

Ministry of Higher Education and Scientific Research

Scientific Supervision and Evaluation System

Department of Quality Assurance and Academic Accreditation

Academic Program Description Form for Colleges and Institutes

University: University of Kufa

College :College of Administration and Economics

Scientific Department: Department of Business Administration

Date of filling file : 2023

Signature:

Signature:

Head of department: Prof. Dr. Rafid Hamid Al-Hadrawi,
Al-Yasiri

Scientific Associate:Prof. Dr. Ahmed Jassim

Date: / / 2023

Date: / / 2023

The file checked by

Division of Quality Assurance and University Performance

Director of the Quality Assurance and University Performance Division:(Name)

Date:

Signature

Approval of the Dean

Academic Program Description

This academic program description provides a brief summary of the most important characteristics of the program and the learning outcomes expected of the student to achieve, proving whether the student has made the most of the available opportunities and is accompanied by a description of each course within the program.

1- Educational Institution	University of Kufa
2- Scientific Department / Center	Department of Business Administration
3- The name of the academic or professional program	Department of Business Administration
4- Name of the final certificate	Bachelor
5- Academic system	annual / courses / other first stage, second stage, third, fourth / course system
6- Accredited Accreditation Program	None
7- Other external influences	
8- Date of preparation of the description	16/7/2023

9- Objectives of the academic program

1. The student, whether in primary or postgraduate studies, should be fully aware of business administration (institutions and companies), which are part of the economic, administrative and accounting sciences in order to keep pace with the most important global developments in this field.
2. Directing the student scientifically based on analysis, interpretation and search for causes and results that the student has the ability to be creative in interpreting.
3. Effective contribution with other economic and accounting sciences in addressing the problems facing the individual and society.
4- Guiding the student scientifically in line with the progress and development in the field of modern administrative sciences.
5- Provide them with the methods and skills that enable them to deal with workers in those organizations.
6- Enable the student to understand how to optimize the investment of natural and human resources.
10- Learning Outcomes, Teaching, Learning and Assessment Methods

A. Knowledge and Understanding

- 1- Enables students to identify administrative theories and approaches.
- 2- Using administrative thinking tools in analyzing administrative phenomena and problems.
- 3- Understanding advanced topics in administrative sciences and deriving these sciences from economic sciences in general.
- 4- Possessing knowledge in the use of tools for scientific research in administrative sciences.
- 5- Understanding and absorbing economic methods, mathematics and statistics in administrative sciences.

B- Subject-specific skills

- 1- Describe administrative phenomena and analyze the relationships of the problem studied.
- 2- Problem analysis using computer techniques and ready-made software packages
- 3- Interpreting the results of quantitative analysis according to statistical, mathematical and econometric methods.
4. Contribute to solving the problems of society.
- 5- Criticism of the topics under discussion.

Teaching and learning methods

- 1- Lectures
- 2- Practical lessons (laboratory)
- 3- Thematic reports.
- 4- Panel Discussions

Assessment methods

- 1- Written exams
- 2- Oral exams.
- 3- Graduate research discussion committees
- 4- Oral presentations.
- 5- Working Group Reports

C- Thinking Skills

- Develop willing to learn
- Entrepreneurship development

<ul style="list-style-type: none"> • Enhance collaboration • Perseverance
<u>D- General and Transferable Skills (other skills relevant to employability and personal development)</u> <ul style="list-style-type: none"> • Brainstorming sessions • Open Discussions • Worksheets required of students to prepare
<u>Teaching and learning methods</u> <ul style="list-style-type: none"> • Lectures • Practical guidance • Scientific trips
<u>Assessment methods</u> <ul style="list-style-type: none"> • Researches • Reports • Practical tests • Intellectual questions

11- Program Structure					
1 First year					
The first course					
Course or Module Title	Code No.	Number of hours theoretical/ Practical		Awards and Credits	
Arabic language	ARAG103	2		2	

English language	ENGL101	2		2		
Computer	COMP101	1	2	2		
accounting principle1	ACTG101	3		3		
Business Management Principles1	BADM101	3		3		
economy principles	ECON101	3		3		
Principles of Statistics/1	BSTA101	3		3		
Administrative Readings	BM12	2		2		
20		Number of Total Units				
The second course						
English Correspondence	BM 12	2				
Human Rights	Law112	2				
Principles of Economics/ 2	ECON109	3		3		
Principles of Statistics	SP12	3		3		
Principles of Accounting/2	ACTG 102	3		3		
Principles of Business Administration/ 2	BADM102	3		3		
Computer/2	CM12	2	1	2		
18		Number of Total Units				
The second Year 2						
Course or Module Title	Code No.	Number of hours theoretical/ Practical	Awards and Credits			

Marketing Management	B M 21	3		3	
Human Resources Management	HM21	3		3	
Organized theory	MB21	3		3	
Warehouse Manageme	MS21	2		2	
Commercial Law	LT21	3		3	
Computer 1	MB 28	1	2	2	
Intermediate Accounting1	MB26	2		2	
18		Number of Total Units			
The second course					
Marketing Research	MR22	2		2	
Organizational behavior	OB22	3		3	
Intermediate Accounting 2	MA22	2		2	
English	EL22	2		2	
Computer 2	CM22	2		2	
Supply Management	MB22	2		2	
English Commerce	AT22	2		2	
Crimes of Baath's party		2		2	
17		Number of Total Units			
The Third year 3					
Course or Module Title	Code No.	Number of hours	Awards and Credits		

		theoretical/ Practical			
Financial Management	FM31			3	
Cost Accounting 1	AC31	3		3	
Banking Management	BM31	3		3	
Strategic Management	SM31	3		3	
Project Management 1	PM31	3		3	
Operations Research	OR31	3		2	
Business Economics	BC31	2		2	
English	EL31	2		2	
21		Number of Total Units			
The second course					
Feasibility study	MM32	2		2	
Project Management 2	PM32	2	1	2	
Strategic thinking	STH32	2		2	
Financial Management 2	FM32	3		3	
Quantitative Applications	QA32	1-2		3	
Insurance Management	MS32	3		3	
Cost Accounting 2	AC32	3		3	
18		Number of Total Units			
The fourth year 4					
Production & Operations Management	PM41	3		3	
International Management	MI41	3		3	
It	IT41	3		3	

Methods and ethics of scientific research	AR41	2		2	
Government Contracts Department	GC41	2		2	
Quality Management	QM41	2		3	
18		Number of Total Units			
The second course					
Risk Management	MR42	2		2	
knowledge management	MK42	3		3	
Corporate Governance	GC42	2		2	
Negotiation Department	MN42	2		2	
Portfolio Management	MP42	3		3	
English	EL42	2		2	
Graduation Research Project	PR42	2		2	
16		Number of Total Units			

12- Planning for personal development

1. Having an explanatory brochures for the department containing the department's objectives, vision, mission and the extent of commitment to them.
- 2- Presence of a department head with appropriate academic and administrative experience in the field of specialization to manage and upgrade the academic program and the department.
3. Having a department council and supporting committees that meet regularly, document their work and follow up on their decisions.
4. Participation of students in the decision-making process, and obtaining feedback from them.
5. Availability of sufficient and appropriate administrative staff to ensure the proper functioning of the department.
6. Availability of qualified technical cadres to serve the academic program.

7. Developing the technical and professional skills and capabilities of the supporting cadres in the field of specialization to keep pace with modern developments.

8. Provide an integrated archive for the department.

9. The existence of an induction and orientation program for new students.

10. The presence of academic support for students outside the scope of lectures.

13- Admission criterion (setting regulations related to enrollment in the college or institute)

First, the conditions for admission to the college: -

1- Approving the admission requirements for students in accordance with the regulations of the Ministry of Higher Education and Scientific Research (Central Admission)

2- To successfully pass any special test or personal interview that the College or University Council deems appropriate.

3- To be medically fit for the specialization applied to.

Second: Admission requirements in the scientific department: -

1- Choosing the student's desire from more than one desire arranged according to preference.

2- Acceptance rate in high school.

3- The rate of the course of the department in which the student wishes to study.

4- The absorptive capacity of the scientific department.

14- The most important sources of information about the program

Business Administration Department Guide for the Academic Year 2021/2022

Documents of the Sectoral Committee for Business Administration

College website <http://mng.uokufa.edu.iq>