

**Ministry of Higher Education and Scientific Research
Scientific supervision and evaluation device
Department of Quality Assurance and Academic Accreditation
Accreditation Department**



Description of The Academic Program and Description of the Curriculum

**University of Qadisiyah
College of Administration & Economics
Department of Business Administration**

Description of The Academic Program

University name: University of Qadisiyah

College/Institute: College of Management and Economics

Scientific Department: Department of Business Administration

Name of the academic or professional program: Bachelor of Science in Business Administration

Name of final degree: Bachelor of Science in Business Administration

Academic system: courses

Date of preparing the description: 1-4-2024

Date of filling the file: 1-4-2024

Signature:



Assistant Prof. Phd . BASM ABBAS KRAIDY

Head of Department

Date:

Signature:



Assistant Prof. Phd Latif Abdu IRidha Atyah

Assistant Dean for Practical Affairs

Date:

Check the file before

**Division of Quality Assurance and University
Performance:**

Assistant lecturer: Majid Fahem Jaafer

Date:

Signature



Dean's approval

Prof.Dr Hussein Falah Ward

1. Program vision

Raising the academic level of Business Administration Department students, developing the skills, capabilities and expertise of faculty members, and encouraging scientific research and community service in order to achieve scientific leadership and excellence at the level of universities and colleges at the local, Arab and international levels.

2. Program message

Prepare academically qualified cadres and provide students with knowledge, skills and scientific capabilities in the field of various business administration sciences in a way that meets the needs of the labor market and obtain appropriate employment opportunities for them in state institutions and departments and private sector institutions by adopting scientific programs compatible with international quality standards and academic accreditation with an emphasis on behavior. Professional and ethical business practice.

3. Program objectives

- 1. Providing students with theoretical and applied knowledge in the field of specialization that the labor market needs.**
- 2. Motivating and supporting scientific research in the field of business administration at the level of faculty and students and actively contributing to obtaining advanced ranks in the national classification of universities.**
- 3. Supporting active participation in various conferences, seminars and scientific forums at the local and Arab levels to build bridges of cooperation with business administration departments in other universities.**
- 4. Providing students with the necessary skills to engage in the field of self-education in order to provide them with the necessary applied knowledge in the field of business administration now and in the future.**
- 5. Developing students' creative thinking skills in addition to motivating them to analyze and deduce, enabling them to conduct scientific research and complete their postgraduate studies.**
- 6. Providing students with professional ethics through which we ensure that they enjoy commitment, honesty, and accuracy in their field of work in the future.**
- 7. Building bridges and consolidating relationships with employers and constantly seeking their opinions for the purpose of knowing the needs of the labor market and constantly updating them.**
- 8. Granting a Bachelor of Science degree in Business Administration**

4. Programmatic accreditation
Nothing
5. Other external influences
Nothing

6. Program structure				
Program structure	Number of courses	Study unit	percentage	Notes
Enterprise requirements	11	22	%15	
College requirements	4	20	%14	
Department requirements	44	143	%71	
summer training	The training in the third year is for (30) days during the summer vacation, which includes a scientific and field evaluation of the student			
Total	59		%100	

7- Program description				
Credit hours for each curriculum		Curriculum name	Curriculum symbol	Year/level
Practical	theoretical			
Zero	2	Arabic language1	ARAG103	The first stage / first course
Zero	2	English language1	ENGL101	The first stage / first course
2	2	Computer	COMP101	The first stage / first course
Zero	3	Accounting principles 1	ACTG 101	The first stage / first course
Zero	3	Principles of business	BADM101	The first stage / first

		management 1		course
Zero	2	principles of economics/	ECON101	The first stage / first course
Zero	3	Mathematics	BSTA101	The first stage / first course
Zero	2	Administrative readings	BM 12	The first stage / first course
Zero	2	E correspondence	BM 12	The first stage / second course
zero	3	human rights	Law112	The first stage / second course
Zero	3	Principles of economics	ECON109	The first stage / second course
Zero	3	Principles of statistics	SP12	The first stage / second course
Zero	3	Accounting principles	ACTG 102	The first stage / second course
Zero	3	Principles of business management	BADM102	The first stage / second course
2	2	Computer 2	CM12	The first stage / second course
Zero	3	Marketing Management	B M 21	The second stage / first course
Zero	3	Human Resource Management	HM21	The second stage / first course
Zero	3	structured theory	MB21	The second stage / first course
Zero	2	Store management	MS21	The second stage / first course
Zero	3	Commercial law	LT21	The second stage / first course
2	2	Computer 1	MB 28	The second stage / first course
Zero	2	Intermediate Accounting1	MB26	The second stage / first course
Zero	2	Marketing research	MR22	The second stage / second course
Zero	3	Organizational behavior	OB22	The second stage / second course

Zero	2	Intermediate Accounting2	MA22	The second stage / second course
Zero	2	English language	EL22	The second stage / second course
2	2	Computer 2	CM22	The second stage / second course
Zero	2	Supply management	MB22	The second stage / second course
Zero	2	electronic trade	AT22	The second stage / second course
Zero	2	Baath Party crimes		The second stage / second course
Zero	2	Financial management 1	FM31	The third stage / first course
zero	3	Cost accounting 1	AC31	The third stage / first course
Zero	3	Bank management	BM31	The third stage / first course
Zero	3	Strategic management	SM31	The third stage / first course
Zero	3	Project management 1	PM31	The third stage / first course
Zero	2	Operations research	OR31	The third stage / first course
Zero	2	Business economics	BC31	The third stage / first course
Zero	2	English language	EL31	The third stage / first course
Zero	3	Feasibility study	MM32	The third stage / second course
Zero	3	Project management 2	PM32	The third stage / second course
Zero	2	Strategic thinking	STH32	The third stage / second course
Zero	3	Financial management 2	FM32	The third stage / second course
Zero	3	Quantitative applications	QA32	The third stage / second course

Zero	3	Insurance management	MS32	The third stage / second course
Zero	3	Cost accounting 2	AC32	The third stage / second course
Zero	3	Production and operations management	PM41	Fourth stage/first course
Zero	3	International management	MI41	Fourth stage/first course
Zero	3	information technology	IT41	Fourth stage/first course
Zero	2	Methods and ethics of scientific research	AR41	Fourth stage/first course
Zero	2	Government contracts management	GC41	Fourth stage/first course
Zero	3	Quality Management	QM41	Fourth stage/first course
Zero	2	Risk Management	MR42	Fourth stage/second course
Zero	3	knowledge management	MK42	Fourth stage/second course
Zero	2	Corporate governance	GC42	Fourth stage/second course
Zero	2	Negotiation management	MN42	Fourth stage/second course
Zero	3	Investment portfolio management	MP42	Fourth stage/second course
Zero	2	English language	EL42	Fourth stage/second course
Zero	1	Graduation research project	PR42	Fourth stage/second course

8. Expected learning outcomes of the program

Knowledge

1. Enabling the student to develop his abilities and contribute to society as a qualification to create his own project
2. It enables students to learn about administrative theories and methods.
3. Using management thinking tools in analyzing administrative phenomena and problems.
4. Understanding advanced topics in administrative sciences and extrapolating these sciences from economic sciences in general.
5. It enables students to learn about administrative theories and approaches.
6. Developing management thinking tools in analyzing administrative phenomena and problems.

Skills

- 1 Describe administrative phenomena and analyze the relationships specific to the investigated problem.
2. Analyze problems using computer techniques and ready-made software packages
- 3) Enabling the student to have the ability to monitor and evaluate performance
- 4) The ability to diagnose cases of administrative problems and find appropriate solutions for them
- 5). Interpreting the results of quantitative analysis according to statistical, mathematical, and econometric methods.
- 6) Employing skills in writing the graduation research

Value

- 1) Developing students' abilities to present and share new ideas
- 2) Processing data and converting it into useful information in making administrative decisions
- 3) The ability to discover and identify administrative problems and seek to address them in scientific ways

- 4) Enabling students to know human behaviors at work and the ability to analyze and control them
- 5) Developing students' leadership skills

9. Teaching and learning strategies

- 1. Explaining the scientific material to students in detail.
- 2- Students participate in solving administrative problems by presenting and discussing case studies
- 3- Discussion and dialogue about vocabulary related to the topic
- 4) Scientific field visits to commercial projects and companies in order to blend academic knowledge with practical reality

10- Evaluation methods

- 1. Written exams
- 2. Oral exams.
- 3. Discussion committees for graduation research.
- 4. Oral presentations.

11- Faculty members

Faculty members

Number of Faculty members		Special requirements/skills (if any)		Specialization		Scientific ranks
				special	General	
University's Lecturer	University's staff					
	2			Organizational behavior	Business Management	Professor
	2			Production and operations management	Business Management	Professor

	3			marketing management	Business Management	Professor
	1			Knowledge management	Business Management	Professor
	1			Strategic management	Business Management	Professor
	1			Strategic information systems	Business Management	Professor
	2			Pre-Islamic literature	Arabic Language	Assistant Professor
	1			HR management	Business Management	Assistant Professor
	1			marketing management	Business Management	Assistant Professor
	1			Administrative Law	Law	Assistant Professor
	1			Economic thought	Economy	Assistant Professor
	3			Strategic management	Business Management	Assistant Professor
	3			Financial management	Business Management	Assistant Professor
	1			Accounting costs	accounting	Assistant Professor
	1			insurance	Finance	Assistant Professor
	1			Financial management	Business Management	lecturer
	2			Human resources	Business Management	lecturer
	2			Knowledge management	Business Management	Lecturer
	1			Organizational behavior	Business Management	Lecturer
	1					Assistant Lecturer

Professional development

Orienting new faculty members

Professional development for faculty members

12- Acceptance standard

Central acceptance standard

13. The most important sources of information about the program

Central admission guide

- 1- Guide to Student Affairs Procedures and Admission Controls and Conditions 202-2023
- 2- The Business Administration Department's guide for the academic year 2023/2024
- 3- Documents of the sectoral committee for business administration specialization
- 4- The college's website <https://ade.qu.edu.iq/>

14- Program development plan

Program development: In the Department of Business Administration, we seek to transform the department into a college specialized in administrative sciences that will supply the labor market with qualified graduates in the fields of (human resources management and organizational behavior, marketing management, financial management).

Developing and training faculty members: Working to provide professional development opportunities for faculty members in order to develop their skills and stay in touch with knowledge of developments in the field of business administration.

Continuous evaluation and improvement: Evaluating students' performance by accurately defining learning standards in order to know the effectiveness of the program and the extent to which it meets the requirements of the labor market, and to benefit from feedback from graduates and employers.

Program skills chart

Learning outcomes required from the programme												Basic or elective	Course name:	Course code	Year/level
values				skills				Knowledge							
4ج	3ج	2ج	1ج	4ب	3ب	2ب	1ب	4أ	3أ	2أ	1أ				
			√			√	√			√	√	Basic	Accounting principles	ACTG 101	First / C1
		√	√			√				√	√	Basic	Principles of business management 1	BADM101	First / C1
		√	√			√	√			√		Basic	principles of economics/	ECON101	First / C1
			√			√	√			√	√	Basic	Administrative readings	BM 12	First / C1
		√	√			√	√			√	√	Basic	E correspondence	BM 12	First / C2
		√	√		√	√	√		√	√		Basic	Marketing Management	B M 21	Second / C1
		√	√			√	√			√	√	Basic	Human Resource Management	HM21	Second / C1
		√	√		√	√	√			√	√	Basic	structured theory	MB21	Second / C1
		√	√			√	√			√	√	Basic	Store management	MS21	Second / C1

		√	√			√	√			√	√	Basic	Commercial law	LT21	Second / C1
	√	√			√	√	√		√	√	√	Basic	Computer 1	MB 28	Second / C1
	√	√			√	√				√	√	Basic	Intermediate Accounting1	MB26	Second / C1
		√		√	√	√			√	√	√	Basic	Financial management 1	FM31	Third / C1
		√	√			√	√			√	√	Basic	Cost accounting 1	AC31	Third / C1
		√	√				√	√		√	√	Basic	Bank management	BM31	Third / C1
	√	√			√	√	√		√	√	√	Basic	Strategic management	SM31	Third / C1
	√	√					√	√		√	√	Basic	Project management 1	PM31	Third / C1
√		√	√			√	√			√	√	Basic	Operations research	OR31	Third / C1
		√	√	√			√	√		√	√	Basic	Production and operations management	PM41	Fourth / C1
		√	√			√	√			√	√	Basic	International management	MI41	Fourth / C1
		√	√		√	√			√	√		Basic	information technology	IT41	Fourth / C1
	√	√				√	√			√	√	Basic	Methods and ethics of scientific research	AR41	Fourth / C1

	√	√			√	√				√	√	Basic	Government contracts management	GC41	Fourth / C1
		√	√			√	√		√	√	√	Basic	Quality Management	QM41	Fourth / C1
	√	√				√	√			√	√	Basic	Risk Management	MR42	Fourth / C2

Course Description Form

1. Course Name: Principles of Management
2. Course Code:
3. Semester / Year: 2023-2024
4. Description Preparation Date: April 2024
5. Available Attendance Forms: Attendance only
6. Number of Credit Hours (Total) / Number of Units (Total) 3 Units/3 Hours
7. Course administrator's name (mention all, if more than one name) Name: Prof. Dr. Ihsan Dahash Chalab Email: ihsan.chalab@qu.edu.iq
8. Course Objectives Providing students with basic knowledge about management, its theories and principles. Developing students' critical and analytical thinking skills regarding administrative theories and concepts. Encouraging self-learning and independent search for administrative knowledge. Improving students' ability to communicate effectively and work within work teams to think and reflect on administrative concepts

evaluating students' understanding of the subject through daily, monthly, or quarterly tests.

Encouraging students to disclose how administrative theories and principles can be embodied
In the field of reality.

9. Teaching and Learning Strategies

Discussion: By asking questions that stimulate students' motivation to explore the scientific material.

Critical thinking: putting students in front of situations, tasks, and problems and asking them to solve them and deal with them using the principle of doubt and testing opinions in the light of their previous knowledge in order to arrive at conclusions and knowledge without prejudice.

10. Course Structure

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1	3		management and the justifications for studying it		
2	3		the nature of management		
3	3		Management: levels and functions		
4	3		Managerial approaches		
5	3		Manager: skills and challenges		
6	3		organizations and its parts		

7	3		Scientific management		
8	3		Managerial principles		
9	3		Behavioral school		
10	3		Modern management		
11	3		Environment: levels and types		
12	3		Business ethics and ethical behavior		
13	3		Planning		
14	3		Organizing and organizational structures		
15	3		Leadership and its theories		

11. Course Evaluation

30 Marks (Written Exam)

5 Marks (Daily activities)

5 Marks (quizzes)

12. Learning and Teaching Resources

كتاب (اساسيات الادارة : مدخل عملياتي نشاطي)

.Daft , R. L. (2022) , Management , Fourteenth Edition , Cengage Learning Inc-

t, R. L. and Marcic , D.(2023), Understanding Management, Twelfth Edition , Cengage –
Learning, Inc

ng , C. and Khatri , A. (2024) , Principles and practices of management and organizational
behavior, Routledge ,Taylor and Francis Group.

Course description form

Reviewing the performance of higher education institutions

((academic program review))

Course description (Principles of economics - first course - first stage

This course description provides a necessary summary of the most important characteristics of the course and the learning outcomes that the student is expected to achieve, demonstrating whether he has made the most of the available learning opportunities, and it must be linked to the program description.

1-Educational institution	Ministry of Higher Education / Al-Qadisiyah University - College of Administration and Economics
2-University department/center	Scientific Department: Business Administration
3- Course name/code	ECB400 Principles of Economics
4- The programs in which he is included	Lectures on principles of economics
5- Available forms of attendance	My presence
6- Semester/year	The first is 2023-2024
7-The total number of academic hours	24, 2 hours a week for each section (number of sections: 3 in the morning)
8-The date this description was prepared	2024

9- Course objectives	
A- Objectives and educational benefit in analyzing micro and macro economic theory	
B - Identify the most important theories that address consumer behavior, producer behavior, and balances in markets	
C - Recognizing the importance of economic theory in drawing up micro-policies	
D - Identify the theoretical and mathematical applications of the theory	
10- Learning outcomes and methods of teaching, learning and evaluation	
A-Knowledge and understanding	
1- Definition of economics and micro and macro economic theory	
2-The importance of economic theory in economic analysis	
3- Using mathematical methods in theoretical application	
4-Studies of elasticities and their applications to the economy	
5- Identify the type of markets and their forms in the economy	
6- Cost market analysis	
B- Subject-specific skills	
1- Applications of flexibility in economic policies	
2- Identify appropriate ways to solve economic problems	
3-The effectiveness of micro and macro economic tools in directing economic resources	
4- Learn about economic policies and ways to develop them	
C- Teaching and learning methods	
A - Explaining the material theoretically and giving examples from reality to link reality with the theoretical aspect	
B - Graphic and mathematical analysis of the material	

<p>C - The role of some economic theory tools in correcting the economic path</p> <p>D - Stimulate understanding and involvement in the material by presenting some examples from the economic reality</p>	
<p>D-Evaluation methods</p> <p>A - Student participation in preparing and explaining the material</p> <p>B - Asking some questions external to the topic</p> <p>C - Discussing an economic problem</p> <p>D- Assigning students to prepare reports and research</p> <p>H - Conduct daily examinations</p>	
<p>11- Thinking skills</p> <p>A- Linking the theoretical aspect of the subject to the economic reality</p> <p>B- Allow students to discuss</p> <p>C- Teaching the student how to think logically to solve economic problems</p>	
<p>12-Infrastructure</p>	
<p>A-Required readings</p> <p>-Basic texts</p> <p>-The course books</p> <p>-Other</p>	<p>A - Dr. Karim Al-Hasnawi, Principles of Economics, Dar Al-Kutub for Printing and Publishing, University of Mosul, 2001.</p> <p>B-D. Fares Barihi, Principles of Economics, Concepts and Applications, 2020</p> <p>C- Prof. Dr. Kamel Allawi and Prof. Dr. Hassan Latif_Principles of Economics</p>

B- Special requirements (including, for example, workshops, periodicals, software, and websites)	Providing students with some websites concerned with economic theory
C-Social services (including, for example, guest lectures, vocational training, and field studies)	
13-Acceptance	
Prerequisites	
B-The least number of students	33
C-The largest number of students	55

Structure of the study material:

First semester: (first course)

The first week: Introduction to economic theory

The second week - the concept of demand, the demand function and equation, and applied and mathematical examples

The third week: Price elasticity of demand

Week Four - Income elasticity of demand

Cross elasticity - applied mathematical examples

Week Five: Theory of consumer behavior and consumer equilibrium

Sixth week: Marginal utility theory

Seventh week: The theory of indifference curves

Week 8: Characteristics of indifference curves

The ninth week: Consumer equilibrium - applied mathematical examples

Week 10: Price and consumption curve

Week Eleven: Supply (the concept of supply, the function and equation of supply)

Week Twelve: Flexibility of presentation with applied and mathematical examples

Week thirteen: Market balance

Balance theoretically and graphically

Sports applications on balance

The fourteenth week: Short-term production

Week fifteen: Long-term production

Week sixteen: Product balance, minimizing costs and maximizing profits

Week seventeen: Costs - Costs in the short term

Course Description Form

13.	Course Name: Managerial Readings
14.	Course Code:
15.	Semester / Year: 2023-2024
16.	Description Preparation Date:
17.	Available Attendance Forms:
18.	Number of Credit Hours (Total) / Number of Units (Total) Credit hours (2) Number of units (2)
19.	Course administrator's name (mention all, if more than one name)

Name: Amer Ali Al-Atwi

Email: alatwi@qu.edu.iq

20. Course Objectives

Course Objectives	<p>At the end of the semester, the student should be able to:</p> <p>1- Understand and memorize technical terminology related to business administration</p> <p>2- Knowledge of various administrative concepts in English terms</p> <p>3- Distinguish between some English terms regarding business administration concepts</p>
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21. Teaching and Learning Strategies

Strategy	<p>Three strategies were adopted to achieve the objectives of the study subject:</p> <p>1- Cooperative learning strategy: Forming small homogeneous or heterogeneous groups to discuss practical problems from the reality of the organizations' work.</p> <p>2- Individual learning strategy: A strategy that aims to take into account individual differences when presenting and clarifying the objectives of the academic subject.</p> <p>3- Lectures: Presentation of lecture topics and interactive discussion with students.</p> <p>4- Lectures: Presentation of lecture topics and interactive discussion with students.</p> <p>5- Daily and monthly exam</p>
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22. Course Structure

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1	2	Defining management and explaining the various approaches to studying management	Management and organization	Lecture	Direct questions and discussions
2	2	Explain the six management functions	Functions of management	Lecture	Direct questions, discussions and daily quiz
3	2	Understanding schools of management thought	Classical perspectives of management thoughts	Lecture	Direct questions and discussions
4	2	Understanding quantitative management and its various approaches and tools	Quantitative perspective	Lecture and collaborative learning	Direct questions, discussions and daily quiz

5	2	Definition of planning, types of plans, and how to formulate them	Planning	Lecture	Direct questions and discussions
6	2	Giving an idea of the organization's goals and types	Goals	Lecture and collaborative learning	Direct questions and discussions
7	2	First exam	Exam.	-	-
8	2	Defining the organization and explaining the importance of organizations and their types	Organizations	Lecture	Direct questions and discussions
9	2	Explain the chain of command and explain its impact in the workplace	Chain of command	Lecture	Direct questions, discussions and daily quiz
10	2	Understanding the delegation process, its forms and factors affecting it	Delegations	Lecture	Direct questions, discussions and daily quiz
11	2	Definition of leadership, sources of leader power, and classic theories of leadership	Leadership	Lecture and cooperative learning	Direct questions and discussions
12	2	Learn about modern leadership theories and concepts and their relationship to power	Leadership and Power	Lecture	Direct questions and discussions
13	2	Understanding Budgeting control and the factors affecting it	Control	Lecture	Direct questions and discussions
14	2	Defining management and explaining the various approaches to studying management	Budgeting control	Lecture	Direct questions, discussions and daily quiz
15	2	Second exam	Exam.	-	-
23. Course Evaluation					
Distributing the score out of 100 according to the tasks assigned to the student such as daily preparation, daily oral, monthly, or written exams, reports etc					
10 marks on daily exams					

10 marks for presentation, discussion, preparation and daily participation	
10 marks for the first exam	
10 marks for the second exam	
24. Learning and Teaching Resources	
Required textbooks (curricular books, if any)	Book: Managerial readings
Main references (sources)	
Recommended books and references (scientific journals, reports...)	Some specialized scientific reports and journals
Electronic References, Websites	Websites specialized in English language

Course Description Form

Review the performance of higher education institutions (review of the academic program)

Course Description

This course introduces the student to the entrance to the study of accounting through the conceptual framework of accounting to record economic operations and events through single entry, double entry and the documentary cycle to provide a full understanding of accounting operations

1- Educational institution	University of Qadisiyah / College of Administration and Economics
2- University Department / Center	Accounting
3- Course name/code	Financial Accounting 1/1101m mm 1

4- Programs in which enters	Project of developing and updating the curricula of the College of Administration and Economics in Iraqi universities – Bachelor of Accounting
5- Available attendance forms	Classrooms
6- Year/Semester	2023-2024 / First Semester
7- Number of student hours (total)	48
8- Date of preparation this description	2024
9- Course Objectives	
1- Enable the student to know what accounting is, the business environment, the basic functions of accounting and the users of accounting information	
2- Knowing how to apply practical accounting from the objective assumptions, principles and types of restrictions for traditional and modern accounting	
3- Enable the student to understand the accounting cycle of recording, posting and balance	
4- How to address the decline and rise in capital	
5- How to deal with buying and selling operations and their return	
10. Learning outcomes and methods of teaching, learning and assessment	
Knowledge and understanding	
Knowledge	
1- Knowing the nature of financial accounting and methods of dealing with the market from buying and selling, how to discount and the cost of the goods sold	
2- Know how to deal with personal withdrawals and how to process them	
3. Know how to match companies	

B- Subject-specific skill					
1- Gain skill in accounting in the work environment					
2- Know how to analyze operations and then register, post, balance and prepare financial statements					
3- Methods of pricing inventory, sales and purchases, and how to process them					
C. Thinking skill					
Ask questions to the student to motivate him to think and participate					
d. Teaching and learning method					
1- Live electronic lecture					
2- Recorded Video					
3- Lectures in pdf form					
4- Duties and exercises					
c. Evaluation method					
1- Monthly test					
2- Daily test					
3- Oral exam					
4- Direct guidance to student					
5- Short test					
11. Course Environment					
Week	Hours	Required Learning Outcomes	Name of the unit/course or topic	Method of education	Evaluation method
1	4	The concept of accounting, its objectives and branches	The concept of accounting	Lectures	Oral exam

2	4	Single entry and budget equivalency	Single constraint	Lectures	Oral exam
3-6	4	Double Entry(Debit / Credit)	Double Entries	Lectures	Oral exam
7-10	4	Registration, posting, balance and trial balance	Learn about registration, posting, balance, and trial balance	Lectures	Oral exam
11-15	4	Commodity and financial operations	Identify the operations of goods and financial operations	Lectures	Oral exam

12. Infrastructure

<p>Required readings:.</p> <p>1- Basic texts</p> <p>2- Course Books</p> <p>3- Other</p>	<p>Zaco</p> <p>Zako, Safaa Ahmed et al.</p> <p>Dr. Bashir Atta and websites</p>
<p>Special requirements include, for example, workshops, courses and software</p>	
<p>Social services, including, for example, guest lectures and vocational training</p>	

13. Admission Prerequisites

Minimum number of students							
The largest number of students							

25.	Course Name: Arabic Language	
26.	Course Code:	
27.	Semester / Year: 2023 / 2024	
28.	Description Preparation Date: 2024	
29.	Available Attendance Forms:	
30.	Number of Credit Hours (Total) / Number of Units (Total)	
	Number of hours 2	Number of units 2
31.	Course administrator's name (mention all, if more than one name)	
	Name: Faiza Abdel Zahra Jamel	Email: faaza.abdaizhraa@qu.edu.iq
32.	Course Objectives	
	Course Objectives	<ul style="list-style-type: none"> • Mastering pronunciation in classical Arabic and preserving it from other foreign words • How to write graduation research in proper Arabic • Mastering dictation, writing punctuation, and punctuation • Mastering writing numbers with the countable in terms of masculine and feminine
33.	Teaching and Learning Strategies	
	Strategy	Lectures Discussion

	Brainstorming Narrative style ask questions
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34. Course Structure

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
The first	2		How to write hamza	The lecture	oral test
The second	2		An example of a pre-Islamic poet	The lecture	oral test
The third	2		The subject and the predicate	The lecture	oral test
The fourth	2		An example of an Abbasid poet	The lecture	oral test
The fifth	2		Badr Shaker Sayyab	The lecture	oral test
The sixth	2		It is prohibited to exchange	The lecture	oral test
The seventh	2		Prose / Al-Jahiz	The lecture	oral test
The eight	2		1 month exam	The lecture	oral test
The ninth	2		Poetry of resistance	The lecture	oral test
The tenth	2		The actor and his deputy	The lecture	oral test
The eleven	2		Modern poetry	The lecture	oral test

The twelfth	2		Ahmad Shawqi	The lecture	oral test
The thirteen	2		Effects	The lecture	oral test
The fourteenth	2		The crier	The lecture	oral test
The fifteenth	2		2 month exam	The lecture	oral test

Course Description Form

35. Course Evaluation

Distributing the score out of 100 according to the tasks assigned to the student such as daily
daily oral, monthly, or written exams, r

36. Learning and Teaching Resources

Required textbooks (curricular books, if any)	General Arabic for non-specialis
Main references (sources)	Some

<p>Recommended books and references (scientific journals, reports...)</p>	<p>Alf</p>
<p>Electronic References, Websites</p>	

Course Description Form

37.	Course Name: English language for the first stage
38.	Course Code:

39. Semester / Year: first semester		2023-2024
40. Description Preparation Date:		7/4/2024
41. Available Attendance Forms:		Attendance in the classroom
42. Number of Credit Hours (Total) / Number of Units (Total)		30 hours 30 units
43. Course administrator's name (mention all, if more than one name)		Name: Dr. BASIM ABBAS KRAIDY JASSMY Email: basim.jassmy@qu.edu.iq
44. Course Objectives		
Course Objectives	<ul style="list-style-type: none"> • Teaching English speaking skills • Knowing the rules of the English language • Handling errors for non-English speakers. 	
45. Teaching and Learning Strategies		
Strategy	<p>Using traditional lectures</p> <p>seeking help from British centers to provide simplified lectures, especially on grammar</p> <p>accurate translation using electronic devices and pointing out translation errors in the field of business administration</p>	

46. Course Structure					
Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1	2	Introduction to know	to know others	Attendance	ily and monthly
2-	2	know our world	Your world	Attendance	Daily
3-	2	ow your surrounding	All about you	Attendance	ily and monthly
4-	2	Family ties	Family and friends	Attendance	ily and monthly
5-	2	e way you are live	The way I live	Attendance	ily and monthly
6-	2	Daily habits	Every day	Attendance	Monthly
7-	2	What people like	My favorites	Attendance	ily and monthly
8-	2	Where do you live	Where I live	Attendance	ily and monthly
9-	2	Speaking in the past tense	Times past	Attendance	ily and monthly
10-	2	nenses in the past perfect	We had a great time	Attendance	ily and monthly
11-	2	What I can do	I can do that	Attendance	ily and monthly
12-	2	Forgiveness and gratitude	Please and thank you	Attendance	ily and monthly
13-	2	Near and far	Here and now	Attendance	ily and monthly
14-	2	Future tenses	It's times to go	Attendance	ily and monthly
15-	2	Overview revision		Attendance	

			Revision		
47. Course Evaluation					
Distributing the score out of 100 according to the tasks assigned to the student such as daily preparation, daily oral, monthly, or written exams, reports etc , 60 for final examination Monthly examination 25 , 5 daily duties , 5 oral examination , 5 daily attendance					
48. Learning and Teaching Resources					
Required textbooks (curricular books, if any)	Headway				
Main references (sources)	Headway for beginners				
Recommended books and references (scientific journals, reports...)	Crown academy of English				
Electronic References, Websites	https://youtu.be/X8lu4_5F0hg?si=zq90h1Y2d-9_owU8				

Course description form

49. Course name:	Computer
50. Course code:	
51. Semester / year:	2023/2024 The first semester
52. Description preparation date:	6/4/2024
53. Available attendance forms:	Daily attendance according to the scheduled schedule

54. Number of credit hours (total) / number of units (total)	
Number of credit hours 30, number of units 2	
55. Course administrator's name (mention all, if more than one name)	
Name: Ahmed Ibraheem Abed Zaid	Email: ahmed.ibraheem@qu.edu.iq
Name: Ahmed Rahim Jabbar	Email: ahmed.ibraheem@qu.edu.iq
56. Course objectives	
Course objectives	<ul style="list-style-type: none"> 1- To provide students with computer use skills 2- To teach students the basic concepts of computers 3- To prepare students to benefit from the computer subject in the coming years and in practical life, as it is a basic subject in labor market.
57. Teaching and learning strategies	
Strategy	<p style="text-align: right;">Cognitive goals</p> <ul style="list-style-type: none"> 1- Explaining the material in lecture manner (theoretical) 2- Explain the material. In a practical manner (application) 3- Use illustrative means to present the material <p style="text-align: center;">The main objectives of the course</p> <ul style="list-style-type: none"> 1- To acquire some technical skills 2- Direct questions and answers about the previous material. 3- Analyze the student's ability to comprehend by directly executing commands <p style="text-align: right;">Emotional and value goals</p> <ul style="list-style-type: none"> 1- Acquiring positive values such as cooperation, respect for other awareness, accuracy, and organization 2- The ability to participate and interact. Objectives. <p style="text-align: center;">Teaching and learning frameworks</p> <ul style="list-style-type: none"> 1- Theoretical lectures in classrooms 2- Practical lectures in computer laboratories <p style="text-align: right;">Evaluation methods</p> <ul style="list-style-type: none"> 1- Adherence to the timings specified for lectures and submitting research reports. 2- Active participation in the lesson is evidence of the student's commitment to the subject of the lesson and taking responsibility 3- Conducting daily tests by asking theoretical and practical questions

4- Conducting periodic monthly and final examinations

58. Course structure

Week	Hours	Required learning outcomes	Unit or subject name	Learning method	Evaluation method
1	2	Computer basics	Computer basics	Lecture (theoretical +practical)	Tests (theory +practical)
2	2	How a computer works and what are the parts of a computer	How a computer works and what are the parts of a computer	Lecture (theoretical +practical)	Tests (theory +practical)
3	2	Bits and bytes	Bits and bytes	Lecture (theoretical +practical)	Tests (theory +practical)
4	2	Programming language	Programmin g language	Lecture (theoretical +practical)	Tests (theory +practical)
5	2	Your personal computer	Your personal computer	Lecture (theoretical +practical)	Tests (theory +practical)
6	2	Computer security and software licensing	Computer security and software licensing	Lecture (theoretical +practical)	Tests (theory +practical)
7	2	The exam	The exam	The exam	The exam
8	2	Windows 7	Windows 7	Lecture (theoretical +practical)	Tests (theory +practical)
9	2	Media area	Media area	Lecture (theoretical +practical)	Tests (theory +practical)

10	2	Procedures for operations on windows	Procedures for operations on windows	Lecture (theoretical +practical)	Tests (theory +practical)
11	2	Create a shortcut icon	Create a shortcut icon	Lecture (theoretical +practical)	Tests (theory +practical)
12	2	Control panel	Control panel	Lecture (theoretical +practical)	Tests (theory +practical)
13	2	Time, language and region	Time, language and region	Lecture (theoretical +practical)	Tests (theory +practical)
14	2	Some computer settings	Some computer settings	Lecture (theoretical +practical)	Tests (theory +practical)
15	2	The exam	The exam	The exam	The exam

59. Course evaluation

Distributing the score out of 100 according to the tasks assigned to the student such as daily preparation, daily oral, monthly, finally tests or written exams, reports Etc

60. Learning and teaching resources

Required textbooks (curricular books, if any)	
Main references (sources)	Computer basics and office applications part one
Recommended books and references (scientific journals, reports...)	
Electronic references, websites	

Course Description Form

61.	Course Name:	General Mathematics
62.	Course Code:	
63.	Semester / Year:	First semester 2023–2024
64.	Description Preparation Date:	-3-202482
65.	Available Attendance Forms:	In class and in the laboratory
66.	Number of Credit Hours (Total) / Number of Units (Total)	units2 hours , 45
67.	Course administrator's name (mention all, if more than one name)	Name: Dr. Asaad Naser Hussian Email: asaad.nasir@qu.edu.iq
68.	Course Objectives	
	Course Objectives	roduce the student to how to know mathematical ctions, Their Types, how to derive them and some of their use .
69.	Teaching and Learning Strategies	
	Strategy	1- Brainstorming strategy

- 2- Discussion strategy
- 3- E-learning strategy
- 4- Teaching strategy with examples

70. Course Structure

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1	3	roducing the student to Function	Function	Lectures sample solutions	discussion Daily exams Homework
2	3	roducing the student to - Graph the function	Graph the function	Lectures sample solutions	discussion Daily exams Homework
3	3	roducing the student to - Inverse the function	Inverse the function	Lectures sample solutions	discussion Daily exams Homework
4	3	roducing the student to Limit function	Limit function	Lectures sample solutions	discussion Daily exams Homework
5	3	roducing the student to - Inverse the function	Odd and even function	Lectures sample solutions	discussion Daily exams Homework
6	3	first exam	first exam	Lectures sample solutions	discussion Daily exams Homework
7	3	roducing the student to - Continuous	Continuous	Lectures sample solutions	discussion Daily exams Homework
8	3	roducing the student to - Trigonometric functions	Trigonometric functions	Lectures sample solutions	discussion Daily exams

					Homework
9	3	roducing the student to inverse Trigonometric functions	erse Trigonometric functions	Lectures sample solutions	discussion Daily exams Homework
10	3	roducing the student to - onential and logarithmic functions	ponential and logarithmic functions	Lectures sample solutions	discussion Daily exams Homework
11	3	The second exam	The second exam	Lectures sample solutions	discussion Daily exams Homework
12	3	roducing the student to Derivative	Derivative	Lectures sample solutions	discussion Daily exams Homework
13	3	roducing the student to derivative of onometric and exponential functions	derivative of onometric and exponential functions	Lectures sample solutions	discussion Daily exams Homework
14	3	roducing the student to Partial derivation	Partial derivation	Lectures sample solutions	discussion Daily exams Homework
15	3	Student evaluation	Final exam		Score of 40

71. Course Evaluation

Annual endeavor = daily preparation and absences 10 marks + monthly exams 30 = 40
 Final exam = 60

72. Learning and Teaching Resources

Required textbooks (curricular books, if any)	calculation of the Schom series calculus
Main references (sources)	Calculus
Recommended books and references (scientific journals, reports...)	
Electronic References, Websites	All sites that contain a scheduled curriculum

Course Description Form

73.	Course Name: Business Letters:
74.	Course Code:
75.	Semester the second / Year: 2023–2024
76.	Description Preparation Date: 1/4/2024
77. Available Attendance Forms: Attendance only	
78. Number of Credit Hours (Total) / Number of Units (Total)	
3 hours 3 unite	
79.	Course administrator's name (mention all, if more than one name)
Name: Mhesn Alwan Mohammed	
Email: mhsen.alwan@qu.edu.iq	
80.	Course Objectives
<p style="text-align: center;">Course Objectives</p> <p style="text-align: center;">Objectives of the study subject</p> <p>1- Knowledge and understanding:</p> <p style="padding-left: 40px;">2- Mental skills:</p> <p>3- Professional and scientific skills:</p> <p>4- General and transferable skills:</p>	<p>Providing a systematic and comprehensive text that contains all</p> <p style="text-align: center;">2- Basic concepts in business correspondence</p> <p style="text-align: right;">Written and electronic</p> <p>Providing an appropriate amount of information and knowledge</p>

	<p>With the development in commercial and administrative correspondence.</p> <p>Providing real-life information and experiences about skills Correspondence and removing imaginary barriers to prevent</p> <p>without the obstacles that hinder correspondence operations Administrative and commercial.</p>
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81. Teaching and Learning Strategies

Strategy	<p>1- Lecture style</p> <p>2- PowerPoint presentation style</p> <p>3- Discussions</p>
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82. Course Structure

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1	2		The concept of a Business letter	Lecture style	Daily exam
2	2		Business letter writing requirements	Lecture style	Daily exam
3	2		Importance of business letters	Lecture style	Daily exam
4	2		Types of business letters	Lecture style	Daily exam
5	2		Functions of business letters	Lecture style	Daily exam
6	2		Effective business letter	Lecture style	Daily exam
7	2		The seven basic principles of business Letters	Lecture style	Daily exam
8	2		Mid exam	Lecture style	Daily exam

9	2		What is the main part of Business Letter?	lecture style	Daily exam
10	2		Auxiliary parts of the letter	lecture style	Daily exam
11	2		Introduction to a Business Transaction	lecture style	Daily exam
12	2		Quotations and Offers	lecture style	Daily exam
13	2		Terms of Payment	lecture style	Daily exam
14	2		The Inquiry	lecture style	Daily exam
15	2		exam	lecture style	Daily exam

83. Course Evaluation

Distributing the score out of 100 according to the tasks assigned to the student such as daily preparation, daily oral, monthly, or written exams, reports etc

First monthly exam 15

Second monthly exam 15

Oral exam 5

Attendance 5

Final exam 60

84. Learning and Teaching Resources

Required textbooks (curricular books, if any)	√
Main references (sources)	
The professor is obligated according to the syllabus	√
Recommended books and references (scientific journals, reports...)	
Electronic References, Websites	√

Course description form

Reviewing the performance of higher education institutions ((academic program review))

Course description: Principles of economics - second course - first stage
 This course description provides a necessary summary of the most important characteristics of the course and the learning outcomes that the student is expected to achieve, demonstrating whether he has made the most of the available learning opportunities, and it must be linked to the program description.

1- Educational institution	Ministry of Higher Education / Al-Qadisiyah University - College of Administration and Economics
2-University department/center	Scientific Department: Business Administration
3- Course name/code	ECB400 Principles of Economics
4- The programs in which he is included	Lectures on principles of economics

5- Available forms of attendance	Daily attendance according to the scheduled schedule
6- Semester/year	The second 2023-2024
7-The total number of academic hours	36, 3 hours per week (number of people (3))
8-The date this description was prepared	2024
9- Course objectives	
A- Objectives and educational benefit in analyzing micro and macro economic theory	
B - Identify the most important theories that address consumer behavior, producer behavior, and balances in markets	
C - Recognizing the importance of economic theory in drawing up micro-policies	
D - Identify the theoretical and mathematical applications of the theory	
10- Learning outcomes and methods of teaching, learning and evaluation	
A-Knowledge and understanding	
1- Definition of economics and micro and macro economic theory	
2-The importance of economic theory in economic analysis	
3- Using mathematical methods in theoretical application	
4-Studies of elasticities and their applications to the economy	
5- Identify the type of markets and their forms in the economy	
6- Cost market analysis	

B- Subject-specific skills
<p>1- Applications of flexibility in economic policies</p> <p>2- Identify appropriate ways to solve economic problems</p> <p>3-The effectiveness of micro and macro economic tools in directing economic resources</p> <p>4- Learn about economic policies and ways to develop them</p>
C- Teaching and learning methods
<p>A - Explaining the material theoretically and giving examples from reality to link reality with the theoretical aspect</p> <p>B - Graphic and mathematical analysis of the material</p> <p>C - The role of some economic theory tools in correcting the economic path</p> <p>D - Stimulate understanding and involvement in the material by presenting some examples from the economic reality</p>
D-Evaluation methods
<p>A - Student participation in preparing and explaining the material</p> <p>B - Asking some questions external to the topic</p> <p>C - Discussing an economic problem</p> <p>D- Assigning students to prepare reports and research</p> <p>H - Conduct daily examinations</p>
11-Thinking skills
<p>A- Linking the theoretical aspect of the subject to the economic reality</p> <p>B- Allow students to discuss</p> <p>C- Teaching the student how to think logically to solve economic problems</p>
12-Infrastructure

<p>A-Required readings</p> <ul style="list-style-type: none"> -Basic texts -The course books -Other 	<p>A - Dr. Karim Al-Hasnawi, Principles of Economics, Dar Al-Kutub for Printing and Publishing, University of Mosul, 2001.</p> <p>B-D. Fares Barihi, Principles of Economics, Concepts and Applications, 2020</p> <p>C- Prof. Dr. Kamel Allawi and Prof. Dr. Hassan Latif - Principles of Economics</p>
<p>B- Special requirements (including, for example, workshops, periodicals, software, and websites)</p>	<p>Providing students with some websites concerned with economic theory</p>
<p>C-Social services (including, for example, guest lectures, vocational training, and field studies)</p>	
13-Acceptance	
Prerequisites	
<p>B-The least number of students</p>	33
<p>C-The largest number of students</p>	55

Structure of the study material:
Chapter Two: (Second Course)

The first week: costs - costs in the short period

The second week: Costs in the long period (mathematical examples)

The third week: Markets - a perfectly competitive market

The fourth week: product balance in the short term

The fifth week: long-term product balance, mathematical applications on balance

Week Six: Monopoly Market - Product Equilibrium in the Short Run

Seventh week: long-term product balance - applications
 Week Eight: Monopolistic competition market, product equilibrium in the short period
 The ninth week: long-term product balance - applications
 Week Ten: Oligopoly Market
 Week Eleven: Distribution
 Week Twelve: National Income
 Week thirteen: Theories of national income
 Week Fourteen: Foreign Trade
 Week fifteen: Money and banking

Course Description Form

85.	Course Name:	Statistical applications1
86.	Course Code:	
87.	Semester / Year:	2023-2024
88.	Description Preparation Date:	22-3-2024
89.	Available Attendance Forms:	In class
90.	Number of Credit Hours (Total) / Number of Units (Total)	3 hours
91.	Course administrator's name (mention all, if more than one name)	Name: mayyadah.j.kadim Email: mayyadah.j.kadim@qu.edu.iq
92.	Course Objectives	
	Course Objectives	4- 1. Enable the student to understand the principles of statistics.

	<p>5- 2. Familiarize the student with methods of data tabulation.</p> <p>6- 3. Introducing the student to methods of describing and analyzing data.</p> <p>7- 4. Enabling the student to derive decisions and infer them from the results of the analysis.</p>
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93. Teaching and Learning Strategies

Strategy	<p>A- Knowledge and understanding:</p> <p style="padding-left: 40px;">1- Definition of statistics.</p> <p style="padding-left: 40px;">2-The importance of statistics.</p> <p style="padding-left: 40px;">3- Identify the types of statistics and define the problem or hypothesis of the research or study.</p> <p>B- Skill objectives for the subject:</p> <p>- Identify statistical methods appropriate for the purposes of scientific research.</p> <p style="padding-left: 40px;">(Teaching and learning methods)</p> <p>- Explaining the material theoretically, giving examples from reality to link reality with the theoretical aspect</p> <p style="padding-left: 40px;">- Graphical and mathematical analysis of the material</p> <p style="padding-left: 80px;">- Using the lecture and discussion method</p> <p style="padding-left: 40px;">- Stimulate understanding of the traps in the material by providing some examples.</p> <p style="padding-left: 80px;">(evaluation methods)</p> <p>-The student’s participation in preparing and explaining the material</p> <p style="padding-left: 40px;">- Asking some questions external to the topic</p> <p style="padding-left: 80px;">- Duties assigned to the student</p> <p style="padding-left: 40px;">Conducting daily exams</p>
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94. Course Structure

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation
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					method
1.	3	Concept of statistics	the introduction	Lecture and application using examples	Discussion and assignment
2.	3	The importance of statistics	Areas of application of statistics	Lecture and application using examples	Discussion and assignment
3.	3	Determine the method of collecting data and information	Historical and field sources	Lecture and application using examples	Discussion and assignment
4.	3	Data tab	Types of data tabulation	Lecture and application using examples	Discussion and assignment
5.	3	Random variables	Discrete and continuous variables	Lecture and application using examples	Discussion and assignment
6.	3	Frequency distribution	Frequency distribution tables	Lecture and application using examples	Discussion and assignment
7.	3	Clustered frequency distribution curves	The rising and falling cluster	Lecture and application using examples	Discussion and assignment
8.	3	Statistical symbols and terms	Addition symbol and multiplication symbol	Lecture and application using examples	Discussion and assignment
9.	3	Measures of central tendency	Classified data	Lecture and application using examples	Discussion and assignment
10.	3	Measures of central tendency	Unclassified data	Lecture and application using examples	Discussion and assignment
11.	3	Measures of dispersion	the introduction	Lecture and application using examples	Discussion and assignment

12.	3	variance	Its laws and characteristics	Lecture and application using examples	Discussion and assignment
13.	3	standard deviation	Its laws and characteristics	Lecture and application using examples	Discussion and assignment
14.	3	Average deviation	Its laws and characteristics	Lecture and application using examples	Discussion and assignment
15.	3	Dispersion coefficients: coefficient of variation, Standard score	Measures of dispersion	Lecture and application using examples	Discussion and assignment
95. Course Evaluation					
Annual endeavor = daily preparation and absences 10 marks + monthly exams 30 = 40 Final exam = 60					
96. Learning and Teaching Resources					
Required textbooks (curricular books, if any)	1. Principles of statistics				
Main references (sources)	1. Statistics and probability				
Recommended books and references (scientific journals, reports...)	An Introduction to Principle statistics				
Electronic References, Websites	1. An Introduction of Statistical				

Course Description Form

Review the performance of higher education institutions (review of the academic program)

Course Description

This course is related to introducing the student to commercial papers, how to register them, fixed assets, how to sell and replace them, addressing accounting errors and adjustments of revenues and expenses, ending with the preparation of final accounts and the preparation of financial statements.

1- Education institution	University of Qadisiyah / College of Administration and Economics
2- University Department / Center	Accounting
3- Course name/code	Financial Accounting 2/2102 mm 2
4- Programs which he enters	Project of developing and updating the curricula of the College of Administration and Economics in Iraqi universities – Bachelor of Accounting
5- Available attendance forms	Classrooms
6- Year/Semester	2023-2024 / Second Semester
7- Number of study hours (total)	48
8- Date of preparation of this description	2024
9- Course Objectives	
1- Identify fixed assets and how to account for the	

2-What are accounting errors and how to address them
10. Learning outcomes and methods of teaching, learning and assessment
<p>Knowledge and understanding</p> <p>Knowledge</p> <p>1- The student knows how to prove financial transactions and prepare final accounts</p> <p>2- Balance sheet</p> <p>3- Financial Statements</p>
<p>B- Subject-specific skills</p> <p>1- Statement of accounts of the debtor and creditor</p> <p>2- Preparation of final accounts and financial statements</p>
<p>C. Thinking skills</p> <p>Ask questions to the student to motivate him to think and participate</p>
d. Teaching and learning methods
<p>1- Live electronic lecture</p> <p>2- Recorded Videos</p> <p>3- Lectures in pdf form</p> <p>4- Duties and exercises</p>
Evaluation methods
<p>1- Monthly tests</p> <p>2- Daily tests</p> <p>3- Oral examinations</p> <p>4- Direct guidance to students</p> <p>5- Short tests</p>
11. Course Environment

Week	Hours	Required Learning Outcomes	Name of the unit/course or topic	Method of education	Evaluation method
1-4	4	Commercial Papers	Definition of commercial papers	Lectures	Oral exam
5-9	4	Fixed assets (acquisition, sale, replacement)	Identification (fixed assets (acquisition, sale, replacement))	Lectures	Oral exam
10-12	4	Correction of errors and adjustments	Identify the correction of errors and restriction adjustments	Lectures	Oral exam
13-15	4	Final Accounts and Trial Balance	Learn about the final accounts and the trial balance	Lectures	Oral exam

12. Infrastructure	
Required readings:. 1- Basic texts 2- Course Books 3- Other	Zaco Zako, Safaa Ahmed et al. Dr. Bashir Atta and websites
Special requirements include, for example, workshops, courses and software	
Social services, including, for example, guest lectures and vocational training	
13. Admission Prerequisites Minimum number of students The largest number of students	

Course Description Form

97.	Course Name: Principles of Management
98.	Course Code:
99.	Semester / Year: 2023/2024

100. Description Preparation Date: April 2024	
101. Available Attendance Forms: Attendance Only	
102. Number of Credit Hours (Total) / Number of Units (Total)	
3 Hours / 3 Units	
103. Course administrator's name (mention all, if more than one name)	
Name: Prof. Dr. Ihsan Dahash Chalab Email: ihsan.chalab@qu.edu.iq Dr. Lecture Hamadh Gijier Grimach Hamadh.gijier@qu.edu.iq	
104. Course Objectives	
Course Objectives	8- Providing students with basic knowledge about the concept of control and the nature of practice 9- Developing students' critical and analytical thinking skills 10- encouraging self-learning and independent research on administrative knowledge
105. Teaching and Learning Strategies	
Strategy	Discussion: By asking questions that stimulate students' motivation to explore the scientific material Critical thinking: Putting students in front of situations, tasks, and problems and asking them to find solutions to them using the principle of testing opinions in light of their previous knowledge to reach conclusions away from previous judgments.
106. Course Structure	

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1	3		What is oversight and the nature of its practice		
2	3		What are the functions of oversight?		
3	3		Characteristics of effective control systems		
4	3		Stages of the oversight process		
5	3		What is financial management?		
6	3		The nature of financial management and its objectives		
7	3		Financial markets and financial management functions		
8	3		Marketing Management		

9	3		Basic concepts in marketing, marketing objectives, marketing management tasks		
10	3		Marketing mix		
11	3		Production and operations management		
12	3		Historical and concept review		
13	3		Strategic decisions of the operations manager		
14	3		Human resources management, concept and objectives		
15	3		Human resources management responsibilities, job description, management practices, and talent management		

107. Course Evaluation

Distributing the score out of 100 according to :

30 Marks (Written Exam)

5 Marks (Daily activities)

5 Marks (quizzes)

108. Learning and Teaching Resources

Required textbooks (curricular books, if any)	كتاب (اساسيات الادارة : مدخل عملياتي نشاط
Main references (sources)	Stacy, R. L. (2022) , Management , fourteenth Edition , Cengage Learning Inc
Recommended books and references (scientific journals, reports...)	-Singh , C. and Khatri , A. (2024) , Principles and practices of management and organizational behavior, Routledge ,Taylor and Francis Group.
Electronic References, Websites	

Course description form

109. Course name:	
2 Computer	
110. Course code:	
111. Semester / year:	
2023/2024 The second semester	
112. Description preparation date:	
6/4/2024	
113. Available attendance forms:	
Daily attendance according to the scheduled schedule	
114. Number of credit hours (total) / number of units (total)	
Number of credit hours 30, the number of units 2	
115. Course administrator's name (mention all, if more than one name)	
Name: Ahmed Ibraheem Abed Zaid	email: ahmed.ibraheem@qu.edu.iq
Name: Ahmed Rahim Jabbar	Email: ahmed.ibraheem@qu.edu.iq
116. Course objectives	
Course objectives	<ul style="list-style-type: none"> a. To provide students with computer use skills b. To teach students the basic concepts of word 2010 and the internet c. To prepare students to benefit from the computer subject in the coming years and in practical life, as it is a basic subject in labor market.
117. Teaching and learning strategies	
Strategy	<div style="text-align: right;">Cognitive goals</div> <ul style="list-style-type: none"> 1- Explaining the material in lecture manner (theoretical) 2- Explain the material. In a practical manner (application) 3- Use illustrative means to present the material <p style="text-align: center;">The main objectives of the course</p> <ul style="list-style-type: none"> 4- 1- To acquire some technical skills about word 2010 and the internet 5- 2- Direct questions and answers about the previous material. 6- 3- Analyze the student's ability to comprehend by directly executing commands

	<p style="text-align: right;">Emotional and value goals.</p> <p>3- 1- Acquiring positive values such as cooperation, respect for other awareness, accuracy, and organization</p> <p>4- 2- The ability to participate and interact. Objectives.</p> <p style="text-align: right;">Teaching and learning frameworks</p> <p>1- Theoretical lectures in classrooms</p> <p>2- Practical lectures in computer laboratories</p> <p style="text-align: right;">Evaluation methods</p> <p>1. Adherence to the timings specified for lectures and submitting research reports.</p> <p>2. Active participation in the lesson is evidence of the student's commitment to the subject of the lesson and taking responsibility</p> <p>3. Conducting daily tests by asking theoretical and practical questions</p> <p>4. Conducting periodic monthly and final examinations</p>
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118. Course structure

Week	Hours	Required learning outcomes	Unit or subject name	Learning method	Evaluation method
1	2	Run microsoft software word 2010	How to start and close a program microsoft software word 2010	Lecture (theoretical +practical)	Tests (theory +practical)
2	2	Program home page tab	Program home page tab commands	Lecture (theoretical +practical)	Tests (theory +practical)
3	2	Insert tab	Insert tab commands	Lecture (theoretical +practical)	Tests (theory +practical)
4	2	Page layout tab	Page layout tab commands	Lecture (theoretical +practical)	Tests (theory +practical)

5	2	References tab	References tab commands	Lecture (theoretical +practical)	Tests (theory +practical)
6	2	View tab	View tab commands	Lecture (theoretical +practical)	Tests (theory +practical)
7	2	Theoretical exam	Theoretical exam	Theoretical exam	Theoretical exam
8	2	Practical exam	Practical exam	Practical exam	Practical exam
9	2	Internet basics	Internet basics	Lecture (theoretical +practical)	Tests (theory +practical)
10	2	Web addresses	Web addresses	Lecture (theoretical +practical)	Tests (theory +practical)
11	2	Internet explorer	Internet explorer	Lecture (theoretical +practical)	Tests (theory +practical)
12	2	Data transfer rate	Data transfer rate	Lecture (theoretical +practical)	Tests (theory +practical)
13	2	Use search engines ,images and types of websites	Use search engines ,images and types of websites	Lecture (theoretical +practical)	Tests (theory +practical)
14	2	The impact of computers and the internet in our lives	The impact of computers and the internet in our lives	Lecture (theoretical +practical)	Tests (theory +practical)
15	2	The exam	The exam	The exam	The exam

119. Course evaluation

Distributing the score out of 100 according to the tasks assigned to the student such as daily preparation, daily oral, monthly, finally tests or written exams, reports Etc

120. Learning and teaching resources

Required textbooks (curricular books, if any)

Main references (sources)	Computer basics and office applications part two
Recommended books and references (scientific journals, reports...)	
Electronic references, websites	

Course Description Form

121. Course Name:	Marketing and e-commerce
122. Course Code:	
123. Semester / Year:	First
124. Description Preparation Date:	4/6/2024
125. Available Attendance Forms:	
126. Number of Credit Hours (Total) / Number of Units (Total)	

127. Course administrator's name (mention all, if more than one name)

Name: Prof.dr. Hussien Ali Abdulrasool

Email: hussien.ali@qu.edu.iq

128. Course Objectives

That the student be able to understand the theoretical framework of marketing and know its contents in .1
detail

To understand the importance of studying marketing in practical life .2

That the student be able to apply promotional methods and how to deal with customers .3

To practice the methods of buying, selling and other marketing activities .4

The student should identify the distribution outlets and apply the methods for distributing goods and .5
services

Enabling the student to apply the concepts of electronic commerce in his field of work .6

That the student can diagnose problems related to marketing activities and how to solve them .7

129. Teaching and Learning Strategies

Strategy

Lectures

Panel Discussions

Reports

Lectures

Questions and intellectual discussions

Oral questions

Ask practical questions of reality and note the intellectual
answers for each student

130. Course Structure

11. Course Structure

Week	Hours	ILOs	Unit/Module or Topic Title	Teaching Method	Assessment Method
1	3	1.1	Introduction to the study of marketing	built	Daily tests, oral questions, discussions, panel discussions
2	3	5.1	The system and the marketing system environment	built	Daily tests, oral questions, discussions, panel discussions
3	3	5.1	The concept and importance of the marketing information system	built	Daily tests, oral questions, discussions, panel discussions
4	3	5.1	and its components	built	Daily tests, oral questions, discussions, panel discussions
5	3	3.1+4.1	Marketing research and its types	built	Daily tests, oral questions, discussions, panel discussions
6	3	4.1	Consumer behavior concepts and theories	built	Daily tests, oral questions, discussions, panel discussions
7	3	3.1	Market Segmentation Concepts	built	Daily tests, oral questions, discussions, panel discussions
8	3	3.1	The concept, characteristics and importance of the product	built	Daily tests, oral questions, discussions, panel discussions
9	3	3.1	product life cycle	built	Daily tests, oral questions, discussions, panel discussions

10	3	2.1	Tag and packaging	built	Daily tests, oral questions, discussions, panel discussions
11	3	2.1	Concept, objectives and importance of promotion mix	built	Daily tests, oral questions, discussions, panel discussions
12	3	3.1 + 2.1	Concept, objectives and methods of pricing	built	Daily tests, oral questions, discussions, panel discussions
13	3	6.1	The concept and importance of distribution outlets	built	Daily tests, oral questions, discussions, panel discussions
14	3		The concept and importance of e-commerce	built	Daily tests, oral questions, discussions, panel discussions
15	3	6.1 + 2.1	The relationship of electronic commerce to accounting	electronic	Tests

131. Course Evaluation

Distributing the score out of 100 according to the tasks assigned to the student such as daily preparation, daily oral, monthly, or written exams, reports etc

132. Learning and Teaching Resources

Required textbooks (curricular books, if any)	Marketing Management / Thamer Al-Bakri 2011
Main references (sources)	Marketing management from a customer value perspective 2010

Recommended books and references (scientific journals, reports...)	Marketing principles (Kotler et al., 2001)
Electronic References, Websites	

Course Description Form

133.	Course Name: Organization Theory
134.	Course Code:
135.	Semester / Year: 2023-2024
136.	Description Preparation Date:
137.	Available Attendance Forms:
138.	Number of Credit Hours (Total) / Number of Units (Total) 3 Hours / 3 Units
139.	Course administrator's name (mention all, if more than one name) Name: Rounaq Kadhem Hussin Email: Rounaq.Hussin@qu.edu.iq

140. Course Objectives

Course Objectives	<p>At the end of the semester, the student should be able to:</p> <p>1– Understanding the concept and basics of organization theory</p> <p>2– Knowing that the type of organizations affects the way of thinking and behavior of its employees</p> <p>3– Explain that the organization is one of the most important and beneficial contributions to human development</p> <p>Understanding that organizations are not static entities and therefore without influence, but rather they are living entities that influence and are affected by their employees and those dealing with them.</p>
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141. Teaching and Learning Strategies

Strategy	<p>1– Lectures.</p> <p>2– Active thinking strategy.</p> <p>3– Brainstorming.</p> <p>4– Narration style.</p> <p>5– Daily and monthly tests.</p>
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142. Course Structure

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1	3	Defining the concept of organization, distinguishing between the terms organization	The concept and importance of the organization	Lectures	Ask direct questions And discussions

		<p>and organization, and why we are interested in studying the organization.</p>			
2	3	<p>Knowing how to study the organization and the approaches used in doing so.</p> <p>Identifying the different types of contemporary organizations</p>	<p>How to study organizations</p> <p>Types of organizations</p>	Lectures	<p>Ask direct questions</p> <p>And discussions</p>
3	3	<p>Identify the general features of traditional thought</p> <p>In organization science</p> <p>Identify the similarities and differences between traditional theories and the most important theorists</p> <p>Traditional thought</p>	<p>Traditional theories:</p> <p>Bureaucracy</p>	Lectures	<p>Ask direct questions</p> <p>And discussions</p>
4	3	<p>Identify the general features of traditional thought</p> <p>In organization science</p> <p>Identify the similarities and differences between traditional</p>	<p>Traditional theories:</p> <p>Scientific management theory</p>	Lectures	<p>Ask direct questions</p> <p>And discussions</p>

		<p>theories and the most important theorists</p> <p>Traditional thought</p>			
5	3	<p>Identify the general features of traditional thought</p> <p>In organization science</p> <p>Identify the similarities and differences between traditional theories and the most important theorists</p> <p>Traditional thought</p>	<p>Traditional theories:</p> <p>Administrative divisions school</p> <p>General evaluation of traditional theories</p>	Lectures	<p>Ask direct questions</p> <p>And discussions</p>
6	3	<p>Identify the basic features and characteristics of the behavioral approach to organization</p> <p>Identify the strengths and weaknesses of each theory</p> <p>Identifying trends and causes of transformation in organizing theories</p>	<p>Behavioral approach:</p> <p>Human relations movement</p>	Lectures	<p>Ask direct questions</p> <p>And discussions</p>
7	3	<p>Identify the basic features and characteristics of the</p>	<p>Behavioral approach:</p>	Lectures	<p>Ask direct questions</p>

		<p>behavioral approach to organization</p> <p>Identify the strengths and weaknesses of each theory</p> <p>Identifying trends and causes of transformation in organizing theories</p>	<p>Organizational tie theory</p> <p>Introduction to human resources</p>		<p>And discussions</p>
8	3	<p>Identify the basic features and characteristics of the behavioral approach to organization</p> <p>Identify the strengths and weaknesses of each theory</p> <p>Identifying trends and causes of transformation in organizing theories</p>	<p>Behavioral approach:</p> <p>Introduction to human relations</p> <p>General evaluation of behavioral approach theories</p>	Lectures	<p>Ask direct questions</p> <p>And discussions</p>
9	3	<p>First month exam</p>	<p>Subject for week 1-5</p>	Lectures	<p>Ask direct questions</p> <p>And discussions</p>
10	3	<p>Identify and understand contemporary theories in organization science</p>	<p>Contemporary theories:</p>	Lectures	<p>Ask direct questions</p>

		Distinguish between open system theory and situational approach	Open system theory Situational entry		And discussions
11	3	Identifying modern trends in organizational thought: Strategy management and total quality management	Contemporary theories: Modern trends in organizational thought	Lectures	Ask direct questions And discussions
12	3	Defining organizational goals and identifying different points of view regarding them Definition of organizational effectiveness and organizational efficiency and the difference between them	The organization's goals, effectiveness and efficiency	Lectures	Ask direct questions And discussions
13	3	Knowledge of the organizational structure and organizational chart Identify the different dimensions of the organizational structure	The concept of organizational structure Dimensions of the organizational structure	Lectures	Ask direct questions And discussions

14	3	Describe the different types of organizational structures Identify modern forms of organization	Executive, advisory and functional structure Modern organizational forms	Lectures	Ask direct questions and discussions
15	3	Second month exam	Article for week 6-13	Lectures	Ask direct questions and discussions

143. Course Evaluation

Distributing the score out of 100 according to the tasks assigned to the student such as daily preparation, daily oral, monthly, or written exams, reports etc

10 marks on daily exams

10 marks for presentation, discussion, preparation and daily participation

10 marks for the first month's exam

10 marks for the second month exam

144. Learning and Teaching Resources

Required textbooks (curricular books, if any)	Organization theory and organizational behavior
Main references (sources)	
Recommended books and references (scientific journals, reports...)	Some specialized scientific reports and journals
Electronic References, Websites	Websites specialized in Organization theory

Course Name: Inventory management .1
Course Code: .2
Semester / Year: First term 2024 .3

Description Preparation Date: 2024 .4					
Available Attendance Forms: Study halls .5					
Number of Credit Hours (Total) / Number of Units (Total) 30 hours .6					
Course administrator's name (mention all, if more than one name) .7					
Name: Prof.Dr. Bushra Abdul Hamza Abbas Email: Bushra.abbas@qu.edu.iq					
Course Objectives .8					
<ol style="list-style-type: none"> 1. Explaining the concept of materials and warehouse management. 2. Providing students with an in-depth look at the basics of materials and warehouse management 3. Explaining methods for tabulating, classifying and coding materials. 4. Review how to control the purchase and storage of materials 5. Reviewing mathematical methods that contribute to ideal purchasing and storage. 6. Explain the concept and importance of centralization and decentralization in purchasing and storage 					
Teaching and Learning Strategies .9					
Strategy		.Lecture style -1 Group discussion on the theoretical aspects of -2 .the subject's vocabulary .Discussing and solving applied cases -3 .4- Explanatory means			
Course Structure .10					
Week	Hours	Learning Required Outcomes	Unit or subject name	Learning method	Evaluation method

1.	2	Introduction to materials management	Conceptual framework for materials management and its relationship with other departments. Benefits and objectives of materials management, elements, activities, and characteristics of materials management strategies.	Lectures	Exams + preparation
2.	2	Introduction to materials management	Analyzing the role of Internet technology in improving materials management methods	Lectures	Exams + preparation
3.	2	Transport activity	Understand the methods of determining the basics of transportation	Lectures	Exams + preparation
4.	2	Transportation decisions	Understand the methods of determining transportation decisions	Lectures	Exams + preparation
5.	2	Site selection objectives	Location strategies	Lectures	Exams + preparation
6.	2	Site selection methods	Analyzing the role of Internet technology in changing organizations and their administrative models	Lectures	Exams + preparation
7.	2	Storage management	The concept, nature, importance and objectives of storage	Lectures	Exams + preparation
8.	2	Understand what storage is and how to maintain it	Jobs and costs of warehousing	Lectures	Exams + preparation
9.	2	Identify the basic stages of warehouse planning	Warehouse requirements and types	Lectures	Exams + preparation
10.	2	Introducing the basic elements of warehousing and some contemporary	Internal arrangement of stores	Lectures	Exams + preparation

		problems faced by warehouse management			
11.	2	Identify the movement of storage	Inspecting and receiving materials	Lectures	Exams + preparation
12.	2	Defining how to manage warehouses and warehouses	Centralization and decentralization in storage	Lectures	Exams + preparation
13.	2	Realizing what are the challenges and benefits of treasury that will contribute to building, surviving and growing the organization	Storage levels	Lectures	Exams + preparation
14.	2	Understand the methods of calculating the appropriate amount of storage	Economic quantity of the order	Lectures	Exams + preparation
15.	2	Understanding the degree of influence of the discount on the customer's decision	Calculating the economic quantity in the event that a quantity discount is granted	Lectures	Exams + preparation
.11					
Distributing the score out of 100 according to the tasks assigned to the student such as daily preparation, daily oral, monthly, or written exams, reports etc					
Learning and Teaching Resources .12					
Required textbooks (curricular books, if any)					
Main references (sources)			-Purchasing and Storage Management - Muhammad Al-Adwan, Ali Al-Mashaqba, Haitham Al-Zoubi - Materials management, an administrative and		

	accounting introduction - Dr. Bashir Al-Alaq, Mahmoud Sharaf El-Din
Recommended books and references (scientific journals, reports...)	Writing a report on materials management and its benefits for modern organizations. Based on recent research and articles and contributing to giving the student realistic examples of Iraqi and international companies
Electronic References, Websites	

Course Name: Administrative Applications in Excel .1	
Course Code: .2	
Semester / Year: First term 2024 .3	
Description Preparation Date: 2024 .4	
Available Attendance Forms: Study halls .5	
Number of Credit Hours (Total) / Number of Units (Total) 30 hours .6	
Course administrator's name (mention all, if more than one name) .7	
Name: Ahmed Rahim Jabbar Email: ahmed.alhamzawi@qu.edu.iq	
Course Objectives .8	
<ol style="list-style-type: none"> 1. Learning how to run Excel 2. Learning how to use the different features of Excel 3. Using some of the Tabs in Excel. 4. Different shortcuts in Excel. 5. Some useful functions. 6. Some examples. 	
Teaching and Learning Strategies .9	
Strategy	<ol style="list-style-type: none"> 1- Lecture style. 2- Group discussion on the theoretical aspects of the subject's vocabulary.

3- Discussing and solving applied cases.
4- Explanatory means.

Course Structure .10

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1.	2	Running Excel	Introduction	Lectures	Exams + preparation
2.	2	Shortcuts	Introduction	Lectures	Exams + preparation
3.	2	Home Tap	Taps	Lectures	Exams + preparation
4.	2	Insert Tap	Taps	Lectures	Exams + preparation
5.	2	Data Tap	Taps	Lectures	Exams + preparation
6.	2	Intro to Functions	Functions	Lectures	Exams + preparation
7.	2	Sum	Functions	Lectures	Exams + preparation
8.	2	Count	Functions	Lectures	Exams + preparation
9.	2	If	Functions	Lectures	Exams + preparation
10.	2	Pointers	Introduction	Lectures	Exams + preparation
11.	2	Average	Functions	Lectures	Exams + preparation
12.	2	Cell Format	Format	Lectures	Exams + preparation
13.	2	Conditional Style	Taps	Lectures	Exams + preparation
14.	2	Charts	Taps	Lectures	Exams + preparation
15.	2	Page Formats	Taps	Lectures	Exams + preparation

Course Evaluation .11

Distributing the score out of 100 according to the tasks assigned to the student such as daily preparation, daily oral, monthly, or written exams, reports etc

Learning and Teaching Resources .12

Required textbooks (curricular books, if any)

Main references (sources)

Excel for Beginners

by M. L. Humphrey

Recommended books and references (scientific journals, reports...)	
Electronic References, Websites	

13. Course Name: Intermediate accounting 1					
14. Course Code:					
15. Semester / Year: First term 2024					
16. Description Preparation Date: 2024					
17. Available Attendance Forms: Study halls					
18. Number of Credit Hours (Total) / Number of Units (Total) 30 hours					
19. Course administrator's name (mention all, if more than one name)					
Name: Dr. Iftikhar Jabbar Abed					
Email: eftekhar.abd@qu.edu.iq					
20. Course Objectives					
Developing the student's thinking on how to settle and prepare the cash account in the bank, determine the quantity of commodity inventory, methods for evaluation and determining the cost of inventory in companies, and how to calculate the cost of fixed assets and methods for their depreciation.					
21. Teaching and Learning Strategies					
Strategy		A- Cognitive objectives 1_ Explaining the basic concepts of calculating cash in the bank and the reasons for the difference in the cash balance in the bank from the cash balance in the records. 2_ The student's ability to prepare a bank account reconciliation statement 3_ The student's ability to prepare a statement determining the cost of commodity inventory			
22. Course Structure					
Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
the first and the second	4	Adjusting account balances	Settlement restrictions	Real-life examples	Tests
Third and fourth	4	Profit calculation	Income statement	Real-life examples	Tests

Fifth and sixth	4	Know the bank balance of the unit	Bank conformity statement	Real-life examples	Tests
Seventh and eighth	4	Exploiting surplus cash	Investments	Real-life examples	Tests
Ninth	Exam 1 for the first semester				
The tenth and eleventh	4	Knowing the sold and remaining inventory	Inventory	Real-life examples	Tests
The second and thirteenth	4	Depreciation of fixed assets	Extinctions	Real-life examples	Tests
fourteenth	4	Show debtors in the financial statements	Debtors	Real-life examples	Tests
Fifteenth	Exam 2 for the first semester				

23. Course Evaluation

Distributing the score out of 100 according to the tasks assigned to the student such as daily preparation, daily oral, monthly, or written exams, reports etc

24. Learning and Teaching Resources

Required textbooks (curricular books, if any)	
Main references (sources)	
Recommended books and references (scientific journals, reports...)	
Electronic References, Websites	

Course Description Form

25.	Course Name:	Marketing Research
26.	Course Code:	

27. Semester / Year:	
First	
28. Description Preparation Date:	
4/6/2024	
29. Available Attendance Forms:	
30. Number of Credit Hours (Total) / Number of Units (Total)	
30 H	
31. Course administrator's name (mention all, if more than one name)	
Name: Prof.dr. Hussien Ali Abdulrasool	
Email: hussien.ali@qu.edu.iq	
32. Course Objectives	
<p style="text-align: right;">Introducing the stages of marketing research .1</p> <p style="text-align: center;">- Explaining the advantages and disadvantages of different types of research</p> <p style="text-align: center;">-Explanation of how to design questionnaire lists.</p> <p style="text-align: center;">-Explaining the justification for choosing the sample</p> <p>aining the scientific importance of writing the final report for marketing research -</p>	
33. Teaching and Learning Strategies	
Strategy	Lectures Panel Discussions Reports Lectures Questions and intellectual discussions Oral questions Ask practical questions of reality and note the intellectual answers for each student
34. Course Structure	

T	Topic
1-	Basic concepts of marketing information system
2-	Components of a marketing information system
3-	The concept, importance and objectives of the marketing research system
4-	Types and areas of marketing research
5-	Those interested in and practitioners of marketing research and the ethics of its practice
6-	Steps for preparing marketing research
7-	Primary and secondary data
8-	Measuring variables in marketing research
9-	Marketing research and the scientific method
10-	Methods of collecting marketing research data
11-	The questionnaire
12-	the interview
13-	Note
14-	Experience
15-	Marketing research sample design
16-	Sample types
17-	Determine the sample size
18-	Data tabulation methods

19-	Statistical analysis of data
20-	Data documentation
21-	Writing the final report for marketing research

35. Course Evaluation

Distributing the score out of 100 according to the tasks assigned to the student such as daily preparation, daily oral, monthly, or written exams, reports etc

36. Learning and Teaching Resources

Required textbooks (curricular books, if any)	Market research Mahmoud Sadiq Bazraa, 2011
Main references (sources)	Marketing research between theory and application Muhammad Abdullah Al-Awamra 2014
Recommended books and references (scientific journals, reports...)	
Electronic References, Websites	

Course Description Form

37.	Course Name: Organizational behavior
38.	Course Code:
39.	Semester / Year: 2023-2024
40.	Description Preparation Date:
41.	Available Attendance Forms:
42.	Number of Credit Hours (Total) / Number of Units (Total)
	Credit hours (3) Number of units (3)
43.	Course administrator's name (mention all, if more than one name)
	Name: Amer Ali Al-Atwi

44. Course Objectives

Course Objectives	<p>At the end of the semester, the student should be able to:</p> <p>1- Understanding human behavior in the workplace explaining the reasons why working individuals behave in certain behaviors and not others</p> <p>predicting the behaviors of individuals working in the workplace and directing them to serve the goals of the work.</p> <p>changing some behaviors or psychological elements in line with work goals.</p>
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45. Teaching and Learning Strategies

Strategy	<p>Four strategies were adopted to achieve the objectives of the study subject:</p> <p>1- Cooperative learning strategy: Forming small homogeneous or heterogeneous groups to discuss practical problems from the reality of the organizations' work.</p> <p>2- Individual learning strategy: A strategy that aims to take into account individual differences when presenting and clarifying the objectives of the academic subject.</p> <p>3- Role-playing strategy: In this strategy, the student is asked to role-play some concepts, for example, playing the role of a leader or playing the role of a specific personality.</p> <p>4- Lectures: Presentation of lecture topics and interactive discussion with students.</p> <p>5- Daily and monthly examinations</p>
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46. Course Structure

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1	3	Get a complete picture of the field of organizational behavior and its stages of development.	Introduction to organizational behavior	Lecture	Direct questions and discussions
2	3	Knowing the concept of personality, how personality is formed, and taking types of some personality traits in the workplace	Personality	Lecture and play roles	Direct questions, discussions and daily quiz
3	3	Understand the topic of attitudes and values in the	Attitudes and values	Lecture	Direct questions and discussions

		workplace and what factors influence them			
4	3	Knowing the concept of perception, the stages of the perception process, and the factors affecting it	Perception	Lecture and collaborative learning	Direct questions, discussions and daily quiz
5	3	Defining what motivation is and understanding theories of motivation	Motivation	Lecture and role play	Direct questions and discussions
6	3	Defining the group, its benefits, how groups arise, and understanding the group decision-making process	Groups	Lecture and collaborative learning	Direct questions and discussions
7	3	Know the meaning of the communication process, how it flows, and describe communication methods	Communications	Lecture	Direct questions and discussions
8	3	First exam	First exam	-	-
9	3	Defining the concept of leadership, the difference between it and management, and knowing the sources of a leader's power and the most important leadership theories	Part1- leadership	Lecture and role play	Direct questions, discussions and daily quiz
10	3	Knowledge of modern leadership theories	Part2- leadership	Lecture and role play	Direct questions, discussions and daily quiz
11	3	Defining the meaning and importance of decision making and identifying the different types of decisions	Make decision	Lecture and cooperative learning	Direct questions and discussions
12	3	Know the concept of organizational culture and explain how organizational culture is formed	Part1-Organizational culture	Lecture	Direct questions and discussions
13	3	Identify the potential effects of organizational culture and distinguish the	Part2-Organizational culture	Lecture	Direct questions and discussions

		concept of ethics from culture			
14	3	Defining the meaning of conflict, knowing its benefits and harms, and explaining the stages and levels of conflict	Conflict management	Lecture and role play	Direct questions, discussions and daily quiz
15	3	Second month exam	Second Exam	-	-

47. Course Evaluation

Distributing the score out of 100 according to the tasks assigned to the student such as daily preparation, daily oral, monthly, or written exams, reports etc

10 marks on daily exams

10 marks for presentation, discussion, preparation and daily participation

10 marks for the first exam

10 marks for the second exam

48. Learning and Teaching Resources

Required textbooks (curricular books, if any)	Book: Organizational behavior and organization theory
Main references (sources)	
Recommended books and references (scientific journals, reports...)	Some specialized scientific reports and journals
Electronic References, Websites	Websites specialized in organizational behavior

49. Course Name: Intermediate accounting 2	
50. Course Code:	
51. Semester / Year: First term 2024	
52. Description Preparation Date: 2024	
53. Available Attendance Forms: Study halls	
54. Number of Credit Hours (Total) / Number of Units (Total) 30 hours	
55. Course administrator's name (mention all, if more than one name) Name: Dr. Iftikhar Jabbar Abed Email: eftekhar.abd@qu.edu.iq	
56. Course Objectives	
<p>Developing the student's thinking on how to prepare and configure a capital account, methods for increasing and decreasing it, determining the quantity of commodity inventory, methods for evaluating commodity inventory according to the continuous periodic inventory system, accounting for fixed assets and methods for obtaining them, how to calculate the cost of fixed assets and methods for their depreciation, and accounting for non-existent assets Tangible.</p>	
57. Teaching and Learning Strategies	
Strategy	1- Cognitive objectives 2- Explaining the basic concepts of calculating capital and methods of increasing and decreasing it 3- The student's ability to prepare and close accounting entries 4- The student's ability to prepare a statement determining the cost of commodity inventory 5- The student acquires knowledge in calculating the cost of fixed assets and methods of their depreciation
58. Course Structure	

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
the first and the second	4	Capital financial operations	Capital formation, capital increase and decrease Personal withdrawals	Real-life examples	Tests
Third and fourth	4	Capital financial operations	Loan operations and their benefits	Real-life examples	Tests
Fifth and sixth	4	Periodic inventory system	Purchases, returns and allowances of purchases Sales, returns and sales allowances	Real-life examples	Tests
Seventh and eighth	4	Fixed assets and their depreciation	Purchasing fixed assets	Real-life examples	Tests
Ninth	Exam 1 for the second semester				
The tenth and eleventh	4	Dispensing with fixed assets	Selling fixed assets Replacing fixed assets	Real-life examples	Tests
The second and thirteenth	4	Intangible assets	The cost of purchasing intangible assets Exhaustion of moral assets	Real-life examples	Tests
fourteenth	4	Checks and commercial papers	Checks, receivable notes and payment notes Discounting commercial papers at the bank The reputation of the store and ways to estimate it	Real-life examples	Tests
Fifteenth	Exam 2 for the second semester				
59. Course Evaluation					
Distributing the score out of 100 according to the tasks assigned to the student such as daily preparation, daily oral, monthly, or written exams, reports etc					

60. Learning and Teaching Resources	
Required textbooks (curricular books, if any)	
Main references (sources)	
Recommended books and references (scientific journals, reports...)	
Electronic References, Websites	

Course Name: Administrative Applications in Excel .13					
Course Code: .14					
Semester / Year: First term 2024 .15					
Description Preparation Date: 2024 .16					
Available Attendance Forms: Study halls .17					
Number of Credit Hours (Total) / Number of Units (Total) 30 hours .18					
Course administrator's name (mention all, if more than one name) .19					
Name: Ahmed Rahim Jabbar Email: ahmed.alhamzawi@qu.edu.iq					
Course Objectives .20					
1. Learning how to run Excel 2. Learning how to use the different features of Excel 3. Using some of the Tabs in Excel. 4. Different shortcuts in Excel. 5. Some useful functions. 6. Some examples.					
Teaching and Learning Strategies .21					
Strategy		1- Lecture style. 2- Group discussion on the theoretical aspects of the subject's vocabulary. 3- Discussing and solving applied cases. 4- Explanatory means.			
Course Structure .22					
Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1.	2	Cell editing	Introduction	Lectures	Exams + preparation
2.	2	Advanced Shortcuts	Introduction	Lectures	Exams + preparation

3.	2	Advanced uses of Home Tap	Taps	Lectures	Exams + preparation
4.	2	Advanced uses of Insert Tap	Taps	Lectures	Exams + preparation
5.	2	Advanced uses of Data Tap	Taps	Lectures	Exams + preparation
6.	2	Advanced functions	Functions	Lectures	Exams + preparation
7.	2	VlookUp	Functions	Lectures	Exams + preparation
8.	2	Forecast	Functions	Lectures	Exams + preparation
9.	2	Var	Functions	Lectures	Exams + preparation
10.	2	Sales Application (1)	Application	Lectures	Exams + preparation
11.	2	Sales Application (2)	Application	Lectures	Exams + preparation
12.	2	Charts	Format	Lectures	Exams + preparation
13.	2	Employees Data (1)	Application	Lectures	Exams + preparation
14.	2	Employees Data (2)	Application	Lectures	Exams + preparation
15.	2	Employees Data (3)	Application	Lectures	Exams + preparation
Course Evaluation .23					
Distributing the score out of 100 according to the tasks assigned to the student such as daily preparation, daily oral, monthly, or written exams, reports etc					
Learning and Teaching Resources .24					
Required textbooks (curricular books, if any)					
Main references (sources)			Excel for Beginners by M. L. Humphrey		
Recommended books and references (scientific journals, reports...)					
Electronic References, Websites					

Course Description Form

61. Course Name: logistical management

62. Course Code:	
63. Semester / Year: 2023-2024	
64. Description Preparation Date:	
65. Available Attendance Forms:	
66. Number of Credit Hours (Total) / Number of Units (Total)	
2 Hours / 2 Units	
67. Course administrator's name (mention all, if more than one name)	
Name: Rounaq Kadhem Hussin Email: Rounaq.Hussin@qu.edu.iq	
68. Course Objectives	
Course Objectives	<p style="text-align: center;">At the end of the semester, the student should be able to:</p> <p style="text-align: center;">1- Understanding the concept and basics of supply management</p> <p style="text-align: center;">2- Clearly define the integrated supply, its components, and its purpose</p> <p style="text-align: center;">3- Knowledge of other supply management relationships.</p> <p style="text-align: center;">4- Understanding that the purchasing function is not a goal in itself from the beginning, but rather a means to achieve the goal in the project</p> <p style="text-align: center;">It performs this function through the supply of services and production or production functions.</p> <p style="text-align: center;">5- It is known that purchasing for the purpose of personal consumption is carried out by individuals for basic material or psychological purposes, but for</p>

	<p>the sake of reselling, it is practiced and the various trade and all intermediaries are tried.</p> <p>Wholesale trade and point-of-sale merchants with a different brand and the primary and first motivation is to achieve a large and great profit. But the chase of the production target is done in order to meet the production requirements in the industrial project</p>
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69. Teaching and Learning Strategies

Strategy	<p>1– Lectures.</p> <p>2– Active thinking strategy.</p> <p>3– Brainstorming.</p> <p>4– Narration style.</p> <p>5– Daily and monthly tests.</p>
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70. Course Structure

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1	2	Get a complete visualization of a field Logistical management and its activities.	The concept and activities of logistical management	Lectures	Ask direct questions And discussions
2	2	Knowing the relationship of	The relationship of logistical	Lectures	Ask direct questions

		<p>logistical management to other functions (production management, marketing management, and financial management) in the facility according to the systems approach</p>	<p>management to project functions</p>		<p>And discussions</p>
3	2	<p>Understanding the topic of organizing logistical management, the place of logistical management in the organizational structure, and the internal organization of logistical management</p>	<p>Organizing logistical management</p>	<p>Lectures</p>	<p>Ask direct questions And discussions</p>
4	2	<p>Knowing the alternatives to choose from to provide the project's needs of materials necessary for the production process</p>	<p>logistical management goals – appropriate quality and appropriate price</p>	<p>Lectures</p>	<p>Ask direct questions And discussions</p>
5	2	<p>Knowing the alternatives to choose from to provide the project's needs of</p>	<p>logistical management goals: Purchasing in the right</p>	<p>Lectures</p>	<p>Ask direct questions And discussions</p>

		materials necessary for the production process	quantities and at the right time		
6	2	Definition of the policy, justifications for its use and risks	Purchasing policy as needed Purchase policy for storage	Lectures	Ask direct questions And discussions
7	2	Definition of the policy, justifications for its use and risks	Speculative purchase policy Exchange purchasing policy	Lectures	Ask direct questions And discussions
8	2	Definition of the policy, justifications for its use and risks	Purchasing or manufacturing policy	Lectures	Ask direct questions And discussions
9	2	First month exam	Subject for week 1-5	Lectures	Ask direct questions And discussions
10	2	Knowledge of tender methods and procedures followed in tenders	Procurement methods – tenders	Lectures	Ask direct questions And discussions
11	2	Knowing how purchasing methods are carried out by practice and by direct order	Methods of purchasing by practice	Lectures	Ask direct questions And discussions

			Direct order purchasing methods		
12	2	Knowledge of the concept of documentary credit and its types	Purchases from abroad, documentary credits – types of credit From a legal and technical standpoint	Lectures	Ask direct questions And discussions
13	2	Knowledge of the concept of documentary credit and its types	Purchases from abroad, documentary credits – types of credits in terms of payment reality	Lectures	Ask direct questions And discussions
14	2	Know the concept of the purchasing cycle	Understand the stages of the purchasing cycle	Lectures	Ask direct questions And discussions
15	2	Second month exam	Article for week 6-13	Lectures	Ask direct questions And discussions

71. Course Evaluation	
Distributing the score out of 100 according to the tasks assigned to the student such as daily preparation, daily oral, monthly, or written exams, reports etc	
10 marks on daily exams	
10 marks for presentation, discussion, preparation and daily participation	
10 marks for the first month's exam	
10 marks for the second month exam	
72. Learning and Teaching Resources	
Required textbooks (curricular books, if any)	Basics of materials and logistical management
Main references (sources)	
Recommended books and references (scientific journals, reports...)	Some specialized scientific reports and journals
Electronic References, Websites	Websites specialized in logistical management

Course Description Form

73.	Course Name:	E-Commerce
74.	Course Code:	
75.	Semester / Year:	Second semester 2023/-2024
76.	Description Preparation Date:	2024
77.	Available Attendance Forms:	Classrooms
78.	Number of Credit Hours (Total) / Number of Units (Total)	30 hours
79.	Course administrator's name (mention all, if more than one name)	Name: Atheer abd alameer hasooni Email: atheer.almashady@qu.edu.iq
80.	Course Objectives	
	Course Objectives	11-
	1. Clarifying the concepts of electronic commerce	
	. Explain the types of electronic markets and the role of intermediaries in them	
	Identify consumer behavior on the Internet through the variables that affect the purchasing decision.	12-

4. Focus on price dynamics in electronic auctions.	13-
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81. Teaching and Learning Strategies

Strategy	<p style="text-align: right;">a. Knowledge and understanding</p> <p>Concepts related to the concept of electronic commerce and a review of its most important tools and systems for implementing obligations arising from its transactions, and how to settle disputes between its parties.</p> <p>Developing strategies for business organizations to enter the world of e-commerce</p>
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82. Course Structure

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1		E-commerce business models	Introduction to e-commerce	Lectures	Exam/ preparation
2		The benefits of e-commerce for the organization, the consumer and society	Electronic markets	Lectures	
3		Types of electronic markets Intermediary in electronic commerce	Electronic consumer behaviour	Lectures	

4		model of consumer behavior on the Internet	Electronic supply chain		
5		Purchasing decision making processes	Electronic supply chain electronic auctions electronic auctions		
6		electronic supply chain management	electronic payment systems electronic payment systems		
7		computerized supply chain systems	electronic company electronic company electronic company		
8		Electronic auctions benefits and limitations\ Stages of the electronic auction		Lectures	
9		Introduction to electronic payment systems			
10					
11		Electronic wallet Communications systems for the electronic company			
12		Horizontal company model			
13		Information technology and electronic company Horizontal company model			
14					
15					

83. Course Evaluation

Distributing the score out of 100 according to the tasks assigned to the student such as daily preparation, daily oral, monthly, or written exams, reports etc

84. Learning and Teaching Resources	
Required textbooks (curricular books, if any)	Electronic Trade
Main references (sources)	Muhammad Nour Saleh/Dr. Sanaa Jawdat Khalaf
Recommended books and references (scientific journals, reports...)	
Electronic References, Websites	

Course Description Form

1. Course Name:	The crimes of the Baath regime in Iraq
2. Course Code:	

3. Semester / Year:					
First semester / 2023 – 2024					
4. Description Preparation Date:					
25/ 2/ 2024					
5. Available Attendance Forms:					
Daily attendance according to the scheduled schedule					
6. Number of Credit Hours (Total) / Number of Units (Total)					
30					
7. Course administrator's name (mention all, if more than one name)					
Name: jasim Mohammed lefta Email: jasim.mohammed@qu.edu.iq					
8. Course Objectives					
Course Objectives					
9. Teaching and Learning Strategies					
Strategy		educating students and increasing their receipt of information about the crimes of the former regime in Iraq			
10. Course Structure					
Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1	2		Crimes of the Baath regime according to the Iraqi Supreme Criminal Court law 2005	a lecture	Exam
2	2		Types and types of crimes	a lecture	Exam
3	2		Decisions issued by the Supreme Criminal Court	a lecture	Exam
4	2		Psychological and social crimes and their effects	a lecture	Exam
5	2		Psychological crimes	a lecture	Exam
6	2		Mechanisms of Psychological crimes	a lecture	Exam

7	2		Social crimes	a lecture	Exam
8	2		Militarization of society	a lecture	Exam
9	2		The Baathist regime's position on religion	a lecture	Exam
10	2		Violations of Iraqi laws	a lecture	Exam
11	2		Pictures of human rights Violations	a lecture	Exam
12	2		Some political and military decisions of the former regimg	a lecture	Exam
13	2		Environmental crimes	a lecture	Exam
14	2		Razing rochards	a lecture	Exam
15	2		Mass grave crimes	a lecture	Exam

11. Course Evaluation

Distributing the score out of 100 according to the tasks assigned to the student such as daily preparation, daily oral, monthly, or written exams, reports etc

12. Learning and Teaching Resources

Required textbooks (curricular books, if any)	Curriculum for ail public and private universities
Main references (sources)	
Recommended books and references (scientific journals, reports...)	
Electronic References, Websites	

85. Course Name: **financial management**

86. Course Code:

87. Semester / Year: **First term 2024**

88. Description Preparation Date: **2024**

89. Available Attendance Forms: Study halls					
90. Number of Credit Hours (45) / Number of Units (3) hours					
91. Course administrator's name (mention all, if more than one name) Name: Dr. Abdulla kadem Email: Abdulla.hassen@qu.edu.iq					
92. Course Objectives					
- Explaining the concept of financial management. 2. Review of financial management functions. 3. Review the quantitative aspects related to the elements of the statement of financial position. 4. Explaining the concept of financial markets and their importance to the financial manager					
93. Teaching and Learning Strategies					
Strategy		1 -Lecture style. 2 -Group discussion on the theoretical aspects of the subject's vocabulary. 3 -Discussing and solving applied cases. 4- Explanatory means.			
94. Course Structure					
Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1.	3	Concepts related to financial	A look at financial management	Lectures	Exams + preparation
2.	3	management Chief Financial Officer	Duties and role of the financial manager	Lectures	Exams + preparation
3.	3	Identify the functions of financial management	Decisions related to financial management	Lectures	Exams + preparation
4.	3	Identify the goals of financial management	Modern and traditional objectives	Lectures	Exams + preparation
5.	3	Know the calculation of earnings per ordinary share	Use the formula to calculate the dividend per share	Lectures	Exams + preparation

6.	3	Types of business establishments	Getting to know financial companies and people	Lectures	Exams + preparation
7.	3	Knowledge of the tax environment	How to calculate tax	Lectures	Exams + preparation
8.	3	Financial markets	The emergence of financial markets	Lectures	Exams + preparation
9.	3	Types of financial markets	How financial markets work	Lectures	Exams + preparation
10.	3	Types of financial statements	How to prepare financial statements	Lectures	Exams + preparation
11.	3	income list	How to prepare an income statement	Lectures	Exams + preparation
12.	3	Statement of financial position	How to prepare an income statement	Lectures	Exams + preparation
13.	3	Financial analysis	How to prepare the balance sheet Horizontal and vertical analysis	Lectures	Exams + preparation
14.	3	Compare financial performance	Methods for comparing financial performance	Lectures	Exams + preparation
15.	3	Financial ratio analysis	How to apply financial ratios	Lectures	Exams + preparation

95. Course Evaluation

Distributing the score out of 100 according to the tasks assigned to the student such as daily preparation, daily oral, monthly, or written exams, reports etc

96. Learning and Teaching Resources

Required textbooks (curricular books, if any)	
Main references (financial management)	Financial management / Prof. Dr. Mohamed ali al amery Other financial management books
Recommended books and references (scientific journals, reports...)	
Electronic References, Websites	

Ahmed Kadhim Sendw

Email :ahmed.sendw@qu.edu.iq

97. Course Name: **Cost accounting 1**

98. Course Code: 1325					
99. Semester / Year: First term 2024					
100. Description Preparation Date: 2024 Bachelor of Business Administration					
101. Available Attendance Forms: Study halls					
102. Number of Credit Hours (Total) / Number of Units (Total) 60 hours					
103. Course administrator's name (mention all, if more than one name) Name: Dr. Mohammed Oleiwi Email: mohammed.kanoa@qu.edu.iq					
104. Course Objectives					
1 .Explain the concept of cost accounting. 2.The differences between cost accounting and financial accounting. 3 .Explaining the methods of tabulating and classifying costs. 4 .Review the materials component and how to control it. 5 .Review the wages component and how to monitor it. 6 .Explaining the concept of indirect industrial co and methods of distributing them					
105. Teaching and Learning Strategies					
Strategy		1 -Lecture style. 2 -Group discussion on the theoretical aspects of the subject’s vocabulary. 3 -Discussing and solving applied cases. 4- Explanatory means.			
106. Course Structure					
Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1.	3	Introduction to cost accounting1	Its objectives - its uses - the difference between cost accounting and financial accounting	Lectures	Exams + preparation
2.	3	Cost lists	Its objectives - its uses - the difference between cost accounting and financial accounting	Lectures	Exams + preparation
3.	3	Cost lists	Examples of the list of costs under the direct and indirect theory	Lectures	Exams + preparation

4.	3	Cost lists	List of costs under the aggregate theory	Lectures	Exams + preparation
5.	3	Cost lists	Examples of the list of costs under the total theory	Lectures	Exams + preparation
6.	3	Cost lists	List of costs under the marginal variable theory	Lectures	Exams + preparation
7.	3	Cost lists	Examples of list costs under the marginal variable theory	Lectures	Exams + preparation
8.	3	First month exam	An exam on the topics taught	Lectures	Exams
9.	3	The relationship between costs, production volume and profit	The relationship between costs, production volume and profit	Lectures	Exams + preparation
10.	3	The relationship between costs, production volume and profit	Break-even point sales quantity	Lectures	Exams + preparation
11.	3	The relationship between costs, production volume and profit	Break-even sales value	Lectures	Exams + preparation
12.	3	The relationship between costs, production volume and profit	Margin of safety in quantity and value	Lectures	Exams + preparation
13.	3	The relationship between costs, production volume and profit	Margin of safety ratio	Lectures	Exams + preparation
14.	3	The relationship between costs, production volume and profit	The net profit achieved and the marginal profit on sales are the margin of safety	Lectures	Exams + preparation
15.	3	First month exam	An exam on the topics taught	Lectures	Exams
107. Course Evaluation					

Distributing the score out of 100 according to the tasks assigned to the student such as daily preparation, daily oral, monthly, or written exams, reports etc	
108. Learning and Teaching Resources	
Required textbooks (curricular books, if any)	
Main references (sources)	Cost Accounting / Prof. Dr. Nsayif Al-Jibouri Cost Accounting // Prof. Dr. Salah Al-Kawaz Other cost accounting books
Recommended books and references (scientific journals, reports...)	
Electronic References, Websites	

Course Description Form

109. Course Name:	Strategic Management
110. Course Code:	
111. Semester / Year:	2023–2024
112. Description Preparation Date:	April 2024
113. Available Attendance Forms:	Attendance
114. Number of Credit Hours (Total) / Number of Units (Total)	3 Hours 3Unit (45 Hours)
115. Course administrator's name (mention all, if more than one name)	Name: Assistant professor Dr. Jawad Muhsin Radhi Email: jawad,radhi@qu.edu.iq
116. Course Objectives	

Course Objectives: Providing the student with the following knowledge:

- Clarifying the concept of strategic management, distinguishing top managers from other managers and determining the levels and processes of strategic management.
- Clarifying the concepts of the organization's vision and mission, what are the most important characteristics of the organization's successful mission, and clarifying the strategic goals and their types.
- Recognition of the external environment, the industrial environment, and the internal environment, and how to conduct strategic analysis of the external and internal environment.
- Learn about the importance of SWOT analysis and its role in determining the strategic position.
- Learn how a strategic manager makes a strategic choice among available alternatives.
- Identify the most important strategic alternatives available at the organization level, business unit level, and functional level.
- Knowledge of the concept of strategic implementation, the determinants and requirements of strategic implementation, and models of strategic implementation.
- Clarifying the concept and importance of strategic control and the most important basic requirements for carrying out the strategic control process.

117. Teaching and Learning Strategies

Strategy	<ul style="list-style-type: none"> • Lectures. • Active Thinking Strategy. • Brainstorming. • Narrative Style.
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118. Course Structure

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
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1-2	6	Learn how strategic management emerged, what strategic management is, who are strategic manager, and what levels of strategy.	An introduction to the study of strategy in business organization.	Lectures Case Study	All kinds of tests
3	3	Determine what the organization's missions is and what its strategic goals and objectives are.	Determine Strategic direction	Lectures Case Study	All kinds of tests
4-5	6	Providing students with knowledge about the concept of environment, environmental analysis, methods of analyzing the	Strategic analysis of the external environment.	Lectures Case Study	All kinds of tests

		external environment and its most important components, and learning about the industrial environment.			
6-7	6	Providing Students with Knowledge about analyzing the internal environment to identify strengths and weaknesses	Strategic analysis of the internal environment	Lectures Case Study	All kinds of tests
8-9	6	Knowledge of strategic choice and the most important business portfolio models	Concept and models of strategic choice	Lectures Case Study	All kinds of tests

10-11	6	Defining the concept of strategic alternatives and identifying the most important strategic alternatives at the organization level.	Strategy at the organization level	Lectures Case Study	All kinds of tests
12	3	Determine the strategy at the business unit level, and what are the most prominent strategies at the business unit level	Strategy at business unit level	Lectures Case Study	All kinds of tests
13	3	Know what functional strategies are	Functional strategies	Lectures Case Study	All kinds of tests
14	3	Knowledge of Strategy implementation, its	Strategic implementation	Lectures Case Study	All kinds of tests

		determinants and requirements			
15	3	Explaining the concept and importance of strategic control	Strategic Control	Lectures Case Study	All kinds of tests

119. Course Evaluation

Distributing the score out of 100 according to the tasks assigned to the student such as daily preparation, daily oral, monthly, or written exams, reports etc

- Semester pursuit: 40 marks distributed as follows:
- 30 marks monthly exam score
- 5 marks daily preparation and oral exams.
- 5 marks attendance score
- Final exam: 60 marks
- Total: 100 marks

120. Learning and Teaching Resources

Required textbooks (curricular books, if any)	Strategic Management Dr. Zakaria M. Al-Douri 2005
Main references (sources)	Strategic Management Prof. Dr. Saleh Abdul Radha Rasheed Prof. Dr. Ihssan Dahesh jalab
Recommended books and references (scientific journals, reports...)	Strategic Management : Hitt et al.,2018 Strategic Management Journal
Electronic References, Websites	Emerald Research Gate Science direct

Course Description Form

121.	Course Name: Operations Research		
122.	Course Code:		
123.	Semester / Year:2023 -2024		
124.	Description Preparation Date: Classrooms		
125.	Available Attendance Forms:		
126.	Number of Credit Hours (Total) / Number of Units (Total)		
	Number of hours: 3. Number of units: 3		
127.	Course administrator's name (mention all, if more than one name)		
	Name: Dr. firas Adnan abbas Email: Firas.a.abbas@qu.edu.iq		
128.	Course Objectives		
	<table border="1"> <tr> <td>Course Objectives</td> <td> <p>Understand the basics of operations research.</p> <p>Learn the methods and techniques used in operations research.</p> </td> </tr> </table>	Course Objectives	<p>Understand the basics of operations research.</p> <p>Learn the methods and techniques used in operations research.</p>
Course Objectives	<p>Understand the basics of operations research.</p> <p>Learn the methods and techniques used in operations research.</p>		

	<p>Applying these methods and techniques to solve multiple problems.</p> <p>Analyzing data using operations research tools.</p> <p>Develop problem-solving skills and make decisions based on data and results.</p>
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129. Teaching and Learning Strategies

Strategy	
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130. Course Structure

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method

131. Course Evaluation

Distributing the score out of 100 according to the tasks assigned to the student such as daily preparation, daily oral, monthly, or written exams, reports etc

132. Learning and Teaching Resources

Required textbooks (curricular books, if any)	
Main references (sources)	<p>Operations Research Book - Moayed Abdul Hussein Al-Fadl</p>

Recommended books and references (scientific journals, reports...)	antitative methods - Hussein Al-Tayef Al-Samarrai
Electronic References, Websites	

Course Description Form

133. Course Name:	Economics of business
134. Course Code:	
135. Semester / Year:	First Semester / 2023 - 2024
136. Description Preparation Date:	2023/10/1
137. Available Attendance Forms:	

Weekly attendance according to the scheduled schedule	
138.	Number of Credit Hours (Total) / Number of Units (Total)
	30
139.	Course administrator's name (mention all, if more than one name)
	Name: Sattar Radhi Abid Email: sattar.radhi@qu.edu.iq
140.	Course Objectives
Course Objectives	<p>1– Using personal, linguistic and mathematical intelligence strategies.</p> <p>2– Using the brainstorming method and its various methods.</p> <p>3– Using various mind maps.</p> <p>4– Using deductive and inductive.</p>
141.	Teaching and Learning Strategies
Strategy	<p style="text-align: right;">A- Cognitive objectives</p> <p style="text-align: right;">A1- Explaining the material in a lecture manner.</p> <p style="text-align: right;">A2- Explaining the material through a video lecture.</p> <p style="text-align: right;">A3- Explaining the material using the audio lecture method.</p> <p style="text-align: right;">A4- Showing explanatory videos about the material.</p> <p style="text-align: right;">B- The skills objectives of the course</p> <p style="text-align: right;">B1- Listening.</p> <p style="text-align: right;">B2 - Speaking fluently.</p> <p style="text-align: right;">B3 – Comprehension.</p> <p style="text-align: right;">Teaching and learning methods</p> <p style="text-align: right;">- Lectures</p> <p style="text-align: right;">Evaluation methods</p> <p style="text-align: right;">- By asking questions and tests.</p> <p style="text-align: right;">C- Goals</p>

	<p style="text-align: right;">C1- Asking questions C2-Writing. C3- Learn spelling words</p> <p style="text-align: right;">Teaching and learning methods - Research, seminars, and lectures</p> <p style="text-align: right;">Evaluation methods - Conduct a test, exam, and ask questions</p> <p style="text-align: center;">General and qualifying transferable skills (other skills related to employability and personal development).</p> <p style="text-align: right;">D1- Recruitment in planning departments D2- Recruitment in the academic field D3- Recruitment in research centers</p>
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142. Course Structure

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1	2		Fundamentals of business economics	lecture	Tests
2	2		Planning and goals of the organization	lecture	Tests
3	2		Demand analysis	lecture	Tests
4	2		Forecasting and demand estimation	lecture	Tests
5	2		Presentation analysis	lecture	Tests
6	2		Market equilibrium	lecture	Tests
7	2		Production	lecture	Tests
8	2		Production costs	lecture	Tests
9	2		Revenues and profits in the markets	lecture	Tests

10	2		Break-even point analysis	lecture	Tests
11	2		Price and pricing policies	lecture	Tests
12	2		Commodity excellence	lecture	Tests
13	2		Vertical integration	lecture	Tests
14	2		Horizontal integration	lecture	Tests

143. Course Evaluation

Distributing the score out of 100 according to the tasks assigned to the student such as daily preparation, daily oral, monthly, or written exams, reports ... etc

144. Learning and Teaching Resources

Required textbooks (curricular books, if any)	Economics of business
Main references (sources)	Rapid review
Recommended books and references (scientific journals, reports...)	
Electronic References, Websites	http://Www.okayisnotenough.com

Course Description Form

1.	Course Name:
	English languish
2.	Course Code:
3.	Semester / Year:
	2/2023-2024
4.	Description Preparation Date:

5.		Available Attendance Forms:			
		physically			
6.		Number of Credit Hours (Total) / Number of Units (Total)			
		hours/2 units 2			
7.		Course administrator's name (mention all, if more than one name)			
		Name: HIND DHEYAA ABDULRASOOL			
		Email:			
8.		Course Objectives			
Course Objectives		<ul style="list-style-type: none"> -Raising the student's career level and obtaining new job opportunities - Improving the student's skills and enhancing his self-confidence - Mind exercise 			
9.		Teaching and Learning Strategies			
Strategy		<ul style="list-style-type: none"> - Brainstorming - Discussion sessions - Mind maps - Cooperative learning 			
10.		Course Structure			
Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1.	2		Getting to know you		
2.	2		The way we live		
3.	2		It all went wrong		

4.	2		Lets go ahopping		
5.	2		What do you went to do		
6.	2		Tell me whats like?		
7.	2		mid		
8.	2		Fame		
9.	2		Dos and don't		
10.	2		Going place		
11.	2		Scared to death		
12.	2		inga that changed the world		
13.	2		Dreams and reality		
14.	2		Earning a living		
15.			exam		

11.	Course Evaluation				
	Distributing the score out of 100 according to the tasks assigned to the student such as daily preparation, daily oral, monthly, or written exams, reports etc				
12.	Learning and Teaching Resources				
Required textbooks (curricular books, if any)		adway plus ,pre-intermediate john and liz soars			
Main references (sources)					
Recommended books and references (scientific journals, reports...)					
Electronic References, Websites					

Course Description

Third class

Business Administration Department

Windows Quantitative Systems for Business

145.	Course Name: Windows Quantitative Systems for Business
146.	Course Code:
147.	Semester / Year: First term 2024
148.	Description Preparation Date: 2024
149.	Available Attendance Forms: Study halls
150.	Number of Credit Hours (Total) / Number of Units (Total) 60 hours
151.	Course administrator's name (mention all, if more than one name) Name: Dr. Ahmed Kadem Abed AL Aboudy Email: ahmed.abed@qu.edu.iq

152. Course Objectives					
1 Teach the student the basic skills for applying WinQSB as an application for operations research and quantitative management methods. 2 Introducing the concept and importance of ready-made software and its applications in the field of business management related to production, marketing, finance, and human resources. 3 training on WinQSB					
153. Teaching and Learning Strategies					
Strategy		.Lecture style -1 .Group discussion on the theoretical aspects of the subject's vocabulary -2 .Discussing and solving applied cases -3 .4- Explanatory means			
154. Course Structure					
Week	Hours	Learning Required Outcomes	Unit or subject name	Learning method	Evaluation method
1.	3	Skilled knowledge for understanding	Introduction to the program	Lectures	Exams + preparation
2.	3	Skilled knowledge for understanding	Features or characteristics of the program	Lectures	Exams + preparation
3.	3	Skilled knowledge for understanding	Install WinQSB on the computer	Lectures	Exams + preparation
4.	3	Skilled knowledge for understanding	Linear programming:	Lectures	Exams + preparation
5.	3	Skilled knowledge for understanding	Formulation and solving the linear programming model:	Lectures	Exams + preparation
6.	3	Skilled knowledge for understanding	Formulation of linear programming model:	Lectures	Exams + preparation
7.	3	Skilled knowledge for understanding	Formulation examples	Lectures	Exams + preparation
8.	3	Skilled knowledge for understanding	Menus, windows, tools, instructions or commands related to linear programming in: WinQSB	Lectures	Exams + preparation

9.	3	Skilled knowledge for understanding	Solve the linear programming model using WinQSB	Lectures	Exams + preparation
10.	3	Skilled knowledge for understanding	Practical examples using the program according to linear programming	Lectures	Exams + preparation
11.	3	Skilled knowledge for understanding	Project Management/Business Networking:	Lectures	Exams + preparation
12.	3	Skilled knowledge for understanding	PERT/CPM:	Lectures	Exams + preparation
13.	3	Skilled knowledge for understanding	Basic concepts in project management:	Lectures	Exams + preparation
14.	3	Skilled knowledge for understanding	Determine the probability of project completion:	Lectures	Exams + preparation
15.	3	Skilled knowledge for understanding	Examples of my work using the program according to PERT/CPM:	Lectures	Exams + preparation

155. Course Evaluation

Distributing the score out of 100 according to the tasks assigned to the student such as daily preparation, daily oral, monthly, or written exams, reports etc

156. Learning and Teaching Resources

Required textbooks (curricular books, if any)	
Main references (sources)	WINQSB Quantitative Business System Applications and Analysis, Written by Dr. Khaled Dhari Al-Taie, Marwan Abdel Hamid Al-Obaidi, Omar Muhammad Nasser Al-Ashari. 2009
Recommended books and references (scientific journals, reports...)	
Electronic References, Websites	

Microsoft Project

Third class

Business Administration Department

1. Course Name: Microsoft Project	
2. Course Code:	
3. Semester / Year: Second term 2024	
4. Description Preparation Date: 2024	
5. Available Attendance Forms: Study halls	
6. Number of Credit Hours (Total) / Number of Units (Total) 60 hours	
7. Course administrator's name (mention all, if more than one name) Name: Dr. Ahmed Kadem Abed AL Aboudy Email: ahmed.abed@qu.edu.iq	
8. Course Objectives	
<p style="text-align: center;">Course Objectives</p> <p style="text-align: center;">1 Training on MS project program.</p> <p style="text-align: center;">2 Learn how to use MS project to create a project schedule.</p> <p style="text-align: center;">3. Enriching knowledge through the practical application of Microsoft Project</p>	

9. Teaching and Learning Strategies					
Strategy	.Lecture style -1 .Group discussion on the theoretical aspects of the subject's vocabulary -2 .Discussing and solving applied cases -3 .4- Explanatory means				
10. Course Structure					
Week	Hours	Learning Required Outcomes	Unit or subject name	Learning method	Evaluation method
1.	3	Skilled knowledge for understanding	General information in project management:	Lectures	Exams + preparation
2.	3	Skilled knowledge for understanding	MS Project concept:	Lectures	Exams + preparation
3.	3	Skilled knowledge for understanding	MS Project software version:	Lectures	Exams + preparation
4.	3	Skilled knowledge for understanding	Benefits of MS Project:	Lectures	Exams + preparation
5.	3	Skilled knowledge for understanding	MS Project features:	Lectures	Exams + preparation
6.	3	Skilled knowledge for understanding	Types of used data in MS Project	Lectures	Exams + preparation
7.	3	Skilled knowledge for understanding	Operating: MS Project	Lectures	Exams + preparation
8.	3	Skilled knowledge for understanding	MS Project main screen	Lectures	Exams + preparation
9.	3	Skilled knowledge for understanding	Show views in MS project:	Lectures	Exams + preparation
10.	3	Skilled knowledge for understanding	Report in MS Project:	Lectures	Exams + preparation
11.	3	Skilled knowledge for understanding	MS Project settings	Lectures	Exams + preparation
12.	3	Skilled knowledge for understanding	Program procedures	Lectures	Exams + preparation
13.	3	Skilled knowledge for understanding	provided data by the program:	Lectures	Exams + preparation

14.	3	Skilled knowledge for understanding	examples using the program	Lectures	Exams + preparation
15.	3	Skilled knowledge for understanding	Keyboard shortcuts for Microsoft Project	Lectures	Exams + preparation
11. Course Evaluation					
Distributing the score out of 100 according to the tasks assigned to the student such as daily preparation, daily oral, monthly, or written exams, reports etc					
12. Learning and Teaching Resources					
Required textbooks (curricular books, if any)					
Main references (sources)			Murali Chemuturi, Thoms M. "Software Project Management", Best projects tools and Techniques .J.Ross publishing , 2010 Buttrick, R. (2013). The project workout: The ultimate handbook of project and programme management. Pearson UK. Microsoft Project		
Recommended books and references (scientific journals, reports...)					
Electronic References, Websites					

Course Description Form

157.	Course Name:	Strategic Management
158.	Course Code:	
159.	Semester / Year:	2023–2024
160.	Description Preparation Date:	April 2024
161.	Available Attendance Forms:	Attendance
162.	Number of Credit Hours (Total) / Number of Units (Total)	

3 Hours/3Unit (45 Hours)

163. Course administrator's name (mention all, if more than one name)

Name: Assistant professor Dr. Jawad Muhsin Radhi

Email: jawad,radhi@qu.edu.iq

164. Course Objectives

Course Objectives: Providing the student with the following knowledge:

- Clarifying the concept of strategic management, distinguishing top managers from other managers and determining the levels and processes of strategic management.
- Clarifying the concepts of the organization's vision and mission, what are the most important characteristics of the organization's successful mission, and clarifying the strategic goals and their types.
- Recognition of the external environment, the industrial environment, and the internal environment, and how to conduct strategic analysis of the external and internal environment.
- Learn about the importance of SWOT analysis and its role in determining the strategic position.
- Learn how a strategic manager makes a strategic choice among available alternatives.
- Identify the most important strategic alternatives available at the organization level, business unit level, and functional level.
- Knowledge of the concept of strategic implementation, the determinants and requirements of strategic implementation, and models of strategic implementation.
- Clarifying the concept and importance of strategic control and the most important basic requirements for carrying out the strategic control process.

165. Teaching and Learning Strategies

Strategy

- Lectures.
- Active Thinking Strategy.
- Brainstorming.
- Narrative Style.

166. Course Structure					
Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1-2	6	Learn how strategic management emerged, what strategic management is, who are strategic manager, and what levels of strategy.	An introduction to the study of strategy in business organization.	Lectures Case Study	All kinds of tests
3	3	Determine what the organization's missions is and what its strategic goals and objectives are.	Determine Strategic direction	Lectures Case Study	All kinds of tests
4-5	6	Providing students with	Strategic analysis of the external	Lectures Case Study	All kinds of tests

		<p>knowledge about the concept of environment, environmental analysis, methods of analyzing the external environment and its most important components, and learning about the industrial environment.</p>	environment.		
6-7	6	<p>Providing Students with Knowledge about analyzing the internal environment to identify strengths and</p>	<p>Strategic analysis of the internal environment</p>	<p>Lectures Case Study</p>	<p>All kinds of tests</p>

		weaknesses			
8-9	6	Knowledge of strategic choice and the most important business portfolio models	Concept and models of strategic choice	Lectures Case Study	All kinds of tests
10-11	6	Defining the concept of strategic alternatives and identifying the most important strategic alternatives at the organization level.	Strategy at the organization level	Lectures Case Study	All kinds of tests
12	3	Determine the strategy at the business unit level, and what are the most prominent strategies at the business unit	Strategy at business unit level	Lectures Case Study	All kinds of tests

		level			
13	3	Know what functional strategies are	Functional strategies	Lectures Case Study	All kinds of tests
14	3	Knowledge of Strategy implementation, its determinants and requirements	Strategic implementation	Lectures Case Study	All kinds of tests
15	3	Explaining the concept and importance of strategic control	Strategic Control	Lectures Case Study	All kinds of tests

167. Course Evaluation

Distributing the score out of 100 according to the tasks assigned to the student such as daily preparation, daily oral, monthly, or written exams, reports etc

- Semester pursuit: 40 marks distributed as follows:
- 30 marks monthly exam score
- 5 marks daily preparation and oral exams.
- 5 marks attendance score
- Final exam: 60 marks
- Total: 100 marks

168. Learning and Teaching Resources

Required textbooks (curricular books, if any)

Strategic Management
Dr. Zakaria M. Al-Douri

	2005
Main references (sources)	Strategic Management Prof. Dr. Saleh Abdul Radha Rasheed Prof. Dr. Ihssan Dahesh jalab
Recommended books and references (scientific journals, reports...)	Strategic Management : Hitt et al.,2018 Strategic Management Journal
Electronic References, Websites	Emerald Research Gate Science direct JOSTR

169.	Course Name: financial management 2
170.	Course Code:

171.	Semester / Year: Second term 2024				
172.	Description Preparation Date: 2024				
173.	Available Attendance Forms: Study halls				
174.	Number of Credit Hours (45) / Number of Units (3) hours				
175.	Course administrator's name (mention all, if more than one name)				
Name: Dr. abdullakadem					
Email: Abdulla,hassen@qu.edu.iq					
176.	Course Objectives				
Course Objectives					
1. Learn how to forecast financial need					
2. Know how to calculate break-even					
3. Identify the impact of investment and financing policies on return and risk					
4. Learn how to apply models related to inventory and cash					
5. Learn how to compare between investment alternatives					
177.	Teaching and Learning Strategies				
Strategy	1 -Lecture style. 2 -Group discussion on the theoretical aspects of the subject's vocabulary. 3 -Discussing and solving applied cases. 4- Explanatory means.				
178. Course Structure					
Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1.	3	Learn about the concept of forecasting financial need	Concepts related to forecasting financial need	Lectures	Exams + preparation
2.	3	Learn about ways to forecast financial need	Types of methods for forecasting financial need	Lectures	Exams + preparation
3.	3	Apply the forecasting method using percentage of sales	Steps to apply the percentage of sales method	Lectures	Exams + preparation
4.	3	Applying the forecasting method using regression	Application of regression analysis method	Lectures	Exams + preparation

5.	3	analysis method Apply the forecasting method using the estimated cash budget	Steps to apply the method	Lectures	Exams + preparation
6.	3	Break-even analysis as a planning tool	Concepts related to break-even analysis	Lectures	Exams + preparation
7.	3	How to apply break-even analysis	Types of methods used	Lectures	Exams + preparation
8.	3	Apply break-even analysis methods	How to analyze break-even	Lectures	Exams + preparation
9.	3	Operating leverage analysis	How to calculate operating leverage	Lectures	Exams + preparation
10.	3	Working capital policies	Concepts related to working capital policies	Lectures	Exams + preparation
11.	3	Types of capital policies	Investment and financial policies	Lectures	Exams + preparation
12.	3	Cash management	Cash management application form	Lectures	Exams + preparation
13.	3	Inventory Management	Economic order quantity model	Lectures	Exams + preparation
14.	3	Debtors management	Some concepts and methods used in debtors management	Lectures	Exams + preparation
15.	3	Evaluation of investment projects	Project evaluation methods	Lectures	Exams + preparation

179. Course Evaluation

Distributing the score out of 100 according to the tasks assigned to the student such as daily preparation, daily oral, monthly, or written exams, reports etc

180. Learning and Teaching Resources

Required textbooks (curricular books, if any)

Main references (financial management)

Financial management / Prof. Dr. mohamad ali al amery

	Other financial management books
Recommended books and references (scientific journals, reports...)	
Electronic References, Websites	

نموذج وصف المقرر

181.	Name of the course
	Risk Management Reasoning 1
182.	Course code
183.	Semester/year/
	2023-2024
184.	Date this description was prepared
	2024
185.	Available forms of attendance/
	classroom
186.	Number of study hours (total) / number of units (total) / 180 hours
	Number of hours 12 Number of units
187.	Name of the course administrator (if more than one name is mentioned)
	Name: A.M. Elham Nimah Kazem Al-Zwaini Email: elham.khadem@qu.edu.iq
Course objectives	
1. Explain the concept of risk management.	
2. Explain the concept of risk exposure	
3. Identify the theory of capital market equilibrium and investment risks	
4. Learn about asset and liability management	
5. Explaining the foundations of interest rate risk management.	
6. Explaining the duration analysis model (period)	
7. Explain what a simulation analysis model is	
8. How to manage interest rate risks.	
9. How to identify the types of gaps	

<p>10. How to prepare a duration analysis model (period).</p> <p>11. How to prepare a simulation analysis model</p> <p>12. How to manage interest rate risks</p> <p>13. Pictures of credit risks</p> <p>14. Basic controls that help reduce risk</p> <p>15. Risks of financial failure Manifestations of financial failure</p>	
<p>Objectives of the study subject</p>	<p>Risk management is a branch of management science. Risk management is concerned with identifying, evaluating, monitoring and controlling the risks that a company or institution may face, whether they are financial, operational, strategic or other risks. The goal of risk management is to reduce the negative impact of risks on the business, ensure business continuity, and achieve set goals.</p>
<p>.1Teaching and learning strategies</p>	
<p>The strategy</p>	<p>A- Knowledge and understanding</p> <p>1. Concepts related to the risk management system and how to deal with the treatments for each of them.</p> <p>2. Determine the risks related to the operation to be financed and the risks related to general conditions.</p> <p>3. Providing basic controls that help reduce risk.</p>
	<p>B - Subject-specific skills</p> <p>1. Building the student’s capabilities in the field of analysis and interpretation of information.</p> <p>2. Mechanism for implementing risk management in economic units.</p> <p>3. Procedures for recording, tabulating, analyzing, presenting and interpreting operations.</p>

	<p>T- Teaching and learning methods</p> <ol style="list-style-type: none"> 1. Lecture style. 2. Group discussion on the theoretical aspects of the subject's vocabulary. 3. Discuss and solve applied cases. 4. Means of clarification..
	<p>D- Evaluation methods</p> <ol style="list-style-type: none"> 1. Oral exams. 2. Scientific discussion circles. 3. Duties. 4. Quarterly written tests. 5. Final exams.
	<p>C- Thinking skills</p> <ol style="list-style-type: none"> 1. Presenting problems related to risk management and asking to think about solutions or developments. 2. Encouraging the development of students' administrative thinking. 3. Developing Internet research skills to expand the administrative knowledge horizon. 4. Motivating students to bring out the creative ideas they have.
	<p>C- Teaching and learning methods</p> <ol style="list-style-type: none"> 1. Discussions during lectures and case studies. 2. Urging the student to think about the topics presented in the course through: 3. Asking questions (logical thinking) 4. Asking questions (random thinking) 5. Means of illustration.
	<p>H- Evaluation methods</p> <ol style="list-style-type: none"> 1- Written and oral tests. 2- Surprise tests 3- Homework assignments. 4- Presenting the presentation to the students and giving the grade.

	5- Discussing questions and answering in the classroom.
	<p>G- General and transferable skills (other skills related to employability and personal development).</p> <p>1. Linking the concepts and information of risk management and other fields of knowledge, including insurance management, financial management, and the field of economics.</p> <p>2. Maintaining self-awareness, cultural openness, acceptance of others, and adaptation to others.</p> <p>3. Promoting the maintenance of fair competition in the business sector.</p>

10- Course evaluation	
Distribution of the grade out of 100 according to the tasks assigned to the student, such as daily preparation, daily, oral, monthly, written exams, reports, etc.	
188. 11. Learning and teaching resources	
Required textbooks (methodology, if any)	The prescribed reference book
Main references (sources)	1_ 1Risk and insurance management/Dr. Eid Ahmed Abu Bakr / Walid Ismail Al-Seifo 2- Bank credit management/Mohamed Kamal Afana
Recommended supporting books and references (scientific journals, reports....)	Risk guide in government institutions...
Electronic references, Internet sites	Websites for financial institutions and magazines for financial risk management...

10 Course structure

Week	Hours	Learning Required Outcomes	Unit or subject name	Learning method	Evaluation method
.1	3	-Clarifying the concept of risk management. - Explaining the concept of risk exposure	Risk management system	Lectures	Exams + preparation
.2	3	- Identify the theory of capital market equilibrium and investment risks - Clarifying the foundations of interest rate risk management.	Risk management system	Lectures	Exams + preparation
.3	3	Explaining the duration analysis model (period)	Risk management system	Lectures	Exams + preparation
.4	3	Explain what a simulation analysis model is	Risk management system	Lectures	Exams + preparation
.5	3	How to manage interest rate risks.	Risk management system	Lectures	Exams + preparation
.6	3	How to identify the types of gaps	Risk management system	Lectures	Exams + preparation
.7	3	How to prepare a duration analysis model (period).	Risk management system	Lectures	Exams + preparation
.8	3	How to prepare a simulation analysis model	Risk management system	Lectures	Exams + preparation
.9	3	How to manage interest rate risks	Risk management system	Lectures	Exams + preparation
.10	3	Pictures of credit risks	Risk management system	Lectures	Exams + preparation
.11	3	Basic controls that help reduce risk	Risk management system	Lectures	Exams + preparation
.12	3	Risks of financial failure Manifestations of financial failure	Risk management system	Lectures	Exams + preparation

Course Name: **Cost accounting 2**

1. Course Name: Cost accounting 2	
2. Course Code: 2334	
3. Semester / Year: Second term 2024	
4. Description Preparation Date: 2024	
5. Available Attendance Forms: Study halls	
6. Number of Credit Hours (Total) / Number of Units (Total) 60 hours	
7. Course administrator's name (mention all, if more than one name) Name: Dr. Mohammed Oleiwi Email: mohammed.kanoa@qu.edu.ig	
8. Course Objectives	
9 .Course objectives: 1 .Explain the concept of control over cost elements 2 .Identify the first-in, first-out method. 3 .Recognizing the method of what comes last is spent first. 4 .Learn about the weighted average method. 5 .Learn about the standard hourly method for calculating wages. 6 .Learn about the Halsey method for calculating wages. 7 .Learn about Taylor’s method for calculating wages. 8 .Learn about the method of descending distribution of expenses. 9. Learn about the method of progress distribution of expenses.	
10-Teaching and Learning Strategies	
Strategy	.A1- Determine how to calculate the end-of-period balance according to the first-in, first-out method A2- Determine how to calculate the end-of-period balance according to the “what comes in last is paid out first” method A3- Determine how to calculate the end-of-period balance according to the weighted average method .A4- Determine how to calculate workers’ wages A5- Determine how to calculate expenses.
11-Course Structure	

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1.	3	Controlling the elements of material costs, wages and expenses	The concept, advantages and disadvantages of cost elements	Lectures	Exams + preparation
2.	3	Unable to establish Internet connection	Examples of the first-in, first-out method	Lectures	Exams + preparation
3.	3	Unable to establish Internet connection	Examples of the first-in, first-out method	Lectures	Exams + preparation
4.	3	The method of what is returned last is spent first	Examples of the method of what is returned last is spent first	Lectures	Exams + preparation
5.	3	The method of what is returned last is spent first	Examples of the method of what is returned last is spent first	Lectures	Exams + preparation
6.	3	Weighted average method	Examples of the weighted average method	Lectures	Exams + preparation
7.	3	Weighted average method	Examples of the weighted average method	Lectures	Exams + preparation
8.	3	First month exam	An exam on the topics taught	Lectures	Exams
9.	3	Oversight of the work element (wages)	Introduction and concept	Lectures	Exams + preparation
10.	3	Oversight of the work element (wages)	Examples of the standard hour method	Lectures	Exams + preparation
11.	3	Oversight of the work element (wages)	Examples of the Halsey method	Lectures	Exams + preparation
12.	3	Oversight of the work element (wages)	Examples of Taylor's method	Lectures	Exams + preparation
13.	3	Expense control	Examples of the method of	Lectures	Exams + preparation

			descending distribution of costs		
14.	3	Expense control	Examples of the progressive distribution of costs method	Lectures	Exams + preparation
15.	3	First month exam	An exam on the topics taught	Lectures	Exams
12-Course Evaluation					
Distributing the score out of 100 according to the tasks assigned to the student such as daily preparation, daily oral, monthly, or written exams, reports etc					
13-Learning and Teaching Resources					
Required textbooks (curricular books, if any)					
Main references (sources)			Cost Accounting / Prof. Dr. Nsayif Al-Jibouri Cost Accounting // Prof. Dr. Salah Al-Kawaz Other cost accounting books		
Recommended books and references (scientific journals, reports...)					
Electronic References, Websites					

Course Description Form

189. Course Name:	International Business Administration
190. Course Code:	
191. Semester / Year:	First semester 2023/-2024
192. Description Preparation Date:	

2024					
193. Available Attendance Forms:					
Classrooms					
194. Number of Credit Hours (Total) / Number of Units (Total)					
30 hours					
195. Course administrator's name (mention all, if more than one name)					
Name: Atheer abd alameer hasooni Email: atheer.almashady@qu.edu.iq					
196. Course Objectives					
Course Objectives					14-
1. Discussing international investment issues					15-
2. Theories governing international investment					16-
3. Mechanisms used to conquer international markets					
4. Globalization of the activities of the companies concerned					
197. Teaching and Learning Strategies					
Strategy	The International Business Administration course meets the needs of business organizations with international business and activities, or global and multinational companies that rely on its fundamental competence in formulating and applying comprehensive business strategies as a basic condition for achieving a proven competitive advantage.				
198. Course Structure					
Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1	2	International business management activities	International Business Administration	Lectures	ams/preparation

2	2	effects of globalization on international business activities	International Business Administration	Lectures	ams/preparation
3	2	Export contracts	penetration strategies in international markets	Lectures	ams/preparation
4	2	Contractual agreements	penetration strategies in international markets	Lectures	ams/preparation
5	2	International trade theories	international business organizations	Lectures	ams/preparation
6	2	Challenges facing international trade companies	international business organizations	Lectures	ams/preparation
7	2	Economic environment	economic and financial environment	Lectures	ams/preparation
8	2	Money and capital markets	economic and financial environment	Lectures	ams/preparation
9	2	Elements of the political environment	political environment	Lectures	ams/preparation
10	2	Methods for overcoming risks	political environment	Lectures	ams/preparation
11	2	Setting strategic planning goals	Planning to choose the host country	Lectures	ams/preparation
12	2	Implementing the international market entry strategy	Planning to choose the host country	Lectures	ams/preparation
13	2	International marketing concept	International marketing	Lectures	ams/preparation
14	2	International marketing mix	International marketing	Lectures	ams/preparation
15	2	International marketing information system	International marketing	Lectures	ams/preparation
199. Course Evaluation					

Distributing the score out of 100 according to the tasks assigned to the student such as daily preparation, daily oral, monthly, or written exams, reports etc	
200. Learning and Teaching Resources	
Required textbooks (curricular books, if any)	asics of international business management
Main references (sources)	Abdul Salam Abu Qahf
Recommended books and references (scientific journals, reports...)	International Business Administration
Electronic References, Websites	

Course Description Form

201.	Course Name: management information technology
202.	Course Code: MIT 512020302

203. Semester / Year:2023 -2024	
204. Description Preparation Date: Classrooms	
205. Available Attendance Forms:	
206. Number of Credit Hours (Total) / Number of Units (Total)	
Number of hours: 3. Number of units: 3	
207. Course administrator's name (mention all, if more than one name)	
Name: Dr. firas Adnan abbas Email: Firas.a.abbas@qu.edu.iq	
208. Course Objectives	
Course Objectives	<ol style="list-style-type: none"> 1. Providing students with basic knowledge and concepts in the field of information technology and how to apply them in the administrative environment. 2. Introducing students to the importance of information technology in supporting and improving operations and decision-making in institutions and companies. 3. Develop students' skills in using modern tools and techniques used in information technology.

	<p>4. Understanding the impact of information technology on administrative performance and how to innovate and develop it.</p> <p>Analyze the ethical and legal issues related information technology and how to deal with them responsibly.</p>
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209. Teaching and Learning Strategies

Strategy	
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210. Course Structure

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method

211. Course Evaluation

Distributing the score out of 100 according to the tasks assigned to the student such as daily preparation, daily oral, monthly, or written exams, reports etc

212. Learning and Teaching Resources

Required textbooks (curricular books, if any)	
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Main references (sources)	Management Information Systems - Muhammad Abdul Hussein Al-Taie
Recommended books and references (scientific journals, reports...)	Management information systems and information technology - Saad Ghaleb Yassin
Electronic References, Websites	

Course Name . Contract Management	.213
Course Code	.214
Semester/ year 2023/2024	.215

Date this description was prepared		.216
A. Available attendance forms		
My presence		
Number of study hours (total)/number of units (total)		.218
Number of hours		2
Number of units		2
Name of the course administrator (if more than one name is mentioned)		.219
thear.alhargose@qu.edu.iq :Amil - Name: Thaer Hassan Kazem Al		
objectives Course		.220
Learn about the importance of creating contracts	-17	Objectives of the study subject
Learn how to manage contracts and contracting skills	-18	
Identify administrative concepts related to government contracts	-19	
Teaching and learning strategies		.221
		The strategy

B The intention of the decision maker.10					
Evaluation method	Learning method	Name of the unit or topic	Required learning outcomes	hours	the week

Exams Daily Share + ring the lesson	theoretical + practical	overnment contracts management Concept and origin	Bachelor's	ours 2	the first
Exams Daily	theoretical + practical	e concept of administrative contract definition of administrative contract Distinctive ments of contracts management is one the parties to the contract	Bachelor's	ours 2	e second
Exams Daily	theoretical + practical	he contract must have a relationship with a public utility Unusual exceptional conditions The most important ministrative contracts Public facilities concession contract	Bachelor's	ours 2	the third
Exams Daily	theoretical + practical	General features of the commitment contract Public works contract Concept Features	Bachelor's	ours 2	the fourth
Exams Daily	theoretical + practical	Contractor rights Contractor's obligations Management rights management powers in the works contract	Bachelor's	ours 2	Fifth
			Bachelor's	ours 2	VI

		Monthly exam			
Except exams Daily	theoretical + practical	Management's authority to amend terms of the contract expiration of the public works contract Supply contract Its elements	Bachelor's	hours 2	Seventh
Exams Daily	theoretical + practical	Legal adaptation of the supply contract Supplier obligations and rights Management powers expiration of the supply contract	Bachelor's	hours 2	VIII
Exams Daily	theoretical + practical	General loan contract Contribution contract Concluding administrative contracts Tender	Bachelor's	hours 2	Ninth
Exams Daily	theoretical + practical	Bidding procedures Direct purchase method Bid Implementation of administrative contracts	Bachelor's	hours 2	The tenth
Exams Daily	theoretical + practical	Familiar obligations Unfamiliar obligations Management rights Management's right to supervise	Bachelor's	hours 2	eleventh

Exams Daily	theoretical + practical	the administration's right to administrative penalties management has the right to amend the conditions management's right to terminate the contract rights of the contracting party with the administration	Bachelor's	hours 2	the second ten
		Monthly exam	Bachelor's	hours 2	the third ten
Exams Daily	theoretical + practical	management risk theory economic risk theory Obstacle theory and of administrative contracts	Bachelor's	hours 2	the fourth ten
Exams Daily	theoretical + practical	review	Bachelor's	hours 2	Fifteenth

Course evaluation-11

Distribution of the grade out of 100 according to the tasks assigned to the student, such as daily preparation, daily, oral, monthly, written exams, reports, etc

Learning and teaching resources-12

Book of Administrative Contracts by Dr. Muhammad Al-Shafi'i Government contracts management book. Abbas's struggle	Required textbooks (methodology, if any)
lying on the curriculum determined by the Ministry	Main references (sources)

lying on the curriculum prepared by the teacher	
lying on the curriculum determined by the Ministry lying on the curriculum prepared by the teacher	Recommended supporting books and references (...scientific journals, reports)
lying on the curriculum determined by the Ministry lying on the curriculum prepared by the teacher	Electronic references, Internet sites

نموذج وصف المقرر

222.	Name of the course
	Insurance management
223.	Course code
224.	Semester/year/
	2023-2024
225.	Date this description was prepared
	2024
226.	Available forms of attendance/
	classroom
227.	Number of study hours (total) / number of units (total) / 180 hours
	Number of hours 12 Number of units
228.	Name of the course administrator (if more than one name is mentioned)
	Name: A.M. Elham Nimah Kazem Al-Zwaini Email: elham.khadem@qu.edu.iq
8. Course objectives	
<ol style="list-style-type: none"> 1. Explaining a general background on risk management and insurance 2. Explain the concept of risk management 3. Knowing what danger is and what types of danger 4. Identify the insurance risk 	

<p>5. Explaining the characteristics of insurance risk and the emergence of managing the risk manager function</p> <p>6. Insurance as a way to deal with risk</p> <p>7. Give a historical overview of insurance</p> <p>8. Explain what is the role of insurance in development</p> <p>9. Explain the legal principles of insurance</p> <p>10. How to organize and market insurance</p> <p>11. Definition of non-marine insurance</p> <p>12. Explaining the controls for fire insurance and theft insurance</p> <p>13. Statement of car insurance regulations</p> <p>14. Explain the concept of marine insurance</p> <p>15. Statement of types of marine insurance - cargo and marine insurance - ship hulls</p>	
<p>Objectives of the study subject</p>	<p>Insurance management is a branch of management science. Insurance management is concerned with providing insurance solutions tailored to customer needs, ensuring the provision of high-quality services, analyzing and evaluating potential insurance that the insurance company may face, and developing strategies to manage it effectively.</p>
<p>.Teaching and learning strategies</p>	
<p>الاستراتيجية</p>	<p>A- Knowledge and understanding</p> <p>1. Concepts related to insurance management and how to deal with the processors for each of them.</p> <p>2. Providing basic controls that help reduce risk.</p>

	<p>B - Subject-specific skills</p> <ol style="list-style-type: none"> 1. Building the student's capabilities in the field of analysis and interpretation of information. 2. The mechanism for implementing insurance management in economic units. 3. Procedures for recording, tabulating, analyzing, presenting and interpreting operations.
	<p>T- Teaching and learning methods</p> <ol style="list-style-type: none"> 1. Lecture style. 2. Group discussion on the theoretical aspects of the subject's vocabulary. 3. Discuss and solve applied cases. <p>demonstration tools ..</p>
	<p>D- Evaluation methods</p> <ol style="list-style-type: none"> 1. Oral exams. 2. Scientific discussion circles. 3. Duties. 4. Quarterly written tests. <p>Final exams .</p>
	<p>C- Thinking skills</p> <ol style="list-style-type: none"> 1. Presenting problems related to insurance management and requesting consideration of solutions or developments. 2. Encouraging the development of students' administrative thinking. 3. Developing Internet research skills to expand the administrative knowledge horizon. <p>Motivating students to bring out the creative ideas they have.</p>
	<p>C- Teaching and learning methods</p> <ol style="list-style-type: none"> 1. Discussions during lectures and case studies. 2. Urging the student to think about the topics presented in the course through: 3. Asking questions (logical thinking) 4. Asking questions (random thinking) 5. Means of illustration.
	<p>H- Evaluation methods</p> <ol style="list-style-type: none"> 1- Written and oral tests. 2- Surprise tests 3- Homework assignments. 4- Presenting the presentation to the students and giving the grade. <p>Discussing questions and answers in the classroom.</p>
	<p>G- General and transferable skills (other skills related to employability and personal development).</p> <ol style="list-style-type: none"> 1. Linking insurance management concepts and information with other fields of knowledge, including risk management, financial management, and economics.

	<p>2. Maintaining self-awareness, cultural openness, acceptance of others, and adaptation to others.</p>
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Promoting the maintenance of fair competition in the business sector.

10 Course structure					
Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
.1	3	Explaining a general background on risk management and insurance	Insurance management	Learning method	Evaluation method
.2	3	Explaining the concept of risk management	Insurance management	Lectures	Exams + preparation
.3	3	Knowing what danger is and what types of danger	Insurance management	Lectures	Exams + preparation
.4	3	Identify the insurance risk	Insurance management	Lectures	Exams + preparation
.5	3	Explaining the characteristics of insurance risk and the origins of managing the risk manager function	Insurance management	Lectures	Exams + preparation
.6	3	Insurance as a way to deal with risk	Insurance management	Lectures	Exams + preparation
.7	3	Give a historical overview of insurance	Insurance management	Lectures	Exams + preparation
.8	3	Explain what is the role of insurance in development	Insurance management	Lectures	Exams + preparation
.9	3	Explanation of the legal principles of insurance	Insurance management	Lectures	Exams + preparation
.10	3	How to organize and market insurance	Insurance management	Lectures	Exams + preparation
.11	3	Definition of non-marine insurance	Insurance management	Lectures	Exams + preparation
.12	3	Explaining fire and theft insurance controls	Insurance management	Lectures	Exams + preparation
.13		Statement of car insurance regulations	Insurance management	Lectures	Exams + preparation
.14		Explain the concept of marine insurance	Insurance management	Lectures	Exams + preparation

.15		Statement of types of marine insurance - cargo and marine insurance - ship hulls and marine insurance	Insurance management	Lectures	Exams + preparation
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1. 10- Course evaluation	
Distribution of the grade out of 100 according to the tasks assigned to the student, such as daily preparation, daily, oral, monthly, written exams, reports, etc.	
<ul style="list-style-type: none"> • Daily preparation for 10 marks oral exam • Two monthly exams <ul style="list-style-type: none"> ✓ First monthly written exam / 15 marks ✓ The second monthly written exam: 15 marks • Final exam: 60 marks 	
2. 11. Learning and teaching resources	
Required textbooks (methodology, if any)	The prescribed reference book
Main references (sources)	Risk and insurance management / Prof. Dr. Yousef Hajim Al-Taie 2006
Recommended supporting books and references (scientific journals, reports....)	Periodical magazines issued by the National Insurance Company
Electronic references, Internet sites	Iraqi insurance companies' websites and monthly insurance bulletins

229.	Course Name: Cost accounting 2				
230.	Course Code:				
231.	Semester / Year: Second term 2024				
232.	Description Preparation Date: 2024				
233.	Available Attendance Forms: Study halls				
234.	Number of Credit Hours (Total) / Number of Units (Total) 60 hours				
235.	Course administrator's name (mention all, if more than one name)				
Name: Prof. Dr. sana jawed khadem.					
Email: sana.khadem@qu.edu.iq					
236.	Course Objectives				
Course Objectives					
<ol style="list-style-type: none"> 1. Explaining the first origin of knowledge. 2. Clarifying the characteristics and importance of knowledge 3. Getting to know knowledge management schools 4- Schools of knowledge sources and the hierarchy of knowledge. 5. Identify the types of knowledge and their entrances. 6. Clarifying the theories and stages of knowledge. 7. Explain the concept of knowledge management and its stages. 8. Explaining intellectual capital, its components and dimensions. 9. Explain the basic components of knowledge management and its strategies. 10. Clarifying knowledge management processes. 11. Clarifying knowledge management requirements 12- Knowledge life cycle 					
237.	Teaching and Learning Strategies				
Strategy	<ol style="list-style-type: none"> 1 -Lecture style. 2 -Group discussion on the theoretical aspects of the subject's vocabulary. 3 -Discussing and solving applied cases. 4- Explanatory means. 				
238. Course Structure					
Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1.	3	Clarifying the first origin of knowledge .	Clarifying the first origin of knowledge - a theoretical and	Lectures	Exams + preparation

			philosophical framing.		
2.	3	a theoretical and philosophical framing.	2. Clarifying the characteristics and importance of knowledge- a theoretical and philosophical framing.	Lectures	Exams + preparation
3.	3	3. Getting to know knowledge management schools.	3. Getting to know knowledge management schools- a theoretical and philosophical framing.	Lectures	Exams + preparation
4.	3	Schools of knowledge sources and the hierarchy of knowledge.	Schools of knowledge sources and the hierarchy of knowledge- a theoretical and philosophical framing.	Lectures	Exams + preparation
5.	3	5. Identify the types of knowledge and their entrances.	Identify the types of knowledge and their entrances.a theoretical and philosophical framing.	Lectures	Exams + preparation
6.	3	Explain the concept of knowledge management and its stages.	- Explain the concept of knowledge management and its stages. a theoretical and philosophical framing.	Lectures	Exams + preparation
7.	3	Explaining intellectual capital, its components and dimensions.	- Explaining intellectual capital, its components and dimensions. a theoretical and philosophical framing.	Lectures	Exams + preparation
8.	3	Explain the basic components of knowledge	- Explain the basic components of knowledge	Lectures	Exams + preparation

		management and its strategies.	management and its strategies.a theoretical and philosophical framing.		
9.	3	Clarifying knowledge management processes.	- Clarifying knowledge management processes.a theoretical and philosophical framing.	Lectures	Exams + preparation
10.	3	Knowledge life cycle	Knowledge life cycle-a theoretical and philosophical framing.	Lectures	Exams + preparation
11.	3	Knowledge management risks	a theoretical and philosophical framing.	Lectures	Exams + preparation
12.	43	Terms related to knowledge management	a theoretical and philosophical framing.	Lectures	Exams + preparation
13.	3	Knowledge management models	a theoretical and philosophical framing.	Lectures	Exams + preparation
14.	3	review		Lectures	Exams + preparation
15.	3	Exams + preparation	=	Lectures	Exams + preparation

239. Course Evaluation

Distributing the score out of 100 according to the tasks assigned to the student such as daily preparation, daily oral, monthly, or written exams, reports etc

240. Learning and Teaching Resources

Required textbooks (curricular books, if any)	
Main references (sources)	nowledge Management/ Prof. Dr. Salah Al-Din Al-Kubaisi Knowledge Management // Prof. Dahamed Kazem Miteb Books on knowledge management and other information technology.
Recommended books and references (scientific journals, reports...)	
Electronic References, Websites	

242.	Course Code:				
243.	Semester / Year: First term 2024				
244.	Description Preparation Date: 2024				
245.	Available Attendance Forms: Study halls				
246.	Number of Credit Hours (Total) / Number of Units (Total) 30 hours				
247.	Course administrator's name (mention all, if more than one name)				
Name: Prof.Dr. Bushra Abdul Hamza Abbas					
Email: Bushra.abbas@qu.edu.iq					
248.	Course Objectives				
<p>1. Explaining the concept of corporate governance.</p> <p>2. Providing students with an in-depth look at the basics of corporate governance.</p> <p>3. Explaining the most important internal and external determinants of applying corporate governance.</p> <p>4. Review the importance of disclosure and transparency in the work of companies.</p> <p>Review of the parties concerned with implementing corporate governance and the role of each of them.</p> <p>6. Clarifying the concept of corporate ethical and social responsibility and its relationship to the application of governance principles.</p>					
249.	Teaching and Learning Strategies				
Strategy			<p>1 -Lecture style.</p> <p>2 -Group discussion on the theoretical aspects of the subject's vocabulary.</p> <p>3 -Discussing and solving applied cases.</p> <p>4- Explanatory means.</p>		
250. Course Structure					
Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1.	2	The origins and development of corporate governance	A theoretical introduction to corporate governance	Lectures	Exams + preparation
2.	2	The concept of corporate governance and its theories	Introducing the approaches to defining the concept of corporate governance	Lectures	Exams + preparation

3.	2	The importance, characteristics and pillars of corporate governance	Introducing the benefits achieved from applying corporate governance and the importance achieved through disclosure and transparency	Lectures	Exams + preparation
4.	2	Determinants of corporate governance	Reviewing the internal and external determinants that ensure the implementation of rules and laws that lead to good corporate management	Lectures	Exams + preparation
5.	2	Parties concerned with implementing corporate governance	Introducing the parties who influence and are affected by the proper application of corporate governance rules	Lectures	Exams + preparation
6.	2	The basic components of corporate governance	Introducing the legal, institutional, regulatory and ethical framework that is important for the success of corporate governance	Lectures	Exams + preparation
7.	2	Corporate governance objectives	Reviewing the general and specific objectives of corporate governance	Lectures	Exams + preparation
8.	2	Organizational dimensions of corporate governance	Introducing the dimensions that contribute to managing the company's profits, formulating a clear strategy for	Lectures	Exams + preparation

			projects, and demonstrating honesty and integrity.		
9.	2	Explanatory theories of corporate governance	Introducing the separation of ownership from management, agency theory, and the benefits achieved by companies from applying it	Lectures	Exams + preparation
10.	2	Efficiency and effectiveness of the corporate governance system	Introducing the most important requirements for the efficiency and effectiveness of the corporate governance system and the Ten Commandments of Quality	Lectures	Exams + preparation
11.	2	The ethical and behavioral aspect of corporate governance	Introducing the ethical aspects of corporate governance	Lectures	Exams + preparation
12.	2	The role of the board of directors in corporate governance	Introducing the Board of Directors structure and governance guidelines.	Lectures	Exams + preparation
13.	2	Transparency, responsibility and accountability in the context of corporate governance	Introducing the importance of transparency and responsibility for applying transparency rules.	Lectures	Exams + preparation
14.	2	Corporate social responsibility	Introduction to corporate governance and social responsibility	Lectures	Exams + preparation
15.	2	The role of governance in corporate risk management	Introducing the responsibility of risk management under	Lectures	Exams + preparation

			corporate governance		
251.					
Distributing the score out of 100 according to the tasks assigned to the student such as daily preparation, daily oral, monthly, or written exams, reports etc					
252. Learning and Teaching Resources					
Required textbooks (curricular books, if any)					
Main references (sources)			Corporate Governance – Monitoring and Participating Parties Kenneth A.kimm, john R.Nofsinger, Derek J. Mohr Arabization and review by Prof. Dr. Abdel Fattah Al- Ashmawy, Dr. Strange Jabr Ghanem		
Recommended books and references (scientific journals, reports...)			Writing a report on materials management and its benefits for modern organizations. Based on recent research and articles and contributing to giving the student realistic examples of Iraqi and international companies		
Electronic References, Websites					

management Negotiation . Course Name	.253
Course Code	.254
2024/2023 Semester/year	.255
Date this description was prepared	.256
Available attendance forms presence My	.257
total)) Number of study hours (total)/number of units	.258
hours 2 Number of units 2 Number of	
than one name is Name of the course administrator (if more mentioned)	.259

thear.alhargose@qu.edu.iq Amil: - Thaer Hassan Kazem Al Name:	
objectives Course .260	
importance and concept of Learn about the negotiation -20 methods and skills Learn negotiation -21 relationship between Identify the negotiation and public relations -22	dy Objectives of the subject
Teaching and learning strategies .261	
The strategy	

Course structure .262					
method Evaluation	Learning method	of the unit or topic Name	Required learning outcomes	hours	week the
Exams Daily Share + the lesson During	Lectures	concept Negotiation elements Negotiation of negotiation Definition Negotiation characteristics	Bachelor's	hours 2	the first
Exams Daily	Lectures	view to negotiate Quick ortance of The negotiation eral importance of The negotiation ortance of The otiation for organization	Bachelor's	hours 2	cond the
Exams Daily	Lectures	and crisis Conflict of negotiation Features levels of negotiation Types and negotiation elements Key	Bachelor's	hours 2	the third

Exams Daily	Lectures	Negotiating position Negotiating parties Negotiating issue Negotiating objective	Bachelor's	hours 2	fourth the
Exams Daily	Lectures	terms Negotiation power Negotiating ability Negotiating desire Shared	Bachelor's	hours 2	Fifth
		exam Monthly	Bachelor's	hours 2	VI
Exams Daily	Lectures	climate Ambient information Negotiating steps Negotiation pressures Negotiating	Bachelor's	hours 2	Seventh
Exams Daily	Lectures	ethods and strategies Negotiation policies Negotiation specifications of Characteristics a professional negotiator of negotiation Principles	Bachelor's	hours 2	VIII
Exams Daily	Lectures	a Characteristics successful negotiator asking questions The art mechanisms Negotiation and skills negotiation Stages of process	Bachelor's	hours 2	Ninth
Exams Daily	Lectures	cluded in each stage Skills success in Requirements negotiation negotiation stage Pre- requirements Planning	Bachelor's	hours 2	The tenth
Exams Daily	Lectures	used in negotiation Strategies a negotiator Traits of skills Negotiator capabilities Negotiator	Bachelor's	hours 2	atheistic ten
Exams Daily	Lectures	characteristics Negotiator negotiator abilities Types of skills Direct negotiation change . Direct negotiation skills of information	Bachelor's	hours 2	second the ten
		exam Monthly	Bachelor's	hours 2	the third ten
Exams Daily	Lectures	ommunication The art the art of communication	Bachelor's	hours 2	fourth the ten

		the art of Obstacles communication share Display information negotiator Concessions skills			
Exams Daily	Lectures	review	Bachelor's	hours 2	Fifteenth

Course evaluation -11

as daily preparation, of the grade out of 100 according to the tasks assigned to the student, such Distribution daily, oral, monthly, written exams, reports, etc.	
resources Learning and teaching -12	
book by Dr. Bashir Al-Alaq Negotiation	Required textbooks (methodology, if any)
the curriculum determined by the Relying Ministry the curriculum prepared by the Relying teacher	sources)) Main references
the curriculum determined by the Relying Ministry the curriculum prepared by the Relying teacher	Recommended supporting books and references scientific journals, reports....))
the curriculum determined by the Relying Ministry pared by the on the curriculum Relying teacher	references, Internet sites Electronic

Course Description Form

263.	Course Name: Business Administration Department
264.	Course Code: Investment portfolio management
265.	Semester / Year:2023–2024
266.	Description Preparation Date: Actual presence
267.	Available Attendance Forms: Number of hours: 3. Number of units: 3
268.	Number of Credit Hours (Total) / Number of Units (Total) Name: M. Dr. Batool Al batoolghail@qu.edu.iq

269. Course administrator's name (mention all, if more than one name)	
Name: M. Dr. Batool Abdel Ali Ghail Email: batoolghail@uob.edu.jo	
270. Course Objectives	
Course Objectives	<p>learners acquire the basic theoretical concepts related to the field of investment portfolio management and to clarify the extent to which they can be applied in reality in financial institutions and companies, for the purpose of creating value for society and achieving profits with risk-efficient diversification.</p> <p>2- Clarifying the method followed by financial institutions and joint-stock companies in forming investment portfolios for the purpose of maximizing profits and reducing the risks associated with them. This is done through implementing several investment decisions and determining their implementation stage through analyzing the investments for the purpose of choosing the most suitable one, then starting to implement Asset allocation and portfolio composition, and finally making investment decisions and</p>
271. Teaching and Learning Strategies	
Strategy	<p>- Clarifying the basic concepts of investment portfolio management.</p> <p>2-The ability to solve mathematical problems related to the investment portfolio management.</p> <p>3- Developing the student's abilities to understand the application of mathematical concepts in investment portfolio management.</p> <p>4- Acquiring theoretical concepts for portfolio evaluation.</p> <p>B- The skills objectives</p> <p>1- Developing the student's abilities to memorize the mathematical laws related to investment portfolio management.</p> <p>2- The ability to choose the appropriate alternative from several investment alternatives.</p>

	<p>3- Flexibility in thinking to solve special cases in ma</p> <p>4- Knowing the meaning of the quantitative indicators used in evaluating portfolio making the</p> <p>- Helping the student in committing to performing the assignment</p> <p>2- Developing the student's ability to participate in solving mathematical problems philosophical concepts of the subject</p> <p>3- Motivating the student to ask questions and participate during the lecture</p> <p>4- Building a knowledge base in the subject of investment portfolio theory</p> <p>- The student's ability to deal with scientific methods for evaluating investments</p> <p>2- Developing the student's ability to deal with mathematical models and their app the appropriate decision</p> <p>3- Developing the student's ability to research, dialogue and discuss.</p>
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272. Course Structure

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method
1 3 1-The concept of the investment portfolio	1 3 1-The concept of the investment portf	1 3 1-The concept of the investment portfolio	1 3 1-The concept of the investment portfolio	1 3 1-The concept of the estment portfol

5-Income portfolios and capital portfolios	5 3 5-Income portfolios and capital portfolios	5 3 5-Income portfolios and capital portfolios	5 3 5-Income portfolios and capital portfolios	5 3 5-Income portfolios and capital portfolios
12 3 10- A mathematical example of the true value	12 3 10- A mathematical example of the true value	12 3 10- A mathematical example of the true value	12 3 10- A mathematical example of the true value	12 3 10- A mathematical example of the true value
16 Second exam	6 Second exam	6 Second exam	6 Second exam	6 Second exam

273. Course Evaluation

Distributing the score out of 100 according to the tasks assigned to the student such as daily preparation, da
written e

274. Learning and Teaching Resources

Required textbooks (curricular books, if any)	Investment Portfolio M Book\Dr. Ahmed Fa
Main references (sources)	
Recommended books and references (scientific journals, reports...)	Investment Management Portfolios Book\Pr Mu
Electronic References, Websites	

Course Description Form

275. Course Name: English language for the first stage
276. Course Code:

277. Semester / Year: first semester	
2023-2024	
278. Description Preparation Date:	
7/4/2024	
279. Available Attendance Forms:	
Attendance in the classroom	
280. Number of Credit Hours (Total) / Number of Units (Total)	
30 hours 30 units	
281. Course administrator's name (mention all, if more than one name)	
Name: Dr. BASIM ABBAS KRAIDY JASSMY	
Email: basim.jassmy@qu.edu.iq	
282. Course Objectives	
Course Objectives	<ul style="list-style-type: none"> • Teaching English speaking skills • Knowing the rules of the English language • Handling errors for non-English speakers.
283. Teaching and Learning Strategies	
Strategy	<p>Using traditional lectures</p> <p>seeking help from British centers to provide simplified lectures, especially on grammar</p> <p>accurate translation using electronic devices and pointing out translation errors in the field of business administration</p>

284. Course Structure

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1	2	Introduction to know	to know others	Attendance	ily and monthly
2-	2	know our world	Your world	Attendance	Daily
3-	2	ow your surrounding	All about you	Attendance	ily and monthly
4-	2	Family ties	Family and friends	Attendance	ily and monthly
5-	2	e way you are live	The way I live	Attendance	ily and monthly
6-	2	Daily habits	Every day	Attendance	Monthly
7-	2	What people like	My favorites	Attendance	ily and monthly
8-	2	Where do you live	Where I live	Attendance	ily and monthly
9-	2	Speaking in the past tense	Times past	Attendance	ily and monthly
10-	2	enses in the past perfect	We had a great time	Attendance	ily and monthly
11-	2	What I can do	I can do that	Attendance	ily and monthly
12-	2	Forgiveness and gratitude	Please and thank you	Attendance	ily and monthly
13-	2	Near and far	Here and now	Attendance	ily and monthly
14-	2	Future tenses	It's times to go	Attendance	ily and monthly
15-	2	Interview revision		Attendance	

			Revision		
285. Course Evaluation					
Distributing the score out of 100 according to the tasks assigned to the student such as daily preparation, daily oral, monthly, or written exams, reports etc , 60 for final examination Monthly examination 25 , 5 daily duties , 5 oral examination , 5 daily attendance					
286. Learning and Teaching Resources					
Required textbooks (curricular books, if any)	Headway				
Main references (sources)	Headway for beginners				
Recommended books and references (scientific journals, reports...)	Crown academy of English				
Electronic References, Websites	https://youtu.be/X8lu4_5F0hg?si=zq90h1Y2d-9_owU8				

