year – courses/second course 2024-2025
4. Date of preparation of the description
The second course: 23-1-2024

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. Lamyia Salman Abdul Ali dr_lamyiaasalman@uomustansiriyah.edu.iq Assistant Professor Dr. Makkiyah Kreidi Banyan dr.makkiyah71@uomustansiriyah.edu.iq Assistant Professor Dr. Ahmed Mohammed Ibrahim ahmed84n@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	ntroduction to scientific research The importance and objectives of scientific research	Understanding and absorbing the material and its awareness for the student	2	1
	=	Introduction to scientific research	=	2	2
	=	Scientific research concepts	=	2	3
	=	Scientific research methods and tools	=	2	4
	=	Variables and metrics	=	2	5
	=	the first exam	=	2	6
	=	Types of variables	=	2	7
	=	Documentation in scientific research	=	2	8
	=	Documentation methods	=	2	9
	=	Questionnaire	=	2	10
	=	the interview	=	2	11
	=	Conclusions and recommendations	=	2	12
	=		=	2	13
	=		=	2	14

	=	review Second 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					
Scientific research methods - an applied perspective (Dr. Fayeza Jumaa Al-Najjar, Dr. Nabil Jumaa Al-Najjar, and Dr. Majed Radhi Al-Zoubi (2010)					

Course Description Form

1-Course name: Operations Management					
Business Administration Department					
2. Course code: 512020401					
3. Semester/year – courses/second course 2024-2025					
4. Date of preparation of the description					
The second course: 2024 / 1 / 30					
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. Kazem Ahmed Jawad uadh_jsheme@uomustansiriyah.edu.iq - Dr. Zahra Abd Muhammad zahra_abd@uomustansiriyah.edu.iq -Dr. Nahda Ali Abbas iq. nahda@uomustansiriyah.edu					
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 case 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 production and operations management. Historical development of production and operations management Production and operations management in service organizations, the concept of productivity Operations strategy Strategy levels	Understanding and absorbing the material and its awareness for the student	3	1
	=		=	3	2
	=		=	3	3
	=		=	3	4
	=		=	3	5
	=		=	3	6
	=		=	3	7

		Strategy and competitive advantage			
	=	Competitive precedence	=	3	8
	=	The concept of demand forecasting	=	3	9
	=	Factors affecting forecasting	=	3	10
	=	Demand forecasting methods	=	3	11
	=	Qualitative methods	=	3	12
	=	Quantitative methods in forecasting	=	3	13
	=	Measuring prediction error	=	3	14
	=	the first exam	=	3	14
	=	Product planning and development	=	3	15
		The concept of product planning and development			
		Stages of the product life cycle			
		Product design principles			
		Design considerations for new product development stages			
		Process planning and design			
		Process concept			
		Production strategy			
		Types of production systems			
		Types of modern production techniques			
		Computer integrated manufacturing systems			
		Energy planning			
		Energy concept			
		Types of energy meters			
		Gymnastics			
		Second 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

Al-Najjar, Sabah Majeed, Mohsen, Abdul Karim, 2014, Production and Operations Management, second edition, Memory Library, Baghdad.

Al-Fatlawi, Karim Abd Eidan & Al-Sayegh, Nagham Ali, (2015), Operations Management, Tuta Library for Printing and Reproduction, first edition, Baghdad.

The second stage - the second semester

Course Description Form

1-Course name: Intellectual capital
Business Administration Department
2. Course code:512020211
3. Semester/year – courses/second course 2024-2025
4. Date of preparation of the description
The second course: 2024 / 1 / 30
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 case 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 emergence and development of intellectual capital, the concept and its importance	Understanding and absorbing the material and its awareness for the student	3	1
	=	Steps for managing intellectual capital	=	3	2
	=	The concept, importance and steps of evaluating employee performance	=	3	3
	=	Methods of evaluating employees' performance + daily exam	=	3	4
	=	Wages and salaries	=	3	5
	=	Methods of calculating wages and salaries	=	3	6
	=	Employee motivation and theories	=	3	7
	=	Motivating employees + written exam	=	3	8
	=	Promotion and transfer of employees, employee discipline	=	3	9
	=	Work turnover, concept, types and methods	=	3	10
	=	Methods of measuring work cycles + daily exam	=	3	11
	=	Work accidents + employee absence	=	3	12
	=	Human maintenance	=	3	13
	=	Organizational climate	=	3	14

	=	Written exam	=	3	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					
Al-Enezi, Saad Ali and Saleh, Ahmed Ali, Intellectual Capital Management in Business Organizations, 2009. Al-Anazi, Saad Ali, Business Creativity: A Study of Administrative Excellence and Excellence Regulatory, 2014 Alak, Hafez Abdel Nasser, Human Resources and Intellectual Capital Management, 2017. All modern books, references, research and magazines are available on the Internet					

Course Description Form

1-Course name: Arabic
Business Administration Department
2. Course code:512020216
3. Semester/year – courses/second course 2024-2025
4. Date of preparation of the description
The second course: 2024 / 1 / 30
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:
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 case 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	Rules of Grammar (The Subject)	Understanding and absorbing the material and its awareness for the student	2	1
	=	Rules of Grammar (Divisions of the Subject and its Syntax)	=	2	2
	=	Rules of Grammar (The Subject)	=	2	3
	=	Rules of Grammar (Divisions of the Subject and its Syntax)	=	2	4
	=	Rules of Grammar (The Object)	=	2	5
	=	Rules of Grammar (Multiple Objects and their Syntax)	=	2	6
	=	Literary Text (Poet: Badr Shakir al-Sayyab)	=	2	7
	=	First Semester Exam	=	2	8
	=	Rules of Grammar (The Absolute Object)	=	2	9
	=	Rules of Grammar (The Agent in the Absolute Object)	=	2	10
	=	Rules of Grammar (Number and Counted Nouns in Terms of Masculine and Feminine)	=	2	11
	=	Rules of Grammar (Number and Counted Nouns in Terms of Syntax)	=	2	12
	=	Spelling (Rules for Writing: Ha and Ta Marbuta)	=	2	13
	=	Literary Text (Poet: Ahmed Matar)	=	2	14
	=	Second Semester 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- The Holy Qur'an.
- 2- Ibn Aqil's Commentary on Ibn Malik's Alfiiyyah, Ibn Aqil, Abdullah ibn Abd al-Rahman al-Aqi al-Hamdani al-Misri (d. 769 AH)
- 3- Applied Grammar, Dr. Khaled Abd al-Aziz
- 4- Sufficient Grammar, Dr. Ayman Amin Abd al-Ghani
- 5- Simplified Dictation, Prof. Abd al-Rahim ibn Gharm Allah al-Zahrani

Course Description Form

1-Course name: e-commerce
Business Administration Department
2. Course code:512020207
3. Semester/year – courses/second course 2024-2025
4. Date of preparation of the description
The second course: 2024 / 1 / 30
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. Samah Mu'ayyad Mahmoud Yassin) dr_samah_mm77@uomustansiriyah.edu.iq (Assistant Professor Dr. Samaa Ali Abdul-Hussein Younis) dr.samaaali@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 case 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	Developing E-Commerce Concepts	Understanding and absorbing the material and its awareness for the student	2	1
	=	E-commerce Basics	=	2	2
	=	Classifying E-commerce by	=	2	3
	=	Transaction Nature	=	2	4
	=	E-commerce Solutions	=	2	5
	=	E-commerce Technologies	=	2	6
	=	Monthly Test	=	2	7
	=	E-commerce Infrastructure	=	2	8
	=	The Internet: The Electronic Intermediary	=	2	9
	=	The Reality of E-commerce Globally and in the Arab World	=	2	10
	=	Discussing Case	=	2	11

	=	Studies Benefits and Limitations of E- commerce Electronic Money	=	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					
E-commerce / Mustafa Youssef Kafi 2010					

Course Description Form

1-Course name: (supply management)
Business Administration Department
2. Course code:512020213
3. Semester/year – courses/second course 2024-2025
4. Date of preparation of the description
The second course: 2024 / 1 / 30
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. Mahmoud Osama Abdel Wahab Mahmooda23@uomustansiriyah.edu.iq 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 case 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	..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	=	2	3
	=	...the application of green supply in the supply chain and the forms of contradictions between green supply and the environment...	=	2	4
	=	Supply chain strategies and types of external supply...	=	2	5
	=	Logistics management, its departments, importance and types	=	2	6
	=	.Exam....	=	2	7
	=	The concept of logistical service to the customer and the factors that are essential for customer service	=	2	8
	=		=	2	9
	=		=	2	10
	=		=	2	11
	=		=	2	12
	=		=	2	13
	=		=	2	14

	=	Characteristics and distinctive features of service and customer relationship management Elements of customer service and customer service logistics Transportation strategies and decisions that affect the organization's transportation process The concept of global supplies and the guiding steps for developing a global supply strategy Strategic planning and procedures to be followed before entering into international supply and marketing Digital supply..... .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

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 2024-2025					
4. Date of preparation of the description					
The second course: 2024 / 1 / 30					
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:					
A.M.D. Maysoon Abdul Karim nm_abdula64@uomustansiriyah.edu.iq Nagham.khalaf@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 case and requesting reports					
10- Course structure					
Teaching method	Learning method	Name of the unit or topic	Required educational outcomes	hours	the week
Daily, weekly,	theoretical	What is behavior - its importance - a conceptual introduction	Understanding and absorbing the material and its awareness for the student	3	1
	=	Personality and self-management	=	3	2
	=	perception	=	3	3
	=	Learning	=	3	4

monthly exams and the end-of-semester exam	=	community	=	3	5
	=	Organizational culture	=	3	6
	=	- values and trends	=	3	7
	=	the first exam	=	3	8
	=	Work stress - leadership	=	3	9
	=	Organizational conflict	=	3	10
	=	Organizational communications	=	3	11
	=	Make decision	=	3	12
	=	Organizational change	=	3	13
	=	Incentives	=	3	14
	=	Organizational climate	=	3	15
		Second 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- 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

1-Course name: (Market research)
Business Administration Department
2. Course code:512020210
3. Semester/year – courses/second course 2024-2025
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- 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 concept and benefits of the marketing information system	Understanding and absorbing the material and its awareness for the student	2	1
	=	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 plan and collecting information)	=	2	5
	=	Steps for conducting marketing research (-developing a research plan and collecting information)	=	2	6
	=	Steps for conducting marketing research (-developing a research plan and collecting information)	=	2	7
	=	Steps for conducting marketing research (-developing a research plan and collecting information)	=	2	8

	=	developing a research plan and collecting information)	=	2	9
	=	Steps for conducting marketing research (-	=	2	10
	=	implementing the research plan and	=	2	11
	=	analyzing data -	=	2	12
	=	submitting the final report)	=	2	13
	=	A written test	=	2	14
	=	The meaning, importance and objectives of physical distribution	=	2	15
		Main functions in physical distribution			
		The concept and importance of the sales function - planning and forecasting sales			
		Sales force structure - performance			
		evaluation of salespeople			
		The concept of the purchasing function - the objectives of the purchasing department			
		- the organization of the purchasing department			
		Centralization and decentralization in procurement - basics of procurement			
		A written test			

. 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 2024-2025

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:

- Ms. Hana Khalid Mohammed
hana.khalid@uomustansiriyah.edu.iq
- Asst. Prof. Dr. Maysoon Dawood Hussein
dr.maysoon.d@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	t h e v e

					e k
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	=	2	4
	=	the exam	=	2	5
	=	The profit and loss account	=	2	6
	=	Playlist	=	2	7
	=	Cash in hand	=	2	8
	=	Cash in the bank	=	2	9
	=	Expenses paid in advance	=	2	10
	=	Accrued expenses	=	2	11
	=	Revenue received in advance and revenue accrued	=	2	12
	=	the exam	=	2	13
	=		=	2	14
	=		=	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- Intermediate Accounting / Dr. Saud Jayed Thank you
- 2- Intermediate Accounting/Dr. Muhammad Taher Al-Shawi
- 3- Intermediate Accounting / Dr. Salem Muhammad Abboud

Third stage - Second semester

Course Description Form

1-Course name: (Financial Management 2)
Business Administration Department
2. Course code:512020301
3. Semester/year – courses/second course 2024-2025
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 case 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	Break-even point concept Cash break-even point Solve applied problems	Understanding and absorbing the material and its awareness for the student	3	1
	=	The concept of cranes and their types	=	3	2
	=	Operating leverage Financing leverage	=	3	3
	=	Common crane Solve applied problems	=	3	4
	=	The concept of working capital	=	3	5
	=	Operational cycles and their types	=	3	6
	=	Investment spending decisions	=	3	7
	=	Calculate net present value	=	3	8
	=	Solve applied problems	=	3	9
	=	Calculate the payback period	=	3	10
	=	Solve applied problems	=	3	11
	=		=	3	12
	=		=	3	13
	=		=	3	14

	=		=	3	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- 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 2024-2025
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: Ibtisam Abbas Abdel Hassan btisamabbas79@uomustansiriyah. edu.iq Sondos Radhawi sundus@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 case 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 and compensation	=	3	4
	=	Excess, deficiency and sufficient insurance	=	3	5
	=	The concept of reinsurance and its importance	=	3	6
	=	the first exam	=	3	7
	=	Types of insurance	=	3	8
	=	Fire risk insurance - its types - its documents - its exclusions	=	3	9
	=	Insurance against the risk of theft - its types - its documents - its exclusions	=	3	10
	=	Compulsory and optional car insurance in Iraq	=	3	11
	=	Insurance against the risk of terrorism and extortion	=	3	12
	=	Engineering insurance and its types	=	3	13
	=	Credit insurance	=	3	14
	=		=	3	15

		Second 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					
Dr. Salim Al-Wardi - Insurance Administration Dr. Nagham Ali Jassim - Eng. Ibtisam Abbas - Risk and Insurance Management					

Course Description Form

1-Course name: Project management applications using computers
Business Administration Department
2. Course code:512020307
3. Semester/year – courses/second course 2024-2025
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: Hassanein Jalil Ne'mah Al-Saedi 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 case 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	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...	=	3	2
	=	Access program, the most important goals and features, what databases are, and the most important concepts and basic types of databases.	=	3	3
	=		=	3	4
	=		=	3	5
	=		=	3	6
	=		=	3	7
	=	Chapter Two: Creating and modifying tables	=	3	8
	=	Chapter Two: Tables, records, and fields	=	3	9
	=	Chapter Two: Field Characteristics	=	3	10
	=	Chapter Two: Primary key and indexes	=	3	11
	=	Chapter Two: Primary key and indexes	=	3	12
	=	Chapter Three: Relationships	=	3	13
	=	Chapter Three: Relationships	=	3	14
	=	First month exam	=	3	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- 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: (Cost accounting)					
Business Administration Department					
2. Course code:512020303					
3. Semester/year – courses/second course 2024-2025					
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 Mujbil (mijbil.sabah@uomustansiriyah.edu.jo)					
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 case 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	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
	=	Loading production orders with industrial costs with examples	=	3	2
	=	Addressing deviations in indirect industrial costs with examples	=	3	3
	=	Solve exercises on the above topics	=	3	4
	=	the first exam	=	3	5
	=	Knowledge of the nature and requirements of applying the production stages system	=	3	6
	=	Determine equivalent production according to the average cost method with examples	=	3	7
	=	Determine the equivalent production according to the first-past-the-post method with examples	=	3	8
	=	Solve exercises on separating production stages	=	3	9
	=	Second exam	=	3	10
	=	Calculating net income based on total cost with examples	=	3	11
	=	Calculating net income based on variable cost with examples	=	3	12
	=	How to settle the difference in net income based on total cost and net income based on variable cost with examples	=	3	13
	=	Solve exercises on calculating net income	=	3	14
	=		=	3	15

		through the two methods			
. 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					
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 2024-2025
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 case 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	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
	=	Description of the project and location.	=	2	6
	=	Tools for making decisions in choosing new machines.	=	2	7
	=	Production capacity issues	=	2	8
	=	Cleaner production and environmental sustainability	=	2	9
	=	Comparison between alternatives in production systems	=	2	10
	=	Practical examples	=	2	11
	=	Analyzing the break-even level	=	2	12
	=	mathematical problems	=	2	13
	=	Legal feasibility and its relationship to the environment	=	2	14
	=	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- 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.
- 3- Schroeder, 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 2024-2025

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:

A.M. Hendren Hassan Hussein hendren_ad@uomustansiriyah.edu.iq

Assistant Professor Ayah Talib Jameel ayah.talib@uomustansiriyah.edu.iq

Assistant Professor Hussein Ali Kazim ozdzhussain@gmail.com

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 case 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 administrative ethics and ethical behavior Ethical behavior	Understanding and absorbing the material and its awareness for the student	2	1
	=	Organization ethics Ethical pillars in the organization	=	2	2
	=	Globalization and organizational ethics	=	2	3
	=	Ethical decision making	=	2	4
	=	The concept of bad behavior	=	2	5
	=	Managing bad behavior in the organization	=	2	6
	=	Ethics in religions Ethical responsibility and social responsibility	=	2	7
	=	Codes of ethics for scientific research International Code of Employee Conduct	=	2	8
	=	Higher education's responsibility for ethics	=	2	9
	=	Case studies	=	2	10
	=	Exercises and tests for administrative decision-making	=	2	11
	=		=	2	12
	=		=	2	13
	=		=	2	14
	=		=	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-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 2024-2025

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. Ali Mohammed

alialfredawy@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 case 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 mathematical model, the standard formula	=	3	2
	=	Methods of solving the mathematical model, the graphical method, and its applications	=	3	3
	=	Algebraic solution, the typical form of the linear programming model, the simplex method	=	3	4
	=	Details of the mathematical process for the simplex solution method	=	3	5
	=	The solution is to use the simplex method in case of maximizing profits	=	3	6
	=	The solution is to use the simplex method in case of reducing costs	=	3	7
	=	An imaginary initial solution, various examples	=	3	8
	=	Special cases when applying the simplex method	=	3	9
	=	Interpretation of the simplex table	=	3	10
	=	Defining the binary problem, converting the model from prime to binary	=	3	11
	=	The relationship between the prototype and the binary model	=	3	12

		Arithmetic operations to solve the binary model Solve examples related to the binary model Sensitivity analysis or post-optimization			
. 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 2024-2025
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 shahinaz1974@uomustansiriyah.edu.iq

Assistant Professor Dr. Intisar Aziz
entisar1962@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 case 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	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 personality of a strategic thinker	=	2	4
	=	- The basic principles that characterize strategic thinking	=	2	5
	=	Motives behind adopting strategic thinking	=	2	6
	=	- Advantages of strategic thinking	=	2	7
	=	Indicators of the absence of a strategic thinking approach	=	2	8
	=	Chapter Five / Models of strategic thinking	=	2	9
	=	Exam part 1	=	2	10
	=		=	2	11

		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	12
	=		=	2	13
	=		=	2	14
	=		=	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

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 2017

Stage Four - Second Semester

Course Description Form

1-Course name Negotiation management
Business Administration Department
2. Course code:512020412
3. Semester/year – courses/second course 2024-2025
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 Nawfal Kadhim nawfal@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 case 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	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 process	=	2	4
	=	negotiation skills	=	2	5
	=	Negotiating team	=	2	6
	=	Negotiator styles	=	2	7
	=	Temporal negotiation strategies	=	2	8
	=	Negotiated spatial strategies	=	2	9
	=		=	2	10

	=	Negotiating tactics	=	2	11
	=	• Sub-particle assembly tactic	=	2	12
	=	• Distortion and misleading tactics	=	2	13
	=	• The tactic of turning the facts around	=	2	14
	=	• The tactic of reconfiguration, emptying, or formation	=	2	15
		• Maneuvering tactic			
		Negotiating tactics			
		• Confrontation and escape tactics			
		• Pressure and pulse-testing 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 in the negotiation process			
		Obstacles to the negotiation process			
		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

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: (knowledge management)

Business Administration Department

2. Course code:512020405

3. Semester/year – courses/second course 2024-2025

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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Mr. Dr. Lamyia Salman Abdel Ali dr_lamyiaasalman@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 case 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
	=	Knowledge 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 knowledge	=	3	6
	=	The origins and development of the concept of	=	3	7
	=	management of knowledge	=	3	8
	=	Introductions and justifications for knowledge	=	3	9
	=	management	=	3	10
	=	Knowledge management	=	3	11
	=	Knowledge management processes	=	3	12
	=	Knowledge management life cycle	=	3	13
	=	The basic elements of knowledge management	=	3	14
	=	Knowledge management strategies	=	3	15
		Knowledge management requirements			
		Knowledge management challenges			
		Building knowledge maps			

		Building a knowledge management program Knowledge management maturity models			
. 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: Corporate governance
Business Administration Department
2. Course code:512020411
3. Semester/year – courses/second course 2024-2025
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. Hadeel Qasim Aliwi hadeelqa@uomustansiriyah.edu.iq 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 case 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	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
	=	Company governance mechanisms	=	2	3
	=	Corporate governance models and theories.	=	2	4
	=	the exam	=	2	5
	=	Corporate governance and its relationship to disclosure and transparency	=	2	6
	=	Corporate governance, failure and finance	=	2	7
	=	Corporate governance in financial risk management	=	2	8
	=	Governance and financial performance.	=	2	9
	=	The main factors influencing the emergence and application of governance.	=	2	10
	=	Internal and external governance controls.	=	2	11
	=	Challenges of implementing governance.	=	2	12
	=	The role of governance as a supervisory tool in combating corruption.	=	2	13
	=	the exam	=	2	14
	=			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: (Quality Management)

Business Administration Department

2. Course code:512020406

3. Semester/year – courses/second course 2024-2025

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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Prof. Dr. Zahra Abd Muhammad

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M.D. Nahda Ali Abbas.

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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 case 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	Quality basics 1. The concept of quality 2. The development of quality 3. The importance of quality 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 organization	Understanding and absorbing the material and its awareness for the student	3	1
	=	Cost of quality	=	3	2
	=	1. The concept of quality costs 2. Types of quality costs 3. Analyzing and measuring quality costs	=	3	3
	=	Cost of quality	=	3	4
	=	4. The impact of quality management on productivity (exercises)	=	3	5
	=	Quality rings	=	3	6
	=	1. The emergence of quality rings 2. The concept of quality rings 3. The goals of quality rings 4. The structure of quality rings 5. The problems that quality rings discuss	=	3	7
	=	6. Quality loops process	=	3	8
	=	Quality rings	=	3	9
	=	7. Factors affecting quality rings	=	3	10
	=	Quality control	=	3	11
	=	1. The concept of quality control 2. Objectives of quality control 3. Functions of quality control 4. Principles of quality control	=	3	12
	=	Quality control	=	3	13
	=	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)	=	3	12
	=	The concept of statistical quality control	=	3	13

		1. The concept of statistical tools			
	=	2. Causes of deviations 3. Statistical control of processes 4. Statistical control panels for the process	=	3	14
	=	A- Variable control panels (definition) - Average and Range X-R Chart (exercises) The concept of statistical quality control B- Attribute control panels - Defective percentage control panel P-Chart There are two cases: - Panel for adjusting defective ratios if sample sizes are equal (exercises) - Panel for adjusting defective percentages in case of unequal sample sizes (exercises) 5. Process capacity ISO 9001 quality management systems 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 Total Quality Management 1. The concept of total quality management 2. The principles of total quality management Total Quality Management 3. Stages of implementing total quality management. 4. Obstacles to implementing total quality management review	=	3	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- 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 2023-2024					
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 case 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 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
	=		=	3	2

Daily, weekly, monthly exams and the end-of-semester exam	=	selection of investment portfolios	=	3	3
	=	Calculate the portfolio's rate of return and risk	=	3	4
	=	Solve applied problems	=	3	5
	=	Calculate the correlation coefficient between the portfolio components	=	3	6
	=	Solve applied problems	=	3	7
	=	Calculate the beta coefficient to calculate systematic risk	=	3	8
	=	Solve applied problems	=	3	9
	=	Determine efficient and optimal portfolios	=	3	10
	=	Marcotz model	=	3	11
	=	CAPM model	=	3	12
	=	Solve applied problems	=	3	13
	=	Portfolio performance evaluation models	=	3	14
	=	Sharpe, Trainor, and Jensen model of evaluation	=	3	15
	=	Solve applied problems	=	3	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

-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.