

Ministry of Higher Education and Scientific Research

Scientific Supervision and Evaluation Authority

Department of Quality Assurance and Academic Accreditation

Academic program description form for colleges and institutes

University: University of Kufa

College/Institute: College of Administration and Economics

Scientific Department: Department of Business Administration

File filling date: 7/16/2019

Department Head Name: Assistant Prof.D. Haider Jassim Obaid,

Scientific Assistant: Assistant Prof.D. Ahmed Jassim Al-Yasiri

Date: 9/9/2019

Check the file before

Quality Assurance and University Performance Division

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

Date

Signature

Mr. Dean's approval

Description of the academic program

This description of the academic program provides a brief summary of the most important characteristics of the program and the learning outcomes expected of the student to achieve, proving whether he has made maximum use 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- The name of the final certificate	Bachelor's
5- The academic system: annual / courses / other	The first stage, the second stage, the third, the fourth / course system
6- Accredited Accreditation Program	nothing
7- Other external influences	
8- Date of preparation of the description	2019/7/16

Academic program goals

1. That the student, whether in preliminary or postgraduate studies, is fully aware of business administration (institutions and companies), which is part of the economic, administrative and accounting sciences, in order to keep pace with the most important global developments in this field.
2. Giving the student a scientific orientation based on analysis, interpretation, and searching for causes and results that the student has the ability to be creative in their interpretation.
3. Active contribution with other economic and accounting sciences in addressing the problems facing the individual and society
4. Active contribution with other economic and accounting sciences in addressing the problems facing the individual and society.
5. Guiding the student scientifically in line with progress and development in the field of modern administrative sciences.
6. Providing them with methods and skills that enable them to deal with workers in those organizations.
7. Enable the student to understand how to optimally invest in natural and human resources.

<i>10-Required program outputs and methods of teaching, learning and assessment</i>
A. Cognitive goals <ol style="list-style-type: none"> 1. It enables students to learn about administrative theories and methods. 2. Using administrative thinking tools in analyzing administrative phenomena and problems. 3. Understand advanced topics in administrative sciences and derive these sciences from economic sciences in general. 4. Possess the knowledge of using tools for scientific research in administrative sciences. 5. Understand and assimilate economic methods, mathematics and statistics in administrative sciences.
<u>b- The skills objectives of the program</u> <ol style="list-style-type: none"> 1. <i>-Describe the administrative phenomena and analyze the relationships related to the problem under study.</i> 2. <i>-Analyzing problems using computer techniques and ready-made software packages</i> 3. <i>-Interpreting the results of quantitative analysis according to statistical, mathematical and econometric methods.</i> 4. <i>Contribute to solving community problems.</i> 5. <i>-Criticizing the topics for discussion.</i>
<u>Teaching and learning methods</u>
<ol style="list-style-type: none"> 1. Lectures 2. .Practical (laboratory) lessons 3. Thematic reports. 4. .Panel discussions
<u>Evaluation methods</u>
<ol style="list-style-type: none"> 1. Written exams 2. Oral exams. 3. Discussion committees for graduation research. 4. Oral presentations. 5. Working group reports
C- Emotional and value goals. <i>Develop a desire to learn</i> <i>Cultivate entrepreneurship</i> <i>enhance cooperation</i> <i>perseverance</i>

<p><i>D- Transferred general and rehabilitative skills (other skills related to employability and personal development)</i></p> <p><i>Brainstorming sessions •</i></p> <p><i>Open discussions •</i></p> <p><i>The worksheets students are required to prepare</i></p>
<i>Teaching and learning methods</i>
<p>Lectures</p> <p>Practical advice</p> <p>Scientific trips</p>
<i>Evaluation methods</i>
<ul style="list-style-type: none"> •Research •Reports •Practical tests •Intellectual questions

<i>Program structure</i>						
one Year						
first course						
The number of approved units		The number of hours		Code No.	Course Name	
2			2	ARAG103	Arabic1	
2			2	ENGL101	English 1	
2		2	2	COMP101	computer	
1			1	Law112	human rights	

3			3	101 ACTG	Accounting Principles 1	
3			3	BADM101	Principles of Business Management 1	
3			3	ECON101	economics principles/	
3			3	BSTA101	Principles of Statistics1	
2			2	BM 12	Administrative readings	
21		Total number of units				
<u>second course</u>						
2			2	BM 12	Correspondence	
2			2	LA12	Arabic Language	
3			3	ECON109	economics principles/	
3			3	SP12	Principles of Statistics 2	
3			3	ACTG 102	Accounting Principles 2	
3			3	BADM102	Principles of Business Management 2	
				CM12	computer 2	
36		Total number of units				
Year 2						

The number of approved units		The number of hours		Code No.	Course Name
3			3	B M 21	Marketing Management
3			3	HM21	Human Resource Management
3			3	MB21	structured theory
3			3	MS21	warehouse management
3			3	LT21	Commercial law
2			3	MB 28	computer
2			2	MB26	Intermediate Accounting1
6			3	MR22	Marketing Research
				OB22	organizational behavior
4			2	MA22	Intermediate Accounting2
6			3	EL22	English language
2			2	CM22	computer 2
3			3	MB22	supply management
6			3	AT22	electronic trade
33		Total number of units			

Year 3					
The number of approved units		The number of hours		Code No.	Course Name
2			3	FM31	Financial Management 1
3			3	AC31	Cost Accounting 1
3			3	BM31	bank management
3			3	SM31	Strategic management
3			3	PM31	Project Management 1
3			3	OR31	operations research
3			3	BC31	business economics
2			2	MM32	Feasibility study
3			3	PM32	2 . Project Management
2			2	STH32	strategic thinking
3			3	FM32	Financial Management 2
2			2-1	QA32	Quantitative applications
3			3	MS32	Insurance management
3			3	AC32	Cost Accounting 2
37		Total number of units			
Year 4					

3			3	PM41	Production and Operations Management
3			3	MI41	international management
4			3	IT41	information technology
3			2	AR41	Research methodologies and ethics
2			2	GC41	Government Contracts Management
6			2	MR41	Risk Management
4			3	QM42	Quality Management
4			3	MK42	knowledge management
3			2	GC42	Corporate Governance
3			2	MN42	Negotiation Management
			3	MP42	Investment Portfolio Management
			3	PR42	Graduation research project
29		Total number of units			

12.Planning for personal development

1. Existence of an introductory brochure for the department containing the department's objectives, vision, mission and extent of commitment to them.
2. The presence of a department head with appropriate academic and administrative experience in the field of specialization to manage and upgrade the academic program and department.
3. The existence of a department council and support committees that meet regularly, document their work, and follow up on their decisions.
4. Students participate in the decision-making process, and obtain feedback from them.
5. Availability of sufficient and appropriate administrative staff to ensure the proper functioning of the department.
6. Availability of qualified technical personnel to serve the academic program.
7. Develop and develop the technical and professional skills and capabilities of supporting cadres in the field of specialization to keep pace with recent developments.
8. Provides an integrated archive for the department.
9. There is an induction and orientation program for new students.
10. Existence of academic support for students outside the scope of the lectures.
11. Having academic and administrative independence to achieve the department's goals.

13- Admission criterion (setting regulations related to joining a college or institute)

First, the conditions for admission to the college: -

1- Adoption of 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 deemed by the college or university council.

3- He must be medically fit for the specialty he is applying for.

Second, the admission requirements for the scientific department:

1- Choosing the student's desire from more than one, arranged in order of preference.

2- The acceptance rate in high school.

3- The course average of the department that 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 2014/2015 academic year

Business Administration Department Guide for the 2014/2015 academic year

Documents of the Sectoral Committee for the Specialization of Business Administration

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

Curriculum Skills Outline

Please check the boxes corresponding to the individual learning outcomes from the program being evaluated