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Academic program description form for colleges and institutes
For the academic year 2023-2024

University: warith al–Anbiya University

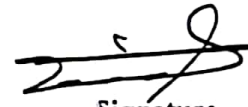College/Institute: College of Administration and Economics

Scientific Department: Department of Business Administration

Date of filling out the file: 11/20/2023

:Signature:

Name of the Department Head:

Prof. Muhammad Majeed Al–Hamdani

: Date 20/11/2023

Signature

Name of the Scientific Assistant:

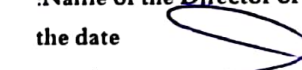Prof. Dr. Fahad Mghemish Al–Shammari

: Date 20/11/2023

Check the file before

Division of Quality Assurance and University Performance

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

the date

the signature 2023/11/20

Authentication of the Dean

Dr.. Awad Kazem Al–Khalidi .a

Academic program description

This academic program description provides a necessary summary of the most important characteristics of the program and the learning outcomes that the student is expected to achieve, demonstrating whether he or she has made the most of the available opportunities. It is accompanied by a description of each course within the program

Ministry of Higher Education and Scientific Research	Educational institution .1
University of Warith al-Anbiya	Scientific .2 Department/Centre
College of Administration and Economics	Name of the academic or .3 professional program
Bachelor of Administrative Sciences	Name of the final .4 certificate
Annual/courses	Academic system .5 Annual/courses/others
Theoretical and practical study according to the Ministry's curriculum	Accredited accreditation .6 program
Library, laboratories, internet, field visits, training	Other external influences .7
2023 /11/20	Date the description was .8 prepared
	Objectives of the academic program .9

1. Scientific knowledge of administrative sciences according to local, Arab and international standards.
1. Acquiring scientific skills to enable the student to work in various work sectors in the field of management.
2.Scientific and technical skills to enable the graduate student to identify, diagnose and solve administrative problems in a scientific manner.
3.Introducing scientific research methods.
4.Educational guidance and intellectual and cognitive development to enable the student to coexist with society.
5.Preserving Islamic identity and lofty values in terms of introducing the student to the ethics of the administrative profession.

10.	Required program outcomes and teaching, learning and evaluation methods.

A- Cognitive objectives
A1- Introducing the student to the theoretical structure of administrative sciences.
A2- Introducing the student to modern management methods and professional ethics.
A3- Developing the student's abilities for future creativity in various fields of management.
A4- Motivating the student to scientifically research modern sources and develop his ideas about everything new.
A5- Enabling the student to develop his abilities to face the constantly evolving labor market.
A6- Motivating the student to continue seeking knowledge and completing postgraduate studies in his specialty

B - The program's skill objectives

B1 - Training skills in his field of expertise in business administration.

B2 - Skills in using modern technologies in all fields related to his specialty.

B3 - Skills in identifying laws and administrative regulations at the level of Iraq, the country, and the world.

Teaching and learning methods
-1Theoretical and practical lectures according to the curricula determined by the Ministry.
-2Practical application in laboratories.
-3Field visits to departments related to jurisdiction in the holy shrines and other state departments.
-4Field research for students to solve problems related to specialization.
Using well-known international, Arab and local software in the field.

Evaluation methods
-1Surprise (daily) exams, monthly, semester, and final exams.
-2Homework assignments.
-3Grades for distinguished and creative students in brainstorming questions.
-4Evaluating students' solutions to practical cases presented by professors in the field of administration.

C- Emotional and value goals.
C1- Motivating the student to follow developments in the field of business administration and developing administrative sciences.
C2- Motivating the student to be creative in the field of management at the level of society and the environment to which he belongs.
C3- Motivating the student to search for administrative problems in his surroundings and solve them in a scientific manner.
C4- Motivating the student to review recent working papers in the field of management specialization.

Teaching and learning methods
1. Using prescribed methodological books to provide a theoretical foundation in administrative sciences.
2. Applying these theoretical concepts in practical life to solve the problems that the student diagnoses.

3.Practical cases through field visits to government and private departments and holy shrines. 4.Dividing the students into groups so that the professors supervise their projects to provide modern scientific methods in solving problems and overcoming difficulties for students in the practical aspect.				

Evaluation methods

1.Discussing the problems addressed by students in discussion circles in the lecture hall, involving all students in the discussion, and setting foundations and criteria for evaluation according to specific scientific topics.
2.Holding scientific conferences to discuss student research and identify and reward distinguished research.

D - General and qualifying transferable skills (other skills related to employability and personal development).
D1- Enabling the student to use modern technologies.
D2- Developing the student's skills in the English language.
D3- Developing the student's skills using computers and programs related to the field of business administration.
D4- Paying attention to developing the student's personal abilities, job style, and professional ethics.

Teaching and learning methods

-Implementing special programs according to the requirements of the labor market and the conditions that must be met by graduates to fill jobs.
-Training students through groups to act out specific required roles during practical hours, field visits, and hosting personalities from different work sectors to give practical lectures to students.

Evaluation methods

Testing students to find solutions to practical cases based on the work environment and rewarding the best solution.
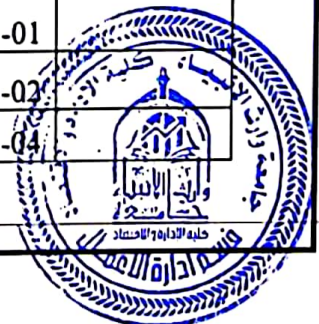Testing students in work projects in the form of integrated work teams and rewarding the outstanding team.
Testing students' response to volunteer work to complete projects within the university and evaluating the outstanding project.
Assigning students to practical cases as homework and evaluating the best solution.

11. Program structure

Approved hours		Name of the course or course	Course or course code	Education al level
Practical	theoreti cal			
				First
	3	**Principles of Business Administration**	WBA-11-01	
	3	**Principles of Accounting**	WBA-11-02	
	3	**Principles of Economics**	WBA-11-04	

		3	Mathematics for Business	WBA-11-03	
		3	Statistics for Business	WBA-12-05	
		2	English Readings in Business	WBA-11-07	
		2	Advanced English Reading in Business	WBA-12-07	
2	1		Microsoft Office 1	WBA-11-05	
	2		Arabic Language	WBA-11-06	
	2		Human Rights & Democracy	WBA-12-06	
	2		English language	WBA-11-08	
	2		Microsoft Office 2	WBA-12-04	
	3		Principles of Business Administration 2	WBA-12-01	
	3		Principles of Economics 2	WBA-12-02	
	3		Principles of Accounting 2	WBA-12-03	
					Second
	3		Marketing Management	WBA-21-03	
	3		Human Resources Management	WBA-21-01	
	3		Organization Theory	WBA-21-02	
	2		Intermediate Accounting 1	WBA-21-06	
	3		Commercial LAW	WBA-21-04	
	2		Inventory management	WBA-21-07	
2	1		Business Spreadsheet By Microsoft Excel in English	WBA-21-05	
	2		Marketing Research	WBA-22-01	
	2		Intellectual Capital Management	WBA-22-02	
	3		Organizational Behavior	WBA-22-03	
	2		Intermediate Accounting 2	WBA-22-04	
	2		E-Commercial	WBA-22-05	
	2		supply Chain Management	WBA-22-06	
2	1		Advanced Business Spreadsheet By Microsoft Excel in English	WBA-22-07	
	2		English language	WBA-22-08	
					Third
	3		Financial Managment 1	WBA-31-02	
	3		Strategic Management	WBA-31-01	
	3		Banking Management	WBA-31-03	
	3		Cost Accounting 1	WBA-31-04	
2	1		Business Quantitative Methods by QSB	WBA-31-06	
	3		Project Management	WBA-31-05	

	2	Business Economics	WBA-31-07	
	3	Financial Management 2	WBA-32-01	
	2	Strategic Thinking	WBA-32-02	
	3	Insurance Management	WBA-32-03	
2	1	Business Operations Research by WQSB	WBA-32-04	
	3	Cost Accounting 2	WBA-32-05	
2	1	Microsoft Project	WBA-32-06	
	2	Feasibility study	WBA-32-07	
	2	English language	WBA-32-08	
		:		Fourth
	3	Operations & Production Management	WBA-41-01	
	3	International Business Management	WBA-41-02	
	3	Managerial Information Technology	WBA-41-03	
	2	Research Methodologies Approaches	WBA-41-06	
	2	Governmental Contracts Management	WBA-41-04	
	2	Risk Management	WBA-41-05	
	3	Quality Management	WBA-42-01	
	3	knowledge Management	WBA-42-02	
	2	Corporate Governance	WBA-42-03	
	1	Graduate Project	WBA-42-06	
	2	Negotiations Management	WBA-42-05	
	3	Investment Portfolio Management	WBA-42-04	
	2	English language	WBA-42-07	

Planning for personal development
Developing students' self-abilities through educational guidance and cognitive development. Capacity development in scientific research. Encouraging reading and learning about recent developments. Encouraging social communication through the Internet.
12. Admission standard (setting regulations related to admission to the college or institute)
-Averages for advanced students. -Personal interviews for students. - Competitive examination for differentiation in scientific departments
13. The most important sources of information about the program

-Methodological books prescribed by the Ministry and the University.
-Helping books for each course.
-Scientific journals and periodicals in administrative and economic sciences.
-E-learning website at Warith Al-Anbiya University.
-Distinctive local, Arab and international websites.
-The central library at the university, and the libraries available at the holy shrines.
Book fairs held at the university.