

# TEMPLATE FOR COURSE SPECIFICATION

## HIGHER EDUCATION PERFORMANCE REVIEW: PROGRAMME REVIEW

### COURSE SPECIFICATION

The subject of the principles of business administration, according to the vocabulary of the sectoral committee, aims to introduce the student to the basics of business administration in detail and to know the administrative functions of each organization according to the activity it practices, such as the function of planning, decision-making, organization, leadership, motivation and control .....etc of the objectives in order to meet the requirements of the labor market and to The student .is able to solve all administrative problems that may stand in front of him

1. Teaching Institution	University of Kufa
2. University Department/Centre	Management and Economics/Accounting
3. Course title/code	principles of business management
4. Program me(s) to which it contributes	Meet + telegram + Classroom
5. Modes of Attendance offered	Presence + electronic
6. Semester/Year	First Semester / 2020-2021
7. Number of hours tuition (total)	12 hours per month per division
8. Date of production/revision of this specification	2021/10/12
9. Aims of the Course	
	1. That the student be able to understand the theoretical framework of the administrative process and know its contents in detail
	2. To understand the importance of studying management in practical life
	3. That the student be able to apply the methods of leadership and motivation and how to deal with the boss and subordinates
	4. To be able to carry out the planning process and develop other appropriate plans

5. That the student knows how to prepare the appropriate organizational structure and the distribution of powers and responsibilities
6. Enabling the student to apply the concepts of management to help him make rational decisions in his field of work
. 7. That the student can diagnose problems related to administrative activities and how to address them

10· Learning Outcomes, Teaching ,Learning and Assessment Methode

A- Knowledge and Understanding A1.  
. This course description provides a required achievement of the most important characteristics of the course and the learning outcomes expected of the student to achieve, proving whether he has made maximum use of the available learning opportunities. It must be linked to the program the other.

B. Subject-specific skills  
It enables the student to solve problems related to .1 administrative activities  
It enables the student to meet all the requirements of the labor .2 market  
It enables the student to make accurate and timely decisions .3  
It enables the student to use modern methods of motivation .4 and leadership.

Teaching and Learning Methods

Role-playing •  
Explanation and direct discussion with students via Meet •  
Sending lectures in pdf format •  
Send a video explanation for each topic •

Assessment methods

Daily tests •  
Daily Duty •  
Oral test by Meet •  
Monthly tests •

C. Thinking Skills .  
Creative thinking  
Brainstorming  
discussion panels

Teaching and Learning Methods

Assessment methods
D. General and Transferable Skills (other skills relevant to employability and personal development) D1. D2. D3. D4.

11. Course Structure					
Week	Hours	ILOs	Unit/Module or Topic Title	Teaching Method	Assessment Method
1	3	Know the basic concepts of management principles	The concept of management and its relationship to other sciences	built	Posts the exams
2	3	Know the basic concepts of management principles	Stages of development of administrative thought (schools of thought)	built	Posts the exams
3	3	Know the basic concepts of the planning process	The concept of planning and its importance	built	Posts the exams
4	3	Know the basic concepts of preparing a plan	Planning stages	built	Posts the exams
5	3	Know the basic concepts of the decision-making process	The concept of decision-making and its types	built	Posts the exams
6	3	Know the basic concepts of organization	The concept of organization, its objectives and divisions	built	Posts the exams
7	3	Know the basic	The concept of authority and	built	Posts

		concepts of the distribution of powers and responsibilities	responsibility and the rules for its delegation		the exams
8	3	Understand the basic concepts and methods of leadership	Leadership concept and methods	built	Posts the exams
9	3	Learn about the most important theories in leadership	Leadership theories and leadership qualities	built	Posts the exams
10	3	Know the basic concepts of communication	The concept of communication and its elements and forms	built	Posts the exams
11	3	Know the basic concepts of motivation	The concept, importance and objectives of catalyst	built	Posts the exams
12	3	Learn about the most important theories of catalysis	catalysis theories	built	Posts the exams
13	3	Understand the basic concepts of control	The concept, importance and objectives of oversight	built	Posts the exams
14	3	Understand the basic concepts of control	The concept of management and its relationship to other sciences	built	Posts the exams
15	3	Student performance appraisal	monthly exam	electronic	the exams

12. Infrastructure	
Required reading: CORE TEXTS · COURSE MATERIALS · OTHER ·	Contemporary management book by Professor Youssef Hajim Al-Taie and others 'The book of Dr. Khalil Al-Shamma the internet
Special requirements (include for example workshops, periodicals, IT software, websites)	

Community-based facilities (include for example, guest Lectures , internship , field studies)	
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13. Admissions	
Pre-requisites	
Minimum number of students	
Maximum number of students	

# TEMPLATE FOR COURSE SPECIFICATION

## HIGHER EDUCATION PERFORMANCE REVIEW: PROGRAMME REVIEW

### COURSE SPECIFICATION

Financial accounting 2 provides an introduction through which the student learns the latest terms in accounting and enables them to learn the most important accounting applications related to financial accounting.

1. Teaching Institution	University of Kufa
2. University Department/Centre	Management and Economics/Accounting
3. Course title/code	Financial Accounting 2
4. Programme(s) to which it contributes	Bachelor of Accounting Sciences Blended Learning
5. Modes of Attendance offered	(both physical and electronic)
6. Semester/Year	Chapter II
7. Number of hours tuition (total)	75 hours
8. Date of production/revision of this specification	2021/10/12
9. Aims of the Course	
Introducing the student to commercial papers - types - procedures for their registration.	
A statement of the accounting procedures for dealing with fixed assets in terms of (acquisition - use and extinction - dispensing).	
Enable the student to record settlement entries and prepare settlements for the end of the financial period.	
Introduce the student to the most important financial statements (income - budget) and how to prepare them	
. Enable the student to correct accounting errors that occur during the financial period.	

## 10. Learning Outcomes, Teaching ,Learning and Assessment Methode

### A- Knowledge and Understanding A1.

A-1- Introducing the student to the mechanism of accounting registration and accounting records and completing the accounting course

A-2- Financial statements (income - budget) and the mechanism for preparing them.

A-3 Preparing closing restrictions at the end of the year

### B. Subject-specific skills B1.

B1 - The ability to distinguish elements of monetary measurable financial statements

B2 - The skill of recording and posting accounting entries in the accounting cycle

B3 - Skills of keeping accounting records and preparing financial statements (income - budget)

### Teaching and Learning Methods

- Electronic lectures
- Electronic seminars
- Solving exercises

### Assessment methods

- Written Exams
- Electronic exams
  - Duties assigned to the student to solve practical exercises and cases

### C. Thinking Skills C1.

C1- Develop the student's intellectual structure by understanding the sequence of accounting operations

C2- Enabling the student to have the skill of accounting thinking and analysis of accounting operations

C3 - Using logical thinking in solving accounting applications

### Teaching and Learning Methods

- lectures
- discussions

Assessment methods

- Electronic exams
- Oral and written questions and tests

D. General and Transferable Skills (other skills relevant to employability and personal development)

- D1.
- D2.
- D3.
- D4.

11. Course Structure						
Week	Hours	ILOs	Unit/Module Topic Title	or	Teachin g Metho d	Assess ment Meth od
1	5	A-3	Create bills of exchange, receivable + payable.	notes + notes	lecture + exercises	Oral questions and speed tests
2	5	A-3	Dealing with receivable.	notes	lecture + exercises	Oral questions and speed tests
3	5	A-3	Trial balance with totals and balances.		lecture + exercises	Oral questions and speed tests
4	5	A-4	Prepare the income statement.		lecture + exercises	Oral questions and speed tests
5	5	A-3	Prepare close entry		lecture + exercises	Oral questions and speed tests
6	5	A-3	settlement entries-		lecture +	Oral questions and speed tests



			prepaid	exercises	
7	5	A-3	settlement entries- Accrual	lecture + exercises	Oral questions and speed tests
8	5	A-3	The first test.	Written exams	Oral questions and speed tests
9	5	A-3	Acquisition of fixed assets.	lecture + exercises	Oral questions and speed tests
10	5	A-3	Depreciation of fixed assets.	lecture + exercises	Oral questions and speed tests
11	5	A-3	dispose with fixed assets.	lecture + exercises	Oral questions and speed tests
12	5	A-4	Prepare balance statement	lecture + exercises	Oral questions and speed tests
13	5	A-3	Debugging - the short method.	lecture + exercises	Oral questions and speed tests
14	5	A-3	Debugging - the long method.	lecture + exercises	Oral questions and speed tests
15	5		The second test.	Written exams	Oral questions and speed tests

12. Infrastructure	
Required reading: · CORE TEXTS · COURSE MATERIALS · OTHER	
Special requirements (include for example workshops, periodicals, IT software, websites)	Fundamentals of Accounting Knowledge - Talal Al-Jajjawi and others Principles of Accounting Fouad Zakou and Miqdad Ahmed Al-Jalili
Community-based facilities (include for example, guest Lectures , internship , field studies)	

13. Admissions	
Pre-requisites	
Minimum number of students	

# TEMPLATE FOR COURSE SPECIFICATION

## HIGHER EDUCATION PERFORMANCE REVIEW: PROGRAMME REVIEW

### COURSE SPECIFICATION

Financial accounting 1 provides an introduction through which the student learns the latest terms in accounting and enables them to learn the most important accounting applications related to financial accounting.

1. Teaching Institution	University of Kufa
2. University Department/Centre	Management and Economics/Accounting
3. Course title/code	Financial Accounting 1
4. Programme(s) to which it contributes	Bachelor of Accounting Sciences Blended Learning
5. Modes of Attendance offered	(both physical and electronic)
6. Semester/Year	Chapter I
7. Number of hours tuition (total)	75 hours
8. Date of production/revision of this specification	12/10/2020
<b>9. Aims of the Course</b>	
Introducing the student to the basics and concepts of accounting/accounting principles/accounting assumptions.	
Enable the student to register in the journal record (double entry).	
Enable the student to post to the ledger record and balance accounts.	
Defining and enabling the student to prepare the trial balance.	
Defining and enabling the student to capital operations (capital formation).	
Defining and enabling the student to account for the merchandise or merchandise inventor.	

## 10. Learning Outcomes, Teaching ,Learning and Assessment Methode

### A- Knowledge and Understanding A1.

A-1- Introducing the student to the mechanism of accounting registration and accounting records and completing the accounting course

A-2- Financial statements (income - budget) and the mechanism for preparing them.

A-3 Preparing closing restrictions at the end of the year

### B. Subject-specific skills B1.

B1 - The ability to distinguish elements of monetary measurable financial statements

B2 - The skill of recording and posting accounting entries in the accounting cycle

B3 - Skills of keeping accounting records and preparing financial statements (income - budget)

### Teaching and Learning Methods

- Electronic lectures
- Electronic seminars
- Solving exercises

### Assessment methods

- Written Exams
- Electronic exams
  - Duties assigned to the student to solve practical exercises and cases

### C. Thinking Skills C1.

C1- Develop the student's intellectual structure by understanding the sequence of accounting operations

C2- Enabling the student to have the skill of accounting thinking and analysis of accounting operations

C3 - Using logical thinking in solving accounting applications

### Teaching and Learning Methods

- lectures
- discussions

Assessment methods

- Electronic exams
- Oral and written questions and tests

D. General and Transferable Skills (other skills relevant to employability and personal development)

- D1.
- D2.
- D3.
- D4.

11. Course Structure						
Week	Hours	ILOs	Unit/Module Topic Title	or	Teachin g Metho d	Assess ment Meth od
1	5	A-3	Accounting basics and concepts.		lecture	Oral questions and speed tests
2	5	A-3	Accounting principles/accounting assumptions.		lecture + exercises	Oral questions and speed tests
3	5	A-3	Journal log (double entry).		lecture + exercises	Oral questions and speed tests
4	5	A-4	Solve other examples of accounting entries.		lecture + exercises	Oral questions and speed tests
5	5	A-3	Transfer to the ledger record.		lecture + exercises	Oral questions and speed tests
6	5	A-3	Other examples of posting to the ledger		lecture + exercises	Oral questions and speed tests

			record		
7	5	A-3	Balance accounts.	lecture + exercises	Oral questions and speed tests
8	5	A-3	The first test.	Written exams	Oral questions and speed tests
9	5	A-3	Prepare trial balance	lecture + exercises	Oral questions and speed tests
10	5	A-3	Other examples of preparing a trial balance	lecture + exercises	Oral questions and speed tests
11	5	A-3	Capital Operations Create the opening entry.	lecture + exercises	Oral questions and speed tests
12	5	A-4	Other examples of capital operations and opening entry creation.	lecture + exercises	Oral questions and speed tests
13	5	A-3	Accounting for goods and methods of registering goods.	lecture + exercises	Oral questions and speed tests
14	5	A-3	Accounting treatments for merchandise operations.	lecture + exercises	Oral questions and speed tests
15	5		The second test.	Written exams	Oral questions and speed tests

12. Infrastructure	
Required reading: · CORE TEXTS · COURSE MATERIALS · OTHER	
Special requirements (include for example workshops, periodicals, IT software, websites)	Fundamentals of Accounting Knowledge - Talal Al-Jajawi and others Principles of Accounting Fouad Zakou and Miqdad Ahmed Al-Jalili
Community-based facilities (include for example, guest Lectures , internship , field	

studies)	
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13. Admissions	
Pre-requisites	
Minimum number of students	
Maximum number of students	