



جَامِعَةُ الْبَيَانِ



Academic Program Description

Al-Bayan University
College of Business Administration

2023 – 2024

Department of Business Administration
March 28, 2024

University Al-Bayan University
Faculty/Institute College of Business Administration
Scientific Department Department of Business Administration
Academic/Professional Program Name Business Administration Sciences Program
Final Certificate Name Bachelor of Science in Business Administration
Academic System Annual/courses
Description Preparation Date 01-03-2024
File Completion Date 28-03-2024

Head of Department

Signe



Name Dr. Nawfel Mahmood Musa

Date 14-04-2024

Scientific Associate

Signe



Name Ahmed Hamid Karim

Date 14-04-2024

This File has been checked by Quality Assurance and University Performance
Director of Quality Assurance and University Performance Department

Head of Quality Assurance Section

Signe



Name Zahra Abdulabbas Abd

Date 14-04-2024



Dr. Madyam AL-Musha
Approval of the Dean

1. Program Vision

Pioneering administrative knowledge and adopting it as a supreme value for developing business and societal sectors.

2. Program Mission

Possessing the essential knowledge, skills and abilities to prepare distinguished scientific and professional cadres in contemporary management disciplines and using advanced methods and tools to keep pace with renewable developments in the local and global environment and empowering the capabilities of the teaching staff in the fields of education, creativity and scientific research to improve their intellectual contributions.

3. Program Objectives

- 1- Providing clear goals and directions about the vision and future of the organization for all its employees.*
- 2- Assisting in allocating resources to the multiple uses of different activities in the organization.*
- 3- Contributing to the preparation and preparation of senior leaders and developing their leadership skills.*
- 4- Helping managers shift to proactive performance and not reactive performance.*

4. The Program Accreditation

N/A

5. Other External Influences

N/A

6. Program Structure

Course Structure	Number of Courses	Credit Units	(%)	Reviews
Institutional Requirements	59	142	41.5%	Primary and optional
College Requirements	59	142	41.5%	Primary and optional
Department Requirements	59	142	41.5%	Primary and optional

Summer Training	1	1	100%	Primary
Other	-	-	-	-

7. Program Description

Year / Level	Course Code	Course Name	Credit Hours	
			Theoretical	Practical
The first stage/first course		Principles of business management 1	3	
		Principles of Economics 1	3	
		Accounting principles1	3	
		Mathematics for business administration	2	
		Arabic	2	
		Administrative readings (E)	2	
		English language	2	
		Computer1 Microsoft Office	1	1
The first stage/second course		Principles of business administration 2	3	
		Principles of economics2	3	
		Accounting principles 2	3	
		Statistics for business administration	2	
		Arabic language 2	2	
		Business correspondence(E)	2	
		Computer2 Microsoft Office	1	1
		marketing management	3	
The second stage/first course		HR management	3	
		structured theory	3	
		Intermediate Accounting (1)	2	
		Commercial Law	2	
		Material and warehouse management	2	
		Office administrative applications using computers such as Microsoft Excel	2	

	English language	2
The second stage/second course	Marketing research	3
	Intellectual capital	3
	organizational behavior	3
	Intermediate Accounting (2)	2
	E-Commerce	2
	Supply management	2
	Office administrative applications using computers such as Microsoft Excel	2
	Financial Management (1)	3
The third stage/first course	Strategic management	3
	Bank management	3
	Cost Accounting (1)	3
	project management	2
	Business economics	2
	Quantitative applications for business management using computers	2
	English language	2
	Financial Management (2)	3
The third stage/second course	Strategic thinking	3
	Insurance management	3
	Cost Accounting (2)	3
	Operations research	2
	Feasibility studies	2
	Professional ethics	2
	Project management applications using computers	2
	Production and operations management	3
The fourth stage/first course	International Business Administration	3
	Administrative information technology	3
	Methods and ethics of scientific research	1

	Government contracts management	2
	Risk Management	2
The fourth stage/ second course	Quality Management	3
	knowledge management	3
	Corporate governance	3
	Graduation research project	1
	Negotiation management	2
	Investment portfolio management	2

8. Expected learning outcomes of the program

→ Knowledge

- Outcome Learning 1** 1- Preparing administrative staff specialized in contemporary business management.
- Outcome Learning 2** 2- Providing a distinguished academic program whose curricula keep pace with local and international scientific developments.
- Outcome Learning 3**

→ Skills

- Outcome Learning 1** 1- Focus on practical applications in the areas of sub-management and practical training on applying education skills to provide the labor market with efficient outputs.
- Outcome Learning 2** 2- Supporting and assigning teaching staff in the fields of scientific research and active participation in scientific and international forums to serve the educational institution and society.
- Outcome Learning 3** 3- Qualifying job cadres in various business sectors.

→ Values

- Outcome Learning 1** 1- Cooperation, participation, and building a purposeful team spirit
- Outcome Learning 2** 2- Scientific creativity in contemporary administrative disciplines
- Outcome Learning 3** 3- Adhering to the values of transparency, scientific honesty, and institutional accountability
4- Consolidating meaningful scientific and social relations in the work environment
5- Continuous review and efficient evaluation to improve administrative and scientific performance

9. Teaching and Learning Strategies

- Explaining vocabulary according to the curriculum prepared in the sectoral environment, taking into account innovation
- Using descriptive examples as a teaching method to increase subject-specific skills
- Explaining vocabulary according to the curriculum prepared in the sectoral environment, taking into account innovation

10. Evaluation Methods

- Conduct periodic and surprise exams according to the department's plan.
- Review previous topics through in-class discussions before addressing new topics.
- Conduct periodic and surprise exams according to the department's plan.

11. Faculty

Faculty Members

Titles	Specialization		Special Requirements/Skills	Numbers	
	General	Special		Staff	Lec
Prof	4	2	-	4	-
Ass. Prof	4	4	-	3	1
Lecturers	3	3	-	3	-
Ass. Lecturers	4	3	-	2	2

Professional Development

Mentoring New Faculty Members

Briefly describe the process used to guide new faculty members, visitors, adjuncts, and part-time faculty at both institutional and departmental levels.

Professional Development for Faculty Members

Briefly describe the plan and arrangements for academic and professional development for faculty members, including teaching and learning strategies, assessment of learning outcomes, professional development, and so on.

12. Acceptance Criteria

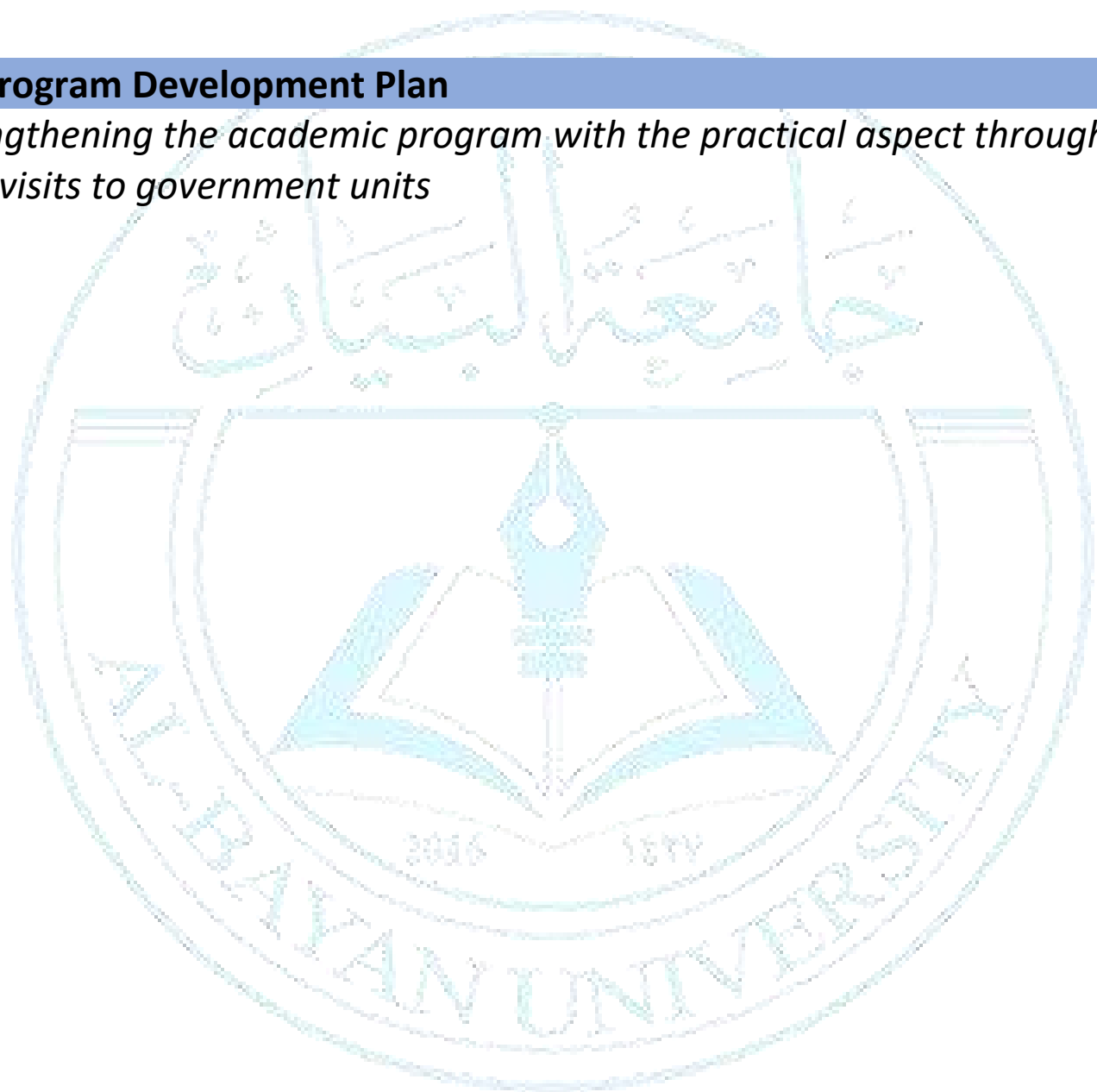
Establishing the Regulations Regarding Admission to the College or Institute, whether through centralized admission or other methods.

13. The most important Sources of Information about the Program

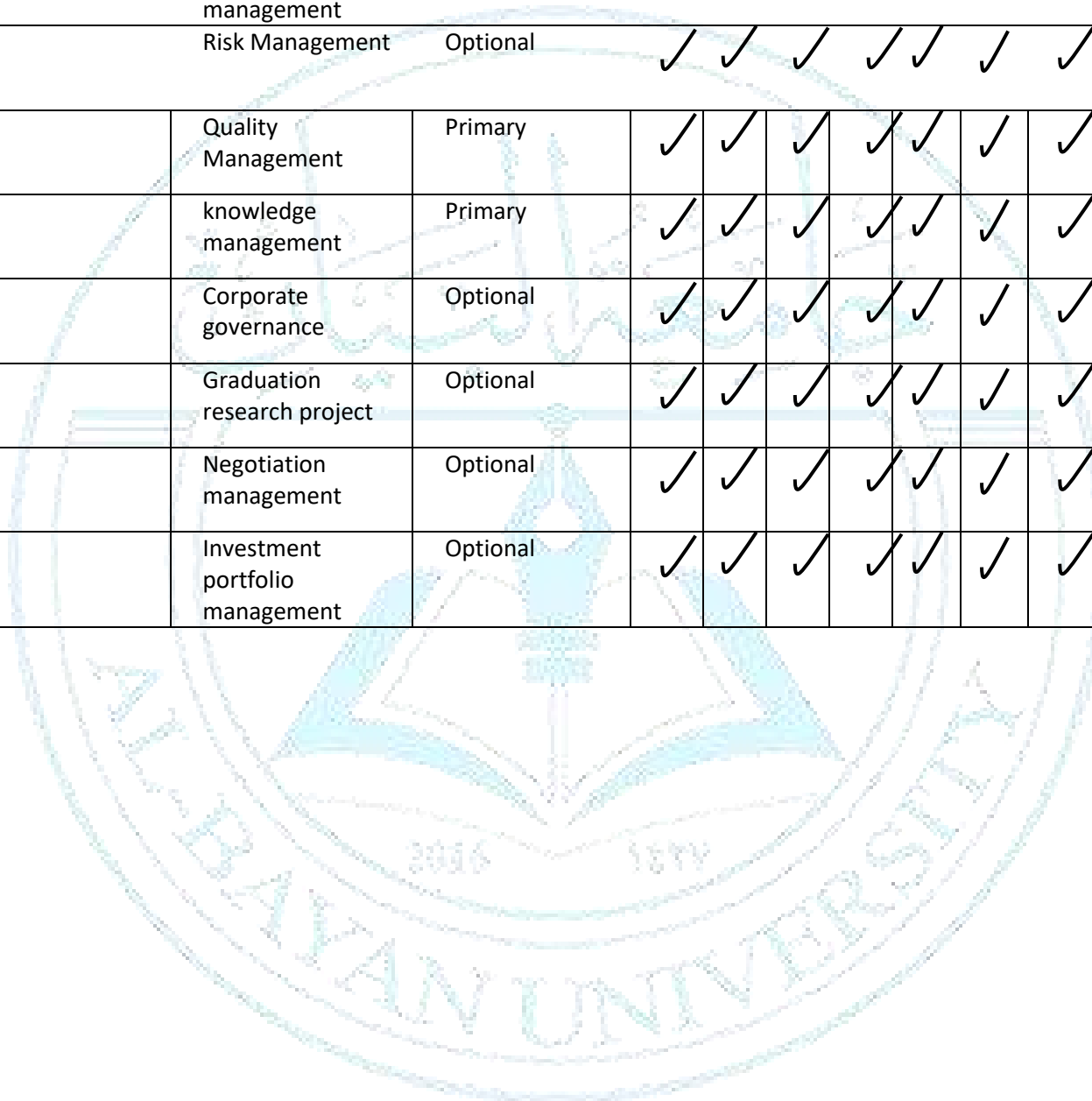
- *Methodical books, laws and constitutions*
- *Books written by department teachers*
- *Letters, dissertations, and local and foreign periodicals*

14. Program Development Plan

Strengthening the academic program with the practical aspect through field visits to government units



	Government contracts management	Optional	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Risk Management	Optional	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
4 th	Quality Management	Primary	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
	knowledge management	Primary	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
	Corporate governance	Optional	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
	Graduation research project	Optional	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
	Negotiation management	Optional	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
	Investment portfolio management	Optional	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		



Course Description (1)

1. Course Title		Principles of business administration/1	
2. Course Code		02021101	
3. Semester/Year		First semester / 2023-2024	
4. Description Preparation Date		2024-17-3	
5. Available Attendance Form		Academic classes	
6. No. of Hours (Total)		45 hours	
7. No. of Credits (Total)		3	
8. Course Administrator Name		Dr. Abdulazeez Barrak	
9. E-mail		aziz.b@albayan.edu.iq	
10. Course Objectives			
Knowledge	A1	Knowledge of administrative functions and facility functions in business organizations.	
	A2	Knowing how to set future goals and how to plan and organize to achieve goals in different work environments.	
	A3	Learn how to monitor strategies in terms of structure, budgets, administrative support, incentives, organization culture, and practicing strategic leadership.	
	A4	Identify how the organization can be managed in light of environmental variables in a particular.	
Skills	B1	Ability to think creatively and analyze objectively.	
	B2	The ability to represent theoretical material with examples from practical reality.	
	B3	The ability to sequence ideas and link topics.	
	B4	The ability to employ what has been learned in practical life.	
Values	C1	Acquire positive values such as perseverance, objectivity, organization and planning.	
	C2	Forming positive inclinations and trends to study and comprehend the material.	
	C3	Emphasizing the managerial skills of the manager and businessman, such as developing analytical and communication skills and time management.	
	C4	Developing personal and practical capabilities in leadership and performance monitoring.	
11. Teaching and Learning Strategies			
1.	Continuous interaction and communication with students inside and outside the classroom	4.	Use diversity in ways and showcase your talents and experiences.

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2.	Encouraging cooperation among students.	5.	
3.	Encourage active learning through speaking and writing	6.	

12. The Structure of the Course

Week	Hours	RLOs	Topic/Subject Name	Learning Method	Evaluation Method
1	3	The student understands the topic	-A conceptual introduction to management -The nature of management and the need for it. -Management is a science and an art	theoretical	a test
2		The student understands the topic	-Director jobs -Director roles -Manager skills	theoretical	a test
3		The student understands the topic	-Business organizations/concepts -The importance and objectives of management	theoretical	a test
4		The student understands the topic	Development of organizational thought/classical school	theoretical	a test
5		The student understands the topic	The development of organizational thought/the school of human relations	theoretical	a test
6		The student understands the topic	Development of organizational thought/modern trends	theoretical	a test
7			the first exam		
8		The student understands the topic	Development of organizational thought/contemporary trends and strategic management	theoretical	a test
9		The student understands the topic	Management environment	theoretical	a test
10		The student understands the topic	The nature of the mutual impact between business organizations	theoretical	a test
11		The student understands the topic	-Objectives -Objectives	theoretical	a test
12		The student understands the topic	Effectiveness and efficiency	theoretical	a test

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13		The student understands the topic	Administrative planning	theoretical	a test
14		The student understands the topic	Make decisions and solve problems	theoretical	a test
15			Second exam		
16					

13. Course Evaluation

توزيع الدرجة من 100 على وفق المهام المكلف بها الطالب مثل التحضير اليومي والامتحانات اليومية والشفوية والشهرية والتحريرية والتقارير الخ

14. Learning & Teaching Resources

Required textbooks (curricular if any)	Principles of Management / Khalil Al-Shamaa / 2022
Main References (sources)	-Principles of Management / Khalil Al-Shamaa / 2022 - Principles of Business Administration / Saad Ali Hammoud / 2017
Recommended Books & References (Scientific Journals, Reports ...)	-Principles of Management/ Ali Muhammad Mansour -Basics of Business Administration/Souad Bernouti -Specialized administrative journals
Websites or Electronic References	University websites and administrative scientific journals

Course Description (1)

Principles of Economics	1. Course Name	
02021102	2. Course Code	
Chapter One	3. Semester / Year	
16/3/2024	4. The history of preparation of this description	
Grades	5. Available Attendance Forms	
10 hours per week / 40 hours per month	6. Number of Credit Hours (Total)	
40	7. Number of Units (Total)	
Zeina Amer Abdul daim	8. Course administrator name	
Zeena.@albayan.edu.iq	Email	
9. Course Objectives		
Knowledge of the foundations, concepts and principles of economics	A1	Knowledge
Know the nature of the relationships that exist between the elements of the economy	A2	
Know how to tackle economic problems	A3	
Know the nature of the relationships that exist between the variables of the economy	A4	
Understand and analyze economic theories and their tools in addressing various economic phenomena	B1	Skills
Enable them to calculate, analyze and predict some economic indicators	B2	
Acquire skill related to how to identify the overall problem in economics, inventory and analyze these problems and find out their causes	B3	
Daily and surprise exams, discussion and joint dialogue	C1	Values
Encourage students to participate in the lecture based on prior preparation	C2	

Monthly exams and homework		C3	
10. Teaching and Learning Strategies			
Solve some practical examples by the student	3.	The meeting is according to the weekly schedule according to the allocated hours	1.
Solving some practical examples by the teaching staff	4.	Provide the student with the basics and additional topics related to learning outcomes	2.

11. Course Structure

Evaluation method	Learning method	Unit or subject name	Required Learning Outcomes	Hours	The week
Questions & Discussion	Lectures	The general framework of economics in capitalist and socialist thought	The concept of economics	2	1
Questions & Discussion	Lectures	Economic problems and their nature	Relative scarcity of production elements	2	2
Questions & Discussion	Lectures	Demand, demand law, demand curve and demand table	The concept of demand and what the law of demand stipulates	2	3
Daily exams	Lectures	Determining factors of demand	Factors affecting demand	2	4
Questions & Discussion	Lectures	Consumer market theory	Consumer market theory	2	5
Questions & Discussion	Lectures	Width, law of supply, curve and table of supply	The concept of presentation and the law of presentation	2	6
examination	Lectures	Exam	Exam	2	7
Daily exams	Lectures	Display flexibility and measurement	Practical examples of display flexibility	2	8
Questions & Discussion	Lectures	Equilibrium price	Equilibrium price	2	9
Questions & Discussion	Lectures	Production	Production concept	2	10
Questions & Discussion	Lectures	Land and the law of decreasing yields	The concept of the law of decreasing yields	2	11
Daily exams	Lectures	Work and job offer	Business concept	2	12
Questions & Discussion	Lectures	Money capital	The concept of capital and its categories	2	13
Questions & Discussion	Lectures	marshalling	The concept of organization	2	14
examination	Lectures	Exam	Exam	2	15

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12. Course Evaluation

Daily preparation = 10
First monthly exam = 15
Second monthly exam = 15
Final Exam = 60

13. Learning and Teaching Resources

Principles of Economics / Karim Mahdi Al-Hasnawi	Required textbooks (Methodology, if any)
Fundamentals of Economics / Prof. Adnan Manati Sa	Main references (Sources)

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Course Description (1)

Accounting principles course 2 / business management	Course Name .1	
02021203	Code The decision .2	
The second course	the chapter /the year .3	
2024	Date this was prepared the description .4	
Classes	Attendance forms available .5	
45	Number of study hours (total) .6	
3	Number of units (total) .7	
M.M. Ithmar Abdel Rahman Sharhan M. M. Zainab Hadi Ali	Name of the course administrator .8	
Athmar.a@albayan.edu.iq Zainab@albayan.edu.iq	Email	
Course objectives Scholarship .9		
to know the concept of accounting And its importance And its goals are at the same level Business organizations And the national level	A1	Knowledge
By studying this course, the student will be able to register in accounting records and prepare Various trial scales Preparing final accounts for business organizations	A2	
The student can distinguish between receipts and payments In the various accounting foundations as an administrator in business organizations of various types and identifying accounting methods to correct errors.	A3	
	A4	
The student's knowledge of the types of accounting records approved by law and other auxiliary records	B1	Skills
Identify the different accounting theories and the basis of registration according to the double entry theory	B2	
The student is able to separate assets, liabilities and ownership rights	B3	

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			B4	
Exams of all kinds			C1	Value
-Feedback from students			C2	
-How to express faces			C3	
-Learning matrix			C4	
Teaching and learning strategies.10				
Brainstorming	4.	Thinking strategy according to the student's ability		1.
	5.	2- High thinking skill strategy		2.
	6.	3-Critical thinking strategy in learning		3.

Course structure .11

Evaluation method	Learning method	Name of the unit or topic	Required learning outcomes	hours	the week
Short, quick tests and direct questions	a lecture	Commercial papers	Processing checks from an accounting perspective	3	1
Short, quick tests and direct questions	a lecture	Commercial papers	Commercial papers and how deal with them accounting	3	2
Short, quick tests and direct questions	a lecture	Commercial papers	Measuring business results - trading account	3	3
Short, quick tests and direct questions	a lecture	Commercial papers	Measuring business results - calculating profits and losses	3	4
the first exam					5
Short, quick tests and direct questions	a lecture	Final Accounts	Income statement	3	6
Short, quick tests and direct questions	a lecture	Final Accounts	Balance sheet	3	7
Short, quick tests and direct questions	a lecture	Final Accounts	Exercises on final accounts	3	8
Short, quick tests and direct questions	a lecture	Final Accounts	Auxiliary records	3	9
Second exam					10
Short, quick tests and direct questions	a lecture	Constraint adjustments	and the depreciation of fixed sets on a straight-line basis	3	11
Short, quick tests and direct questions	a lecture	Constraint adjustments	Registration settlements/goods at the	3	12

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			beginning and end of the period		
Short, quick tests and direct questions	a lecture	Constraint adjustments	Settlement exercises	3	13
Short, quick tests and direct questions	a lecture	Accounting treatment	Debugging (the lengthy and competent method)	3	14
Short, quick tests and direct questions	a lecture	Accounting treatment	Error correction exercises	3	15

Course evaluation .12

Daily preparation = 10 degrees
 First exam = 15 marks
 Second exam = 15 marks
 Final exam = 60 marks

Learning and teaching resources .13

Accounting principles–Miqdad Al-Jalili, Muhammad Taher, and Fouad Suleiman Zako	Required prescribed books (Methodology, if any)
Principles of financial accounting–Mags et al–Dar Al-Sasil for publishing, distribution and translation	Main references (Sources)
Scientific journals in specializations Financial Accounting	Recommended supporting books and references (Scientific journals, reports....)
	electronic references, Internet sites

Course Description (1)

1. Course Title	Human Resource Management	
2. Course Code	02022102	
3. Semester/Year	semester	
4. Description Preparation Date	Feb.23.2024	
5. Available Attendance Form	Classwork	
6. No. of Hours (Total)	(45) hours	
7. No. of Credits (Total)	3 hours per week	
8. Course Administrator Name	Asst. Prof. Ali Fadhil Fawzi	
9. E-mail	ali.fa@albayan.edu.iq	
10. Course Objectives		
Knowledge	A1	Introducing students to the concept that human resources are one of organization's most important investment assets and are considered fundamental pillars of the administrative process.
	A2	Providing students with information about the most important functions of human resource management and their significance in business organizations.
	A3	
	A4	
Skills	B1	Preparing a generation of human resources with futuristic visions, enabling organizations to achieve optimal production of goods and services and the successful presentation to the external environment and the labor market.
	B2	Developing workers' capabilities by training them to adapt to technological and administrative changes in the work environment.
	B3	
	B4	
Values	C1	Providing students with the opportunity to identify and adhere to the philosophy of correct and fair treatment to resolve any issues that may arise in various areas of human resources management within the organization and mitigate their occurrence.

C2	Promoting a spirit of cooperation among students in terms of academic support and discouraging selfish behavior.
C3	
C4	
11. Teaching and Learning Strategies	
1.	Discussing topics and following the brainstorming method to present opinions and ideas by forming teams of students to discuss a previously agreed upon topic.
2.	Analyzing and studying all aspects related to the work of the human resource and keeping pace with all developments related to modernity and leadership that business organizations aspire to reach through the work of their human resources.

12. The Structure of the Course

Week	Hours	RLOs	Topic/Subject Name	Learning Method	Evaluation Method
1	3	Historical background of human resources	The historical development of human resources management through schools of thought in management	literature	Q&A
2	3	The concept of human resources management	Types of concepts and goals And strategies	literature	Q&A
3	3	Human resources management as an open system	Human Resource Management As an open system	literature	Quiz
4	3	Organizing human resources management	Internal organization and organizational structure	literature	Q&A
5	3	Job analysis strategy And its design	The concept of job analysis, job description, and job occupant specifications	literature	Q&A
6	3	Job analysis strategy And its design	Job design concept	literature	Q&A
7	3	Job analysis strategy And its design/first exam	The concept of job evaluation	Mid Exam	Q&A
8	3	Planning human resource needs	The concept and importance of planning	literature	Q&A
9	3	Planning human resource needs	Stages of human resources planning	literature	Quiz
10	3	Planning human resource needs	Determining human resource needs	literature	Q&A
11	3	recruitment	The concept and methods of polarization	literature	Q&A
12	3	recruitment	Selection and appointment	literature	Quiz
13	3	Training and development of human resources	Concept, importance and types	literature	Q&A
14	3	Training and development of human resources	Training process	literature	Quiz
15	3	Preparation and guidance/second exam	Concept and methods	Mid exam	Q&A

13. Course Evaluation

- Agreed or surprise daily exams in addition to monthly exams.
- Oral exams.
- Submitting and discussing research reports.

14. Learning & Teaching Resources

Required textbooks (curricular if any)	Human Resources Management, Dr. Moayad Saeed Al-Salem and Dr. Adel Har Housh Saleh
Main References (sources)	Strategic management of human resources, Dr. Saad Al-Enezi, 2014 Human Resources Management and Intellectual Capital, Dr. Abdel Nasser Alak, 2017 All Arab and foreign articles, research, and study cases with precise specialization in human resources management available at Websites/Internet
Recommended Books & References (Scientific Journals, Reports ...)	Adding other vocabulary, considering that human resources management is one of the basic subjects in the business administration major
Websites or Electronic References	

Course Description (1)

Materials & Warehouse Management	1. Course Name	
02022106	2. Course Code	
Quarterly	3. Semester / Year	
2024-02-23	4. The history of preparation of this description	
Came	5. Available Attendance Forms	
30	6. Number of Credit Hours (Total)	
30	7. Number of Units (Total)	
Eng. Zahraa Abdel Abbas	8. Course administrator name	
Zahraa.a@albayan.edu.iq	Email	
9. Course Objectives		
Introduce students to the concept, objectives, importance, elements and components of supply chain management .	A1	Knowledge
Introduce students to the concept, importance and objectives of supply management and inform them of the historical development of supply management .	A2	
Introducing students to the concept and dimensions of customer logistics service and its importance, as well as standards and measurement of customer service.	A3	
Introducing students to transportation strategies, their importance and the factors affecting transportation costs, as well as a statement of the criteria for differentiation between means of transportation and a statement of the impact of the means of transportation on logistical costs.	A4	

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Raising the efficiency of students by conducting an application on how to face fluctuating equipment situations.	B1	Skills
Raising the efficiency of students by conducting applications on identifying appropriate strategies for supplies and supporting activities	B2	
Spreading the spirit of perseverance and diligence and rejecting cases of laziness that lead to cheating and thus to failure	C1	Values
Encourage students on the importance of attachment to science and respect for scientists .	C2	
Urging students to adhere to lofty principles such as honesty, honesty and integrity and to stay away from traits that contradict them	C3	
10. Teaching and Learning Strategies		
Adopting the method of giving lectures with the participation of students through prior preparation .		١.
Giving students homework for an exercise related to the lecture and asking them to solve it and then discuss it in the next lecture by involving students to solve the problem and with the help of the professor .		٢.
Enable students to ask intellectual questions related to the nature of human resources work and try to come up with everything		٣.

11. Course Structure					
Evaluation method	Learning method	Unit or subject name	Required Learning Outcomes	Hours	The week
Agreed daily exams or surprise exams in addition to monthly exams.	Adopting the method of giving lectures with the participation of students through prior preparation .	Supply Chain Management	Define the concept, objectives and importance of define the elements supply chain management and components of supply chain management	2	1+2
Oral tests.	Brainstorming	Supply chain strategies	vertical , The concept of supply chain strategies integration strategies and outsourcing strategies	2	3+4
By attending lectures .	Homework	Logistics Supply Management	Define the concept of supply management, its the concept and define . importance and objective of logistics, logistics product and logistics management	2	5+6
First month exam				2	7
Agreed daily exams or surprise exams in addition to monthly exams.	Adopting the method of giving lectures with the participation of students through prior preparation .	Customer Service	Determining the concept of customer logistics service, its dimensions, elements and importance customer service standards and indicating measuring this service	2	^
Oral tests.	Lectures	Main and supporting activities of supply management	supporting activities –Conceptualize the main supply and how orders are processed	2	9+10
By attending lectures .	to form groups of students	Transport strategies	Identify the concept and importance of the transport	2	11+12

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	discuss a pre-agreed topic		system and the factors affecting transport costs		
Agreed daily exams or surprise exams in addition to monthly exams.		Global Supply Strategies	global supply and outline the elements and financial aspects of global supply strategies	2	13+14
Second month exam				2	15

12. Course Evaluation

Course grades are divided into (40 marks) for the pursuit, consisting of the first month exam (15 marks), the second month exam (15 marks), attendance (10 marks), and the remaining (60 marks) for the final exam of the semester.

13. Learning and Teaching Resources

Supply Management, Dr. Ghassan Qasim Dawood and Eng. Princess of thal and for me	Required textbooks (Methodology, if any)
Krajewski, L. J. & Ritzaman, L. P., (1999), Operation Management: Strategy & Analysis, 5th Ed., Addison Wesley Publishing Co, U.S.A.	Main references (Sources)
All Arab and foreign articles, researches and case studies With precise competence in the management of supplies available on Websites/Internet	Recommended supporting books and references Scientific journals,) (...reports
All Arab and foreign articles, researches and case studies With precise competence in the management of supplies available on Websites/Internet	Electronic references, Websites

Course Description (5)

1. Course Title	Commercial Law		
2. Course Code	02022105		
3. Semester/Year	first semester / Academic year(2023/2024)		
4. Description Preparation Date	2023/9/23		
5. Available Attendance Form	Physical classroom presence		
6. No. of Hours (Total)	45		
7. No. of Credits (Total)	3		
8. Course Administrator Name	M.M. Raghdaa Raed Abdul Razzaq Majeed		
9. E-mail	raghdaa.r@albayan.ede/iq		
10. Course Objectives			
Knowledge	A1	Enabling the student to know the meaning of law in general and commercial law in particular.	
	A2	Enabling the student to know the characteristics of the legal rule.	
	A3	Know the meaning of commitment and identify its sources.	
	A4	Know the types of commercial companies.	
Skills	B1	Understand legal texts correctly.	
	B2	The student must be able to understand commercial papers.	
	B3	The need for students to learn the scope of application of corporate law.	
	B4	Linking scientific reality with theoretical study.	
Values	C1	Following up on the student while giving lectures.	
	C2	Motivating the student to discuss during lectures.	
	C3	Activating the method of theoretical lectures by urging students to participate in lectures and opening the door to discussions.	
	C4	Developing their desire to apply and respect the law	
11. Teaching and Learning Strategies			
1.	Problem solving strategy	4.	Lecture strategy

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2.	Discovery learning strategy	5.	Strategy for asking questions and discussion
3.	Brainstorming strategy	6.	The strategy of using modern technical means in presenting explanatory video clips of the most important issues related to the development of Iraqi laws.

12. The Structure of the Course

Week	Hours	RLOs	Topic/Subject Name	Learning Method	Evaluation Method
the first	3	Know and understand	Defining the law and determining characteristics	Problem solving strategy	Intellectual question
the second	3	Know and understand	Defining the meaning of commitment and its sources	Presentation strategy	Daily testing
the third	3	Know and understand	Contract	Brainstorming strategy	Oral exams
the fourth	3	Know and understand	Distinguishing between commercial and civil works	Discovery learning strategy	Question within the lecture
Fifth	3	Know and understand	Merchant duties	Problem Solving strategy	Discussion panel
VI	3	Know and understand	Scope of application of company law	Presentation strategy	Oral exams
Seventh	3	Know and understand	Types of companies in Iraqi law	Brainstorming strategy	Daily testing
VIII	3	Know and understand	People companies	Discovery learning Strategy	Question
Ninth	3	Know and understand	Money companies	Strategy	Assigned
The tenth	3	Know and understand	The simple company	Ask questions and discuss	Discussion panel
Eleventh	3	Know and understand	Joint stock company	Strategy	Question within the

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			and limited liability company		lecture
Twelveth	3	Know and understand	Commercial papers	Ask questions and discuss	Question within the lectur with dialogue and discussion
Thirteenth	3	Know and understand	Commercial transfer and bill of exchange	Through lectures and attendance	dialogue and discussion
Fourteenth	3	Know and understand	Instrument and endorsement	Through lectures and attendance	dialogue and discussion
Fifteenth	3	Know and understand	Quest exam	Brainstorming strategy	dialogue and discussion

13. Course Evaluation

Distribution of the grade out of 100 according to the tasks assigned to the student: 40 marks for daily preparation, daily, oral, monthly and written exams, reports, etc., and 60 marks for the final exam.

14. Learning & Teaching Resources

Required textbooks (curricular if any)	Book (Commercial Law) – Author (Dr. Akram Yamliki), (Dr. Faiq Al-Shamaa)
Main References (sources)	Book (Commercial Law) – Author (Dr. Akram Yamliki), (Dr. Faiq Al-Shamaa)
Recommended Books & References (Scientific Journals, Reports ...)	External lectures
Websites or Electronic References	Iraqi legislative base

M.M. Raghdah Raed Abdul Razzaq Majeed

2023/9/23

Course Description (1)

1. Course Title		Organization theory	
2. Course Code		02o221o3	
3. Semester/Year		First 2023-2024	
4. Description Preparation Date		7-4-2024	
5. Available Attendance Form		Class room lectures	
6. No. of Hours (Total)		45	
7. No. of Credits (Total)		3	
8. Course Administrator Name		Prof.sabah hameed ali	
9. E-mail		Sabah.hameed@albayan.edu.iq	
10. Course Objectives			
Knowledge	A1	To be acquainted with the concepts of organization theory	
	A2	To be acquainted with the environment of organization	
	A3	To be acquainted with the theories of organization	
	A4		
Skills	B1	Enable students to analyze the internal environment	
	B2	Enable students to analyze business environment	
	B3	Enable students to define the organization structure	
	B4		
Values	C1	Achieve the social relation among organizational members	
	C2	Achieve social responsibility	
	C3	Work as a team work	
	C4		
11. Teaching and Learning Strategies			
1.	Class lectures	4.	
2.	Case study	5.	
3.	Class participation	6.	

12. The Structure of the Course

Week	Hours	RLOs	Topic/Subject Name	Learning Method	Evaluation Method
1	3		Development of organization concepts	Lecture	Oral exam
2	3		Organization structure	lecture	Oral exam
3	3		Organization structure	lecture	Oral exam
4	3		Management of external environment	lecture	Oral exam
5	3		Management of external environment	lecture	Oral exam
6	3		Mission of org.	lecture	Oral exam
7	3		First exam		
8	3		Org. strategy	lecture	Oral exam
9	3		Size, age and org. life cycle	lecture	Oral exam
10	3		Reasons of decline	lecture	Oral exam
11	3		Managing technology in org.	lecture	Oral exam
12	3		Technology in industrial org.	lecture	Oral exam
13	3		Managing culture	lecture	Oral exam
14	3		Second exam		
15	3		Future org.	lecture	Oral exam
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19					

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13. Course Evaluation

توزيع الدرجة من 100 على وفق المهام المكلف بها الطالب مثل التحضير اليومي والامتحانات اليومية والشفوية والشهرية والتحريرية والتقارير الخ

14. Learning & Teaching Resources

Required textbooks (curricular if any)	Management of organizations Hereem, husain 2010
Main References (sources)	Organization theory and organizing Al karuty K. 2010
Recommended Books & References (Scientific Journals, Reports ...)	
Websites or Electronic References	

Course Description (1)

Marketing Management	1. Course Name	
02022101	2. Course Code	
First 2023	3. Semester / Year	
17/9/2023	4. The history of preparation of this description	
Classrooms _ Lectures	5. Available Attendance Forms	
45 hours per week	6. Number of Credit Hours (Total)	
3 hours per week	7. Number of Units (Total)	
Eng. Mariam Osman Ibrahim	8. Course administrator name	
Maryamalmazeed@gmail.com	Email	
9. Course Objectives		
Understanding the basic concepts: The course aims to introduce you to the concepts of banking marketing and the terminology used in this field You will learn about the basic principles and concepts of banking marketing through the study of the literature and prescribe materials.	A1	Knowledge
Understand banking marketing strategies: You will learn about the various marketing strategies that the banking sector uses to attract customers and increase revenue. You will be able to analyze the performance of different banking marketing strategies and identify those that suit a particular environment.	A2	
Understand customer needs and behavior: You'll learn how to understand customer needs and analyze customer behavior. Your ability to design and implement banking marketing strategies that meet customer needs and inspire them to interact with banking products and services will be enhanced	A3	
Understanding banking marketing technology: You will learn about the techniques and tools used by the banking sector in marketing and promoting their products and services. You will learn about e-	A4	

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marketing and social media marketing and how to use them effectively in banks		
Market Analysis and Understanding: Develop the ability to analyze the banking market and understand its structure and features. This includes understanding your target customers, their financial needs and goals, as well as identifying future opportunities and challenge	B1	Skills
Data Analysis and Statistics: Develop inferential analysis skills and understand financial and economic data relevant to banking marketing. You need to be able to handle numbers and charts and understand what they indicate in relation to expected trends and outcomes.	B2	
Verbal and written communication: Develop effective communication abilities in writing and speaking. Good presentation and explanation skills are essential in banking marketing to deliver results, reports, and communicate with colleagues and customers effectively.	B3	
Critical Thinking: Enhance the ability to think critically and analytically about information and challenges facing the banking marketing industry. You should be able to make logical decisions and think about multiple aspects before taking any action.	B4	
Knowledge: The Banking Marketing Book provides you with the knowledge necessary to understand and analyze the composition and function of the banking market. You will learn about the concepts and tools used in this field and how to apply them in the actual business environment.	C1	
Scientific reasoning: The book of banking marketing allows you to understand theories and research related to the banking market and use them in analyzing problems and making successful decisions. You will gain critical and reasoning skills and apply them in the context of banking marketing	C2	Values
Innovation and Creativity: The Banking Marketing Book encourages innovative thinking and creativity in developing marketing strategies and promoting banking products and services. The book will provide you with the opportunity to explore and discover new ways to meet customer needs and achieve competitive excellence.	C3	
Addressing conflicts of interest and combating bribery: The book can highlight the importance of avoiding conflicts of interest and acting credibly. Include clear guidance for dealing with bribery and emphasize the importance of laws and ethical rules in dealing with customers and business partners.	C4	

10. Teaching and Learning Strategies

<p>Self-learning and construction: Self-learning and construction strategies encourage students to develop their abilities in research and investigation. Students are given the opportunity to discover and explore information independently, whether through reading or online research. Students should be encouraged to inquire, deduce, and apply concepts based on their personal understanding.</p>	<p>.٤</p>	<p>Lectures and explanations: Lectures and explanations are one of the oldest strategies in education. Key information and concepts are presented through oral presentations or explanations. The topic is interpreted and examples and reviews are put forward to help students better understand the topic</p>	<p>١.</p>
<p>Learning by doing: This strategy promotes learning through practical experience and the actual application of concepts and skills. Students are given the opportunity to participate in practical activities such as field trips, practical training and analytical projects. This strategy enables students to learn and apply concepts in a real business context.</p>	<p>.٥</p>	<p>For interactive learning: These strategies include means such as group discussions, dialogues, and group exercises. Students engage in discussions about concepts and ideas and are guided to explore and exchange views and experiences. Interactive learning is enhanced by providing opportunities for teamwork meetings and collaboration between students</p>	<p>.٢</p>
<p>Interest in scientific research and scientific conferences</p>	<p>.٦</p>	<p>Project-based learning: This strategy promotes collaborative projects and practical activities to achieve learning. Students are given a project based on the practical application of the concepts and skills acquired in the material. Students</p>	<p>.٣</p>

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		cooperate with each other and take responsibility .	
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11. Course Structure

Evaluation method	Learning method	Unit or subject name	Required Learning Outcomes	Hours	The week
Paper-based and oral tests	Theoretical and practical	Introduction to Marketing	Definition of marketing - the concept of marketing - philosophic trends for the development of the concept of marketing - the importance of marketing for the organization and at the macroeconomic level	3	١
Paper-based and oral tests	Theoretical and practical	Market segmentation	The concept of market segmentation - the benefits of market segmentation - marketing and - market segmentation process marketing mix strategies and target market	3	٢
Paper-based and oral tests	Theoretical and practical	Marketing Environment	The concept of the marketing environment - justifications for studying it - the private (partial) environment (public)	3	٣
Paper-based and oral tests	Theoretical and practical	Consumer Markets and purchasing behavior	Consumer Concept / Consumer Market Characteristics affecting consumer behavior – steps in the purchase decision process	3	٤

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Paper-based and oral tests	Theoretical and practical	The market of business organizations and their purchasing behavior	The buyer as a business organization - the market of business organizations - the steps to make a purchase decision - the motives of the purchase Buying habits	3	٥
Paper-based and oral tests	Theoretical and practical	Product	Product concept - product importance - new product and Development	3	٦
Paper-based and oral tests	Theoretical and practical	Product	- Stages of the product life cycle causes of product failure	3	٧
Paper-based and oral tests	Theoretical and practical	Services	The concept of services its importance and characteristics - the marketing difference of services from what it is in goods	3	٨
Paper-based and oral tests	Theoretical and practical	Marketing Case Studies	Marketing Case Studies	3	٩
Paper-based and oral tests	Theoretical and practical	Marketing Communications (Promotion)	The concept of marketing - communications Elements of the marketing / communications process marketing communication objectives	3	١٠
Paper-based and oral tests	Theoretical and practical	Marketing Communications (Promotion)	Promo Mix - Marketing - Communications Strategy Promotion Budget	3	١١

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Paper-based and oral tests	Theoretical and practical	Pricing	/ Pricing concept / importance objectives	3	١٢
Paper-based and oral tests	Theoretical and practical	Pricing	The concept and importance of - the marketing channel .Marketing outlets	3	١٣
Paper-based and oral tests	Theoretical and practical	Distribution channel (pricing)	The concept and importance of - the marketing channel .Marketing outlets	3	١٤
Paper-based and oral tests	Theoretical and practical	International Marketing	The concept of international - marketing - its importance methods of entering international markets (foreign)	3	١٥
					١٦
					١٧
					١٨
					١٩
					٢٠
					٢١
					٢٢
					٢٣
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					٢٥
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					٢٧
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					٢٩
					٣٠

12. Course Evaluation

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

13. Learning and Teaching Resources

Marketing Management Book by Thamer Al-Bakri – 2020.	Required textbooks (Methodology, if any)
Marketing Management Book by Thamer Al-Bakri – 2015 Marketing Management Book by Dewa Ji 1999.	Main references (Sources)
(scientific journals, reports...), Access to master's and doctoral theses on marketing - journals of management and economics.	Recommended supporting books and references (Scientific journals, reports...)
Electronic references, https://www.marketing.org/home.html	Electronic references, Websites

Course Description (7)

1. Course Title		Computer based office management applications 1	
2. Course Code		02022107	
3. Semester/Year		First semester (2023-2024)	
4. Description Preparation Date		2024-02-23	
5. Available Attendance Form		Classroom (theory + laboratory)	
6. No. of Hours (Total)		45	
7. No. of Credits (Total)		3	
8. Course Administrator Name		Ass. Lecture Maysam Sachit khudair	
9. E-mail		maysam.s@albayan.edu.iq	
10. Course Objectives			
Knowledge	A1	Identify the potential of computers and computer applications in helping to work administrative transactions	
	A2	Understand and understand the importance of the Excel program and what are applications, tools and importance	
	A3	Solving mathematical and logical formulas	
	A4	Finding sales, profit and loss reports and preparing payroll reports	
Skills	B1	Developing students' abilities to employ Excel in solving all administrative work	
	B2	Preparing daily, monthly and annual reports	
	B3	Making records for administrative institutions	
Values	C1	Encouraging students to continuously participate in lectures	
	C2	Developing the spirit of contribution and cooperation among students	
	C3	Developing commitment to university ethics	
	C4	Developing creativity, initiative and learning	
11. Teaching and Learning Strategies			
1.	Lectures in pdf format	4.	Preparing class assignments
2.	View lectures using data show	5.	
3.	Interactive lectures in class	6.	

The Structure of the Course .12

Week	Hours	RLOs	Topic/Subject Name	Learning Method	Evaluation Method
1		Introduction to Excel	Computer based Office management applications	Face-to-face lecture +Practical in the laboratory	Daily exams and homework
2		File menu commands	Computer based office management applications	Face-to-face lectures +Practical in the laborator	Daily exams and homework
3		Home menu commands (1) Clipboard Set (2) Font group Alignment Group (3)	Computer based office management applications	Face-to-face lectures +Practical in the laborator	Daily exams and homework
4		Home menucommands Number (4)	Computer based office management applications	Face-to-face lectures +Practical in the laborator	Daily exams and homework
5		Home menucommands (5) Style (6) Cells group	Computer based office management applications	Face-to-face lectures +Practical in the laborator	Daily exams and homework
6		Home menu commands (7) Editing Group Insert menu commands	Computer based office management applications	Face-to-face lectures +Practical in the laborator	Daily exams and homework
7		Theoretical + practical exam	Computer based office management applications	Face-to-face lectures +Practical in the laborator	Daily exams and homework
8		Page Layout Skip List Command	Computer based office management applications	Face-to-face lectures +Practical in the laborator	Daily exams and homework
9		Formulas menu commands	Computer based office management applications	Face-to-face lectures +Practical in the laborator	Daily exams and homework
10		Practical examples	Computer based office management applications	Face-to-face lectures +Practical in the laborator	Daily exams and homework

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11		And order the Data Data List	Computer based office management applications	Face-to-face lecture +Practical in the laboratory	Daily exams and homework
12		Review Checklist commands View menu commands	Computer based office management applications	Face-to-face lectures +Practical in the laborator	Daily exams and homework
13		Introduction to mathematical formulas	Computer based office management applications	Face-to-face lectures +Practical in the laborator	Daily exams and homework
14		Theoretical + practical exam	Computer based office management applications	Face-to-face lectures +Practical in the laborator	Daily exams and homework
15		review	Computer based office management applications	Face-to-face lectures +Practical in the laborator	Daily exams and homework

13. 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.

First monthly exam - 15 marks

Second monthly exam - 15 marks

Daily preparation - 10 degrees

Final exam - 60 marks

14. Learning & Teaching Resources

Required textbooks (curricular if any)	Computer basics and office applications Microsoft Excel office10
Main References (sources)	A.M.D. Ziad Muhammad Abboud, Prof. Dr. Ghassan Abdel Majeed, A.M. Suhail Najm Abboud, M.M. Adnan Khalaf Shadhar
Recommended Books & References (Scientific Journals, Reports ...)	Arab and foreign research and textbooks with specific specializations in the Microsoft Excel program
Websites or Electronic References	All Arab and foreign articles, research, and case studies with specific specialization in the Microsoft Excel program on websites/the Internet

Course Description (1)

Marketing Researches	1. Course Name	
0302219	2. Course Code	
Second Stage / Second Semester	3. Semester / Year	
2024-04-02	4. The history of preparation of this description	
Lectures – Classrooms	5. Available Attendance Forms	
30 hours	6. Number of Credit Hours (Total)	
2 hours per week	7. Number of Units (Total)	
Assoc. Prof. Dr. Mohamed Hussein Ali Hussein	8. Course administrator name	
dr.hussain@albayan.edu.iq	Email	
9. Course Objectives		
Introducing students to marketing research as one of the important functions in the marketing function because it establishes an integrated marketing mix and the most important in studying the customer and determining the organization's capabilities in responding to it .	A1	Knowledge
Providing the student with information about the methods of integrat study of marketing and its importance in business organizations.	A2	
	A3	
	A4	
Preparing a generation of researchers in the field of marketing with future visions that achieve the best production and marketing of goods and services for organizations and put them to the external environment	B1	Skills
Developing the capabilities of employees by training them to face technological and administrative developments in marketing	B2	
	B3	
	B4	

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Giving the student an opportunity to identify / or rely on the philosophy of correct and fair treatment to solve all possible problems that arise in various areas of work of the marketing function in the organization.	C1	Values
Spreading the spirit of cooperation among students in the aspect of scientific assistance and the possibility of applying scientific research	C2	
	C3	
	C4	
10. Teaching and Learning Strategies		
Discussing topics and following the method of brainstorming to put forward opinions and ideas by forming teams of students and using the method of self-development and work teams.		١.
Analyzing and studying all aspects related to marketing research and directing it to keep pace with all developments related to modernity and leadership that business organizations aspire to reach through the work of marketing management.		٢.

11. Course Structure

Evaluation method	Learning method	Unit or subject name	Required Learning Outcomes	Hours	The week
Questions & Discussion	Lectures	marketing The historical development of of thought management through schools in management	of marketing and Historical background marketing research	2	١
Questions & Discussion	Lectures	marketing concepts, objectives and strategies	of marketing research and The concept its importance	2	٢
Daily exams	Lectures	Marketing components and marketing mix	marketing research Managing functionally	2	٣
Questions & Discussion	Lectures	Internal organization and marketing units	of marketing management Organization and marketing research	2	٤
Questions & Discussion	Lectures	Marketing Policies and Marketing Plans	and objectives Marketing strategy	2	٥
Questions & Discussion	Lectures	The concept of sub-marketing functions	Function Analysis Marketing Strategy and its design	2	٦
Questions & Discussion	examination	Written exam	First month exam	2	٧
Questions & Discussion	Lectures	of importance and objectives The concept planning product	Planning Product Research	2	٨
Daily exams	Lectures	the promotion of good and service Stages of planning	Promotional needs planning	2	٩
Questions & Discussion	Lectures	for Methods for determining needs commodity and service pricing	for commodity and Needs planning service pricing	2	١٠
Questions & Discussion	Lectures	distribution and determining the best price The concept	Distributional needs planning	2	١١
Daily exams	Lectures	Components of marketing research	Marketing Research Methodology	2	١٢
Questions & Discussion	Lectures	Application methods in marketing research	Applications Marketing Research	2	١٣
Daily exams	Lectures	Methods of statistical testing for marketing research	Marketing Research Tests	2	١٤
Questions & Discussion	examination	Final results of marketing research	Conclusions and recommendations in marketing research	2	١٥

12. Course Evaluation

- Agreed daily exams or surprise exams in addition to monthly exams.
- Oral tests.
- Submit and discuss research reports.

13. Learning and Teaching Resources

Marketing Management / Written by Thamer Yasser Bakri	Required textbooks (Methodology, if any)
Marketing Management	Main references (Sources)
All Arab and foreign articles, researches and case studies With precise competence in marketing management and research available on Websites/Internet	Recommended supporting books and references (Scientific journals) (...reports)
All Arab and foreign articles, researches and case studies With precise competence in marketing management and research available on Websites/Internet	Electronic references, Websites

Course Description (1)

1. Course Title	Intellectual Capital	
2. Course Code	0302220	
3. Semester/Year	semester	
4. Description Preparation Date	Feb.23.2024	
5. Available Attendance Form	Classwork	
6. No. of Hours (Total)	(30) hours	
7. No. of Credits (Total)	2 hours per week	
8. Course Administrator Name	Asst. Prof. Ali Fadhil Fawzi	
9. E-mail	ali.fa@albayan.edu.iq	
10. Course Objectives		
Knowledge	A1	Developing graduates to meet the needs of various sectors in the field business administration
	A2	Providing students with up-to-date knowledge in the field of business administration related to intellectual capital and resource management Humanity
	A3	Developing students' skills and abilities to prepare scientific research in the field of business administration (capital-intellectual) and human resource management
	A4	
Skills	B1	Enlightening students about the philosophical contents and intellectual foundations of human resources management in its new role and assignment based on interaction in intangible assets (knowledge).
	B2	Enable students to understand the value of the overall organization, which is represented in the four components of intellectual capital (internal and external structure, human and social, clientelism).
	B3	Skills in how to deal with the challenges facing the future of students and students in order to prepare them to face the future challenges that may face them in the field of specialization Businessmen or managers who are distinguished by high knowledge, knowledge and distinguished abilities

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	B4	Giving students an opportunity to learn about the philosophy of the mechanisms building intellectual capital and the concentrations of its measurement, which need modern methods in human resources management to build its contemporary strategy to reduce the problems prevailing in business organizations and how to overcome them.
Values	C1	Guiding students on how to link theoretical curricula with practical reality.
	C2	Directing students on how to search for scientific means and relevant research through the Internet.
	C3	Directing students to search for useful information and stay away from accumulation of useless information.
	C4	
11. Teaching and Learning Strategies		
1.	Asking intellectual questions about everything related to intellectual capital	
2.	Teams and groups of students work to discuss topics related to intellectual capital	

12. The Structure of the Course

Week	Hours	RLOs	Topic/Subject Name	Learning Method	Evaluation Method
1	2	The historical development of the concept of intellectual capital	The emergence of the concept and the three stages of development	literature	Q&A
2	2	Conceptual Approach	Theoretical Framework / Concept Intellectual Capital	literature	Q&A
3	2	Intellectual trends for the study of intellectual capital	The intellectual and philosophical implications of trends	literature	Quiz
4	2	Intellectual Capital Theory	Assumptions and principles	literature	Q&A
5	2	Steps to study intellectual money (first exam)	Importance and practical applications	literature	Q&A
6	2	Building and developing intellectual capital	Approaches to building intellectual capital	literature	Q&A
7	2	Components of intellectual capital	Practical steps and initiatives	Mid Exam	Q&A
8	2	Components of intellectual capital	Principles and strategies	literature	Q&A
9	2	Components of intellectual capital	General framework of components	literature	Quiz
10	2	Components of intellectual capital	Social Capital	literature	Q&A
11	2	Components of intellectual capital	Human Capital	literature	Q&A
12	2	Components of intellectual capital	Structural Capital	literature	Quiz
13	2	Components of intellectual capital	Customers Capital	literature	Q&A
14	2	Components of intellectual capital	Psychological capital	literature	Quiz
15	2	Intellectual Capital Investment (Second Exam)	Fundamentals of investment measurement of returns	Mid exam	Q&A

13. Course Evaluation

- Participate in daily preparation and preparation for discussions with the professor and other students.
- Extracurricular duties and activities such as preparing a research paper for one of the topics of the course and presenting it during the discussion of the curriculum.
- Agreed or unannounced daily exams.

14. Learning & Teaching Resources

Required textbooks (curricular if any)	Al-Anzi, Saad Ali and Saleh, Ahmed Ali, Intellectual Capital Management in Business Organizations , 2009
Main References (sources)	Al-Enezi, Saad Ali, Business Innovations: A Reading in Administrative Excellence and Organizational Excellence , 2014 Alkm, Hafez Abdel Nasser, Human Resources Management and Intellectual Capital , 2017
Recommended Books & References (Scientific Journals, Reports ...)	Adding other vocabulary, considering that Intellectual Capital management is one of the basic subjects in the business administration major
Websites or Electronic References	

Course Description (1)

Organizational Behavior	1. Course Name	
	2. Course Code	
Second Semester / 2024	3. Semester / Year	
2023 - 2024	4. The history of preparation of this description	
Grades	5. Available Attendance Forms	
45	6. Number of Credit Hours (Total)	
3	7. Number of Units (Total)	
Ahmed Muthanna Sedeeq	8. Course administrator name	
ahmed.mu@albayan.edu.iq	Email	
9. Course Objectives		
Students acquire cognitive skills in organizational behavior.	A1	Knowledge
Develop concepts about that organization by focusing on the concept of organizational behavior.	A2	
Introducing students to aspects of the individual's personality and its compone and how to control reactions to each action issued.	A3	
Introduce students to the concepts of group formation, stages and categories within business organizations.	A4	
Ability to think about how to use organizational behavior.	B1	Skills
The ability to represent theoretical material with examples of practical reality.	B2	
The ability to sequence ideas and link between topics.	B3	
The skill of solving problems and controlling situations of functional conflict.	B4	

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Acquire knowledge through knowledge of the basics of the subject and the statement of methods and knowledge of the laws of those works.	C1	Values	
Developing the values of job commitment and team cohesion among students.	C2		
Developing the concepts of wise and participatory leadership among students.	C3		
Develop students' ability to learn and the principles of the learning process.	C4		
10. Teaching and Learning Strategies			
Brainstorming	4.	Serious participation	1.
	5.	Students interact with the title of the discussion topic	2.
	6.	Grading style	3.

11. Course Structure

Evaluation method	Learning method	Unit or subject name	Required Learning Outcomes	Hours	The week
Oral test	Classroom Lecture	The concept of organizational behavior and its models	Learn intellectual foundations and applied cases	2	1
Oral test	Classroom Lecture	Personality: concept and theories	Learn intellectual foundations and applied cases	2	2
Oral test	Classroom Lecture	The process of perception	Learn intellectual foundations and applied cases	2	3
Oral test	Classroom Lecture	Mechanical Perception Process	Learn intellectual foundations and applied cases	2	4
Oral test	Classroom Lecture	Learning	Learn intellectual foundations and applied cases	2	5
Oral test	Classroom Lecture	Principles and elements of learning	Learn intellectual foundations and applied cases	2	6
Applied Test	Classroom Lecture	Groups and types of groups	Testing the intellectual foundations and learned applied cases	2	7

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Oral test	Classroom Lecture	Organizational Culture	Learn intellectual foundations and applied cases	2	8
Oral test	Classroom Lecture	Values & Attitudes	Learn intellectual foundations and applied cases	2	9
Theory test	Classroom Lecture	Work stress	Learn intellectual foundations and applied cases	2	10
Oral test	Classroom Lecture	Leadership	Learn intellectual bases and cases Applied	2	11
Oral test	Classroom Lecture	Organizational conflict	Learn intellectual foundations and applied cases	2	12
Written test	Classroom Lecture	Organizational Communications	Learn intellectual foundations and applied cases	2	13
Applied Test	Classroom Lecture	Self-management	Learn intellectual foundations and applied cases	2	14
Oral test	Classroom Lecture	Organizational Culture	Student Assessment	2	15
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12. Course Evaluation

Quarterly pursuit 40 degrees distributed over daily and monthly exams and student attendance - 60 degrees end-of-semester exam

13. Learning and Teaching Resources

Al-Qaryouti 'Muhammad Qasim (2012) Organization Behavior Study of individual and collective human behavior in business organizations	Required textbooks (Methodology, if any)
Books on organizational behavior, research and studies on organizational behavior.	Main references (Sources)
Research and modern scientific articles that contribute to providing the student with important scientific information in his field of specialization.	Recommended supporting books and references (Scientific journals, reports...)
BOOKS. GOOGLE	Electronic references, Websites

Course Description (1)

Supply Management	1. Course Name	
0302223	2. Course Code	
Quarterly	3. Semester / Year	
2024-02-23	4. The history of preparation of this description	
Came	5. Available Attendance Forms	
30	6. Number of Credit Hours (Total)	
30	7. Number of Units (Total)	
Eng. Zahraa Abdel Abbas	8. Course administrator name	
Zahraa.a@albayan.edu.iq	Email	
9. Course Objectives		
Introduce students to the concept, objectives, importance, elements and components of supply chain management .	A1	Knowledge
Introduce students to the concept, importance and objectives of supply management and inform them of the historical development of supply management .	A2	
Introducing students to the concept and dimensions of customer logistics service and its importance, as well as standards and measurement of customer service.	A3	
Introducing students to transportation strategies, their importance and the factors affecting transportation costs, as well as a statement of the criteria for differentiation between means of transportation and a statement of the impact of the means of transportation on logistical costs.	A4	

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Raising the efficiency of students by conducting an application on how to face fluctuating equipment situations.	B1	Skills
Raising the efficiency of students by conducting applications on identifying appropriate strategies for supplies and supporting activities	B2	
Spreading the spirit of perseverance and diligence and rejecting cases of laziness that lead to cheating and thus to failure	C1	Values
Encourage students on the importance of attachment to science and respect for scientists .	C2	
Urging students to adhere to lofty principles such as honesty, honesty and integrity and to stay away from traits that contradict them	C3	
10. Teaching and Learning Strategies		
Adopting the method of giving lectures with the participation of students through prior preparation .		١.
Giving students homework for an exercise related to the lecture and asking them to solve it and then discuss it in the next lecture by involving students to solve the problem and with the help of the professor .		٢.
Enable students to ask intellectual questions related to the nature of human resources work and try to come up with everything		٣.

11. Course Structure					
Evaluation method	Learning method	Unit or subject name	Required Learning Outcomes	Hours	The week
Agreed daily exams or surprise exams in addition to monthly exams.	Adopting the method of giving lectures with the participation of students through prior preparation .	Supply Chain Management	Define the concept, objectives and importance of define the elements supply chain management and components of supply chain management	2	1+2
Oral tests.	Brainstorming	Supply chain strategies	vertical , The concept of supply chain strategies integration strategies and outsourcing strategies	2	3+4
By attending lectures .	Homework	Logistics Supply Management	Define the concept of supply management, its the concept and define . importance and objective of logistics, logistics product and logistics management	2	5+6
First month exam				2	7
Agreed daily exams or surprise exams in addition to monthly exams.	Adopting the method of giving lectures with the participation of students through prior preparation .	Customer Service	Determining the concept of customer logistics service, its dimensions, elements and importance customer service standards and and indicating measuring this service	2	8
Oral tests.	Lectures	Main and supporting activities of supply management	supporting activities –Conceptualize the main supply and how orders are processed	2	9+10
By attending lectures .	to form groups of students	Transport strategies	Identify the concept and importance of the transport	2	11+12

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	discuss a pre-agreed topic		system and the factors affecting transport costs		
Agreed daily exams or surprise exams in addition to monthly exams.		Global Supply Strategies	global supply and outline the elements and financial aspects of global supply strategies	2	13+14
Second month exam				2	15

12. Course Evaluation

Course grades are divided into (40 marks) for the pursuit, consisting of the first month exam (15 marks), the second month exam (15 marks), attendance (10 marks), and the remaining (60 marks) for the final exam of the semester.

13. Learning and Teaching Resources

Supply Management, Dr. Ghassan Qasim Dawood and Eng. Princess of thal and for me	Required textbooks (Methodology, if any)
Krajewski, L. J. & Ritzaman, L. P., (1999), Operation Management: Strategy & Analysis, 5th Ed., Addison Wesley Publishing Co, U.S.A.	Main references (Sources)
All Arab and foreign articles, researches and case studies With precise competence in the management of supplies available on Websites/Internet	Recommended supporting books and references Scientific journals,) (...reports
All Arab and foreign articles, researches and case studies With precise competence in the management of supplies available on Websites/Internet	Electronic references, Websites

Course Description (1)

1. Course Title		Intermediate accounting/2	
2. Course Code		0302221	
3. Semester/Year		Second Semester	
4. Description Preparation Date		2024	
5. Available Attendance Form		Classes	
6. No. of Hours (Total)		30	
7. No. of Credits (Total)		2	
8. Course Administrator Name		Ass.athmar abd Al-rahman sharhan	
9. E-mail		Athmar.a@albayan.edu.iq	
10. Course Objectives			
Knowledge	A1	Gaining the ability and skill to recognize accounting terminology	
	A2	Acquiring the skills of reading and understanding short-term investments	
	A3	Solve the exercises	
	A4	Acquire the skill of measuring short-term extinction	
Skills	B1	Oral exams	
	B2	Scientific reports	
Values	C1	Developing the student's ability to understand the topic and solve exercises	
	C2	Developing the student's ability to work by performing assignments and exercises and submitting them on the scheduled date	
	C3	Developing the student's ability to dialogue and discuss	
11. Teaching and Learning Strategies			
1.	Directing students to some websites to benefit from them	4.	Introducing students to some commercial dictionaries
2.	Daily and weekly surprise tests	5.	

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3.	Exercises and activities in the electronic classroom (on the Google Meet platform)	6.	
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12. The Structure of the Course

Week	Hours	RLOs	Topic/Subject Name	Learning Method	Evaluation Method
1	2	Differentiating between tangible and intangible assets	Intangible assets	a lecture	Discussions And direct questions
2	2	Knowledge of fixed extinction calculation methods	Depreciation of fixed assets	a lecture	Discussions And direct questions
3	2	Know how to calculate extinction	Exercises on fixed assets	a lecture	Discussions And direct questions
4	2	Find out how fifow.elifo inventory evaluation	Merchandise inventory	a lecture	Discussions And direct questions
5	2	Know how the evaluation process is calculated Stock in different ways	Commodity inventory exercises	a lecture	Discussions And direct questions
6		The first exam			
7	2	Definition of bonds	Investments dated Entitlement	a lecture	Discussions And direct questions
8	2	Definition of stocks	Investments for the purpose of trading	a lecture	Discussions And direct questions
9	2	Knowing the student's ability to calculate debtors	Debtors exercises	a lecture	Discussions And direct questions
10	2	Know the difference between traded and available for sale	Investments available for sale	a lecture	Discussions And direct questions
11		The second exam			
12	2	Knowing the student's ability to calculate investments available for sale	is investments available for sale	a lecture	Discussions And direct questions
13	2	Knowing investments and differentiating them from short-term investments. Knowing	Long term investments	a lecture	Discussions And direct questions

جامعة البيان

14	2	Knowing the student's ability On account of investments available for sale	Exercises on Long term investments	a lecture	Discussions And direct questions
15	2	Solve exercises related to long-term investments	Exercises on long-term investments	a lecture	Discussions And direct questions

13. Course Evaluation

Daily preparation = 10 degrees

First exam = 15 marks

Second exam = 15 marks

Final exam = 60 marks

14. Learning & Teaching Resources

Required textbooks

(curricular if any)

Intermediate Accounting Donald Kiso

Intermediate Accounting (Mohammed Talal Al-Jijawi) Intermediate Accounting (Mohamed Fouad Yaarub)

Main References

(sources)

Basic texts.

Other course books

Course Description (1)

1. Course Title	Advanced applications for administration by using computers 2	
2. Course Code		
3. Semester/Year	semester	
4. Description Preparation Date	18/3/2024	
5. Available Attendance Form	Class lectures	
6. No. of Hours (Total)	30 hours	
7. No. of Credits (Total)	2	
8. Course Administrator Name	Sajjad raad	
9. E-mail	sajjad.r@albayan.edu.iq	
10. Course Objectives		
Knowledge	A1	Students will be able to analyze complex data sets and apply advanced administrative functions in Excel to solve real-world problems.
	A2	Students will demonstrate the ability to evaluate and interpret large datasets using advanced Excel functions to make informed administrative decisions.
	A3	Students will develop the capacity to synthesize and integrate multiple data sources to create comprehensive administrative reports using Excel.
	A4	Students will be able to apply critical thinking skills to assess the efficiency and effectiveness of administrative processes by utilizing advanced Excel features.
Skills	B1	Students will acquire proficiency in using advanced Excel features such as pivot tables, macros, and data analysis tools to streamline administrative tasks.
	B2	Students will develop the ability to create dynamic and interactive administrative dashboards and reports using advanced Excel visualization tools.
	B3	Students will gain competence in using Excel for data modeling, forecasting, and scenario analysis to support strategic administrative decision-making.
	B4	Students will enhance their proficiency in automating administrative processes and tasks by utilizing advanced Excel formulas and functions.

Values	C1	Students will recognize the significance of leveraging advanced Excel skills administrative roles to improve efficiency, accuracy, and decision-making processes.
	C2	Students will develop a sense of responsibility and ethical conduct when handling sensitive administrative data and ensuring data security within Excel applications.
	C3	Students will appreciate the role of continuous learning and skill development in adapting to evolving administrative technologies and tools, including Excel.
	C4	Students will understand the impact of effective data visualization and analysis communicating administrative insights and driving organizational decisions.

11. Teaching and Learning Strategies

1.	Use case studies and real-world examples to demonstrate the application of advanced administrative functions in Excel.	4.	Encourage students to critically evaluate and compare different administrative processes using advanced Excel features.
2.	Incorporate hands-on exercises that require students to analyze and interpret large datasets using advanced Excel functions.	5.	Offer step-by-step tutorials and practice sessions to familiarize students with advanced Excel features and their practical applications in administrative tasks.
3.	Provide guided practice sessions where students can integrate multiple data sources and create comprehensive administrative reports in Excel.	6.	Provide hands-on projects where students can design and develop administrative dashboards and reports using advanced Excel visualization tools.

12. The Structure of the Course

Week	Hours	RLOs	Topic/Subject Name	Learning Method	Evaluation Method
1	2	Insert Objects (Tables, Illustrations, Chart)	Learn intellectual foundations and applied cases	Theoretical / applied	Daily exams and homework
2	2	Insert Objects (Sparklines, Links, Filter, Text Symbols)	Learn intellectual foundations and applied cases	Theoretical / applied	Daily exams and homework
3	2	Introduction to Microsoft Office Excel Functions	Learn intellectual foundations and applied cases	Theoretical / applied	Daily exams and homework
4	2	Power&Abs Functions	Learn intellectual foundations and applied cases	Theoretical / applied	Daily exams and homework
5	2	Sumif Function	Learn intellectual foundations and applied cases	Theoretical / applied	Daily exams and homework
6	2	Not, OR, And Functions	Learn intellectual foundations and applied cases	Theoretical / applied	Daily exams and homework
7	2	Exam	Learn intellectual foundations and applied cases	Exam	Daily exams and homework
8	2	Count&Countif, Max&Min, MAXA&MINA Functions	Learn intellectual foundations and applied cases	Theoretical / applied	Daily exams and homework
9	2	Average&MODE Functions	Learn intellectual foundations and applied cases	Theoretical / applied	Daily exams and homework
10	2	Exam	Learn intellectual foundations and applied cases	Theoretical / applied	Daily exams and homework
11	2	AVEDEV Function	Learn intellectual foundations and applied cases	Theoretical / applied	Daily exams and homework
12	2	VAR Function	Learn intellectual foundations and applied cases	Theoretical / applied	Daily exams and homework
13	2	STDEVA Function	Learn intellectual foundations and applied cases	Theoretical / applied	Daily exams and homework
14	2	Exam	Learn intellectual foundations and applied cases	Exam	Daily exams and homework
15	2	Review and examples	Learn intellectual foundations and applied cases	Theoretical / applied	Daily exams and homework

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13. Course Evaluation

توزيع الدرجة من 100 على وفق المهام المكلف بها الطالب مثل التحضير اليومي والامتحانات اليومية والشفوية والشهرية والتحريرية والتقارير الخ

14. Learning & Teaching Resources

Required textbooks (curricular if any)	Computer basics and office applications (Part Three) 2016 Prof. Dr. Ziad Muhammad Abboud and others.
Main References (sources)	Office administrative applications using computers (Microsoft Excel basics) Asst.L. Intisar Kazem Jassim / Al-Mustansiriya University
Recommended Books & References (Scientific Journals, Reports ...)	Scientific journals, periodicals, and scientific bulletins published on websites
Websites or Electronic References	books.google

Course Description (1)

1. Course Title		Electronic commerce law
2. Course Code		
3. Semester/Year		courses
4. Description Preparation Date		2024/2/22
5. Available Attendance Form		Attendance
6. No. of Hours (Total)		30 hours
7. No. of Credits (Total)		
8. Course Administrator Name		Tamara Safaa Fadil Tawfiq
9. E-mail		tamara.s@albayan.edu.iq
10. Course Objectives		
Knowledge	A1	The natural student's definition of electronic business.
	A2	Knowing the most important reasons that led to electronic business inventions.
	A3	Introducing the modern importance of the methods and methods adopted in field of electronic subscription by adopting modern technological means.
	A4	Discrimination on the approved violation of damage resulting from engaging in act that violates the provisions of the law
Skills	B1	The student will practice administrative work in the future smoothly and flexibly.
	B2	Developing the student's awareness of electronic commerce and his legal awareness in arbitrating the Saqi text.
	B3	
	B4	
Values	C1	Helping the student understand the nature of the underlying business of e-commerce.
	C2	Introducing the student to the objectives of e-commerce.
	C3	Simplifying the legal material in a way that is simple for the recipient to understand and understand.
	C4	Consolidating correct human behavior and its repercussions on the exceptions of individuals in society.
11. Teaching and Learning Strategies		

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1.	Method of giving the lecture.	4.	Written exams in addition to rapid oral exams.
2.	Discussion method.	5.	Activating dialogues and discussions and creating a spirit of competition within the classroom.
3.	Asking questions and clearing the field for those who are serious about explaining the answer	6.	Show books and examples.

12. The Structure of the Course

Week	Hours	RLOs	Topic/Subject Name	Learning Method	Evaluation Method
1	2 hours per week	Knowledge of e-commerce	E-business concept	Quick and intellectual exams with discussion	E-commerce business concept
2		Teach the benefits and risks	Advantages and risks electronic commerce		
3		Recognize its shapes	Trade methods, forms, and contracting methods		
4		What are the laws?	Applicable laws		
5		Knowledge of electronic contracts	Electronic administrative contracts		
6		Knowledge of the principles of electronic arbitration	Electronic arbitration		
7		How to prepare an electronic signature, its image and its forms	Electronic signature, its copy and forms		
8		Reliability education	Validity of the electronic signature and its effects A- Conditions that must be met in the electronic signature B- Conditions for the enjoyment		

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			of the electronic signature C- The effects of the validity of the electronic signature on authentication		
9		Teaching the student the most important effects signing	Effects of electronic signature		
10		Introduction to the legal protection of electronic signature	Legal protection of electronic signature		
11		How to complete electronic fulfillment Definition of electronic loyalty card - Electronic fulfillment: Identify the mechanisms Types of electronic loyalty cards	Electronic fulfillment Definition of electronic loyalty card - Electronic fulfillment in terms of parties Types of electronic loyalty cards - Payment by electronic banking credit cards		
12		Consequences of credit card misuse	Misuse of magnetic credit cards		
13		The legal and economic nature of credit cards	The economic nature of credit cards		
14		Know your credit card business partners	Credit card parties and the relationships arising from them		
15		Learn how to protect the electronic consumer	Electronic consumer protection		

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			- Criteria to distinguish the consumer from the provider in the electronic contract		
End the course		Evaluating student understanding	Exam		
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13. Course Evaluation

توزيع الدرجة من 100 على وفق المهام المكلف بها الطالب مثل التحضير اليومي والامتحانات اليومية والشفوية والشهرية والتحريرية والتقارير الخ

14. Learning & Teaching Resources

Required textbooks (curricular if any)	Electronic Commerce Law
Main References (sources)	Electronic Commerce Law, College of Administration and Economics, written by Dr. Mohamed Ahmed Hamad
Recommended Books & References (Scientific Journals, Reports ...)	
Websites or Electronic References	Recent relevant scientific research and articles that contribute to providing the student with important scientific information in his field of specialization.

Course Description (1)

Strategic Management	1. Course Name	
	2. Course Code	
First Semester 2023/2024	3. Semester / Year	
15 / 2 / 2024	4. The history of preparation of this description	
Classroom attendance	5. Available Attendance Forms	
45 hours	6. Number of Credit Hours (Total)	
3	7. Number of Units (Total)	
Ahmed Muthanna Sedeeq	8. Course administrator name	
Ahmed.mu@albayan.edu.iq	Email	
9. Course Objectives		
Understand the theoretical theories and frameworks of strategic management.	A1	Knowledge
Understand the concepts of analyzing the external and internal environment of companies.	A2	
Identify the methods and tools of strategic decision-making.	A3	
Understand the foundations of designing and implementing corporate strategies.	A4	
Develop strategic analysis skills to understand the competitive environment.	B1	Skills
Improve strategic planning skills and preparation of competitive strategies.	B2	
Develop strategic decision-making and risk assessment skills.	B3	
Enhance communication and negotiation skills for strategic purposes.	B4	
Promote the values of innovation and sustainability in strategizing.	C1	Values
Promote integrity and ethics in corporate strategic actions.	C2	
Encourage the values of transparency and social responsibility in making strategic decisions.	C3	
Promote the values of cooperation and teamwork in developing strategies.	C4	
10. Teaching and Learning Strategies		

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Organize discussions on the process of designing and implementing strategies with a focus on real-world situations.	4.	Provide a comprehensive introduction to key theories and use case studies to illustrate their applications.	1.
Provide opportunities to discuss the role of transparency and social responsibility in the context of strategy.	5.	Use practical exercises to analyze the external and internal environment of a number of real-life companies.	2.
Present projects that encourage collaboration and teamwork to develop strategies.	6.	Provide realistic cases to discuss decision-making strategies and organize practical exercises about this.	3.

11. Course Structure

Evaluation method	Learning method	Unit or subject name	Required Learning Outcomes	Hours	The week
Oral test	Classroom Lecture	The concept of strategic management and its importance	Learn intellectual foundations and applied cases	2	1
Oral test	Classroom Lecture	Strategic Direction	Learn intellectual foundations and applied cases	2	2
Oral test	Classroom Lecture	Strategic analysis of the external environment	Learn intellectual foundations and applied cases	2	3
Oral test	Classroom Lecture	Strategic analysis of the internal environment	Learn intellectual foundations and applied cases	2	4
Oral test	Classroom Lecture	Determining the strategic position	Learn intellectual foundations and applied cases	2	5
Oral test	Classroom Lecture	Strategic Selection	Learn intellectual foundations and applied cases	2	6
Written test	Classroom Lecture	examination	Testing the intellectual foundations and learned applied cases	2	7
Oral test	Classroom Lecture	Organization-wide strategy	Learn intellectual foundations and applied cases	2	8
Oral test	Classroom Lecture	Strategies at the unit level	Learn intellectual foundations and applied cases	2	9
Oral test	Classroom Lecture	Functional strategies	Learn intellectual foundations and applied cases	2	10
Oral test	Classroom Lecture	examination	Learn intellectual bases and cases Applied	2	11
Oral test	Classroom Lecture	Strategic Implementation	Learn intellectual foundations and applied cases	2	12
Written test	Classroom Lecture	Strategic oversight	Learn intellectual foundations and applied cases	2	13
Oral test	Classroom Lecture	Case Study Analysis	Learn intellectual foundations and applied cases	2	14
Oral test	Classroom Lecture	Review	Student Assessment	2	15

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12. Course Evaluation

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

13. Learning and Teaching Resources

Strategic Management Prof. Zakaria Mutlaq Al-Douri	Required textbooks (Methodology, if any)
	Main references (Sources)
Scientific journals, periodicals, scientific bulletins, published on the Internet	Recommended supporting books and references (Scientific journals, reports...)
www.books.google 1. 2- Websites of Iraqi and international universities, bullet and administrative scientific journals.	Electronic references, Websites

Course Description (1)

1. Course Title	Project Management	
2. Course Code	02023106	
3. Semester/Year	Second semester/2024	
4. Description Preparation Date	31/3/2024	
5. Available Attendance Form	Classwork	
6. No. of Hours (Total)	42	
7. No. of Credits (Total)	42	
8. Course Administrator Name	Hussein Jalal Alkinani	
9. E-mail	H.alkinani@albayan.edu.iq	
10. Course Objectives		
Knowledge	A1	Provide an introduction and de to the principles and pratics of prioject managment
	A2	Develop a project management plan to quid the execution, monitoring, and stakeholder plan
	A3	Describe the different phases of the project life cycle and plan appropriate activities for each phase of project life cycle
	A4	define "planned value", "earned value", "actual costs", "schedule variance", and "cost variance" within context of Earned Value Management; demonstrate how this system may be used to manage project cost a schedule
	A5	Develop and evaluate Work Breakdown Structures (WBS).
	A6	Understand how project budgets are developed within an organization and know how to prepare and revise budgets and cost estimates
	A7	Develop a comprehensive project plan, including baselines and subsidiary plans
Skills	B1	Analyzing Skills
	B2	Intellectual Skills
	B3	Remembering Skills
	B4	
Values	C1	Group discussion
	C2	Developing creativity, initiative, and learning
	C3	Developing commitment to university ethics
	C4	

11. Teaching and Learning Strategies

1.	Lectures	4.	
2.	Data show presentation	5.	
3.	Group discussion	6.	

12. The Structure of the Course

Week	Hours	RLOs	Topic/Subject Name	Learning Method	Evaluation Method
1	3	Understands the concepts of project management program, and portfolio management and their importance to enterprise success to know the project Vs Operation	Introduction to Project and Project Management	Theoretical Applied	Daily Quiz And group Discussion
2	3	Knows five Process Groups: Initiating, Planning, Executing Monitoring and controlling, and Closing and ten Knowledge areas:	Project Lifecycle and Organization	Theoretical Applied	Daily Quiz And group Discussion
3	3	To know Project Plan Contents, Direct and Manage Project Execution, Statement of work (SOW)	Develop Project Management Plan	Theoretical Applied	Daily Quiz And group Discussion
4	3	Exam	Exam		
5	3	Cost Benefit Analysis Techniques <ul style="list-style-type: none"> Estimate Costs Determine Budget Hands-on exercise on MS Project 	Project Cost Management	Theoretical Applied	Daily Quiz And group Discussion
6		To know Plan Risk Management <ul style="list-style-type: none"> Identify Risk Perform Qualitative Risk Analysis Practice Test 	Project Risk Management-	Theoretical Applied	Daily Quiz And group Discussion

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7	3	Exam	Exam		
8	3	To know schedule is a timetable showing start and finish dates activities or events within a <u>project</u> , programmed	Project Schedule Management	Theoretical Applied	Daily Quiz And group Discussion
9	3	To understand <ul style="list-style-type: none"> • Selection methods • Work breakdown structures. • Gantt charts, network diagrams, critical path analysis 	Demonstrates knowledge of project management and tools and techniques	Theoretical Applied	Daily Quiz And group Discussion
10	3	To understand <ul style="list-style-type: none"> • Cost estimates • Earned value management. • Motivation theory and team building 	Demonstrates knowledge of project management and tools and techniques	Theoretical Applied	Daily Quiz And group Discussion
11	3	To understand Cost Budgeting involves allocating overall cost estimates to individual work items i	Project Budgeting	Theoretical Applied	Daily Quiz And group Discussion
12	3	to evaluate project progress against the original plan and take corrective action to minimize deviation.	Project Tracking and Control	Theoretical Applied	Daily Quiz And group Discussion
13	3	To understand the final report and evaluate the Project success	Closing Projects Chapter	Theoretical Applied	Daily Quiz And group Discussion
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13. Course Evaluation

توزيع الدرجة من 100 على وفق المهام المكلف بها الطالب مثل التحضير اليومي والامتحانات اليومية والشفوية والشهرية
والتحضيرية والتقارير.... الخ

14. Learning & Teaching Resources

Required textbooks (curricular if any)	Najam, Abood (2012)introduction to Project management .Jordan
Main References (sources)	Education curriculum from Mustansiryah university
Recommended Books & References (Scientific Journals, Reports ...)	
Websites or Electronic References	Google search tool

Course Description (1)

Financial Management 1	1. Course Name	
02023101	2. Course Code	
First	3. Semester / Year	
27/1/2024	4. The history of preparation of this description	
Face-to-face lectures	5. Available Attendance Forms	
45	6. Number of Credit Hours (Total)	
3	7. Number of Units (Total)	
Prof. Hamza Mahmoud Shamkhi	8. Course administrator name	
Hamza.me@albayan.edu.iq	Email	
9. Course Objectives		
Alif Al-Bfkr Aladarah aLamalikh Khaa'dah Muhammad Muhammad (peace of Allah be upon him) and AadrahahAl-Laamal Othaq qaqal-Luk mir KhlaL Al-A" Otaotahel andTafsir Muhammad Aladarah aLamalih OosaifhaOqrartha O'Fardafha aLmkhtlfh.	A1	Knowledge
The student's possession of the abilities that qualify him to read and understand the principles of financial management	A2	
Refine the student's mind in the possibility of his abilities in shaping his future through the vocabulary of financial management as a specialization in business management thought	A3	
	A4	
Enable the student to understand the general framework of financial management	B1	Skills

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In order to increase the number of taliban members in the field of education, the duties of the government, and the obligations of the religious scholars to investigate.	B2		
General and qualifying skills that enable the student to familiarize himself with the function of financial management as a specialization	B3		
Tazweed al-Talib Bamakhzon min al-Mufradat fi Majal al-Akhtasas Latatweer MahaRath al-Maliyyah	B4		
Monthly exams	C1	Values	
Daily live exams	C2		
Case Studies	C3		
	C4		
10. Teaching and Learning Strategies			
It's a good idea.	.٤	Serious participation	١.
	.٥	It's a matter of time before you're going to get to the point where you're going to have to go.	.٢
	.٦	Grading style	٣.

11. Course Structure

Evaluation method	Learning method	Unit or subject name	Required Learning Outcomes	Hours	The week
His examples are solved	Lectures	Financial Analysis	Nature of financial management	3	١
His examples are solved	Lectures	analysis	Financial Management Jobs	3	٢
His examples are solved	Lectures	analysis	Financial Management Objectives	3	٣
His examples are solved	Lectures	analysis	The impact of inflation on financial management decisions	3	٤
His examples are solved	Lectures	analysis	Legal forms of companies	3	٥
His examples are solved	Lectures	analysis	Tax procedures and their impact on financial decisions	3	٦
His examples are solved	Lectures	analysis	Extinction and tax savings	3	٧
His examples are solved	Lectures	analysis	Extinction and tax savings	3	٨
His examples are solved	Lectures	analysis	Exam Month 1	3	٩
His examples are solved	Lectures	analysis	Financial statements and financial analysis	3	١٠
His examples are solved	Lectures	analysis	Financial Ratio Analysis	3	١١
His examples are solved	Lectures	analysis	Financial Ratio Analysis	3	١٢

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His examples are solved	Lectures	analysis	Disclosure of the sources and uses of funds	3	١٣
His examples are solved	Lectures	analysis	Month 2 Exam	3	١٤
His examples are solved	Lectures	analysis	Vertical and horizontal analysis of financial statements	3	١٥

12. Course Evaluation

Quarterly pursuit of 40 degrees distributed over monthly exams, reports and student attendance
60 marks for end-of-semester exams

13. Learning and Teaching Resources

Memoirs of the Acting Administrator of the College of Business Administration and Economics of the University	Required textbooks (Methodology, if any)
Fundamentals of Financial Management 2008 Dar Al-Warraq on the basis of Jordan Written by Prof. Dr. Hamza Al-Zubaidi The 2010 Baghdad School of Engineering	Main references (Sources)
Scientific journals that are issued in the field of specialization and from reputable journals and what is available in the university library	Recommended supporting books and references (Scientific journals, reports...)
	Electronic references, Websites

Course Description (1)

Business Economics	1. Course Name	
02023107	2. Course Code	
First Semester – 2023-2024	3. Semester / Year	
2024	4. The history of preparation of this description	
Theoretical lectures in the classroom	5. Available Attendance Forms	
2 hours per week – 30 hours per class	6. Number of Credit Hours (Total)	
2 - Modular	7. Number of Units (Total)	
Assoc. Prof. Sherine Badri Tawfiq	8. Course administrator name	
Sherin.Badry@Albayan.edu.ik	Email	
9. Course Objectives		
Learn about the concept of business economics	A1	Knowledge
Explain the vocabulary of the prescribed subject and focus on the joints that the student must learn	A2	
Linking the material to practical reality, considering the prescribed material has scientific link in terms of application	A3	
	A4	
The skill of thinking and introducing the student to the basics of business economics	B1	Skills
The skill of observation and deriving knowledge related to business economics and how to reflect them and their developmental role in the economies of developing and developed countries	B2	
Use illustrations and diagrams to contribute to a broader understanding of the topics being explained	B3	
	B4	

Enhance the student's desire to study business economics	C1	Values
Enable students to know what business economics is	C2	
Deepening the student's analytical ability by discussing topics and research papers	C3	
Enhancing student confidence by involving him in scientific dialogues and discussions	C4	

10. Teaching and Learning Strategies

Keeping abreast of developments in business economics applications	٤.	Methodological books written on the same subject, auxiliary books and related research	١.
	٥.	Conduct simple tests to measure the student's understanding of the topic	٢.
	٦.	Developing the student's discussion and dialogue skills and deepening the analytical ability	٣.

11. Course Structure

Evaluation method	Learning method	Unit or subject name	Required Learning Outcomes	Hours	The week
Daily questions, discussions and posts	Scientific lectur	Political concepts of business economics	What is business economics / the importan of studying business economics	2	١
Daily questions, discussions and posts	Scientific lectur	Enterprise theory and administrative decisions	Enterprise theory / objectives of the facilit administrative functions in the facility / decision-making processes	2	٢
Daily questions, discussions and posts	Scientific lectur	Study and analysis of demand	The importance of studying and analyzing demand / determinants of demand / deman elasticities	2	٣
Daily questions, discussions and posts	Scientific lectur	Demand forecasting	The importance of demand forecasting / determinants of demand forecasting / stage and methods of demand forecasting	2	٤
Daily questions, discussions and posts	Scientific lectur	Production and revenue theory	What is production and constant productio function (law of decreasing yield 9	2	٥
Daily questions, discussions and posts	Scientific lectur	Variable output function	Determining the economic zone / determining the optimal level of productio determining the expansion line of the proje	2	٦
Daily questions, discussions and posts Questions	Scientific lectur	Production cost theories	Types of costs and cost determinants	2	٧
		Cost analysis by time period	Short- and long-term cost analysis	2	٨
And daily discussions and participations	Scientific lectur	Break-even analysis	The concept of break-even point and methods of its analysis	2	٩
And daily discussions and participations	Scientific lectur	Pricing policies and administrative decisions	The importance of the price system / the determinants of pricing / pricing policies / methods of determining prices	2	١٠
And daily discussions and participations	Scientific lectur	Profits and administrative decisions	Concept, theories, determining factors, pro strategies and the basis for determining the	2	١١

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And daily discussions and participations	Scientific lectur	Concentration, integration and integration of business projects	The meaning and importance of production concentration / forms and objectives of production concentration / integration between projects	2	١٢
And daily discussions and participations	Scientific lectur	Commodity inventory	Types of commodity stock / the importance of controlling commodity inventory	2	١٣
And daily discussions and participations	Scientific lectur	Final and intermediate objectives of monetary policy	Benefits and costs of holding inventory and methods of controlling commodity invento	2	١٤
		Exam		2	١٥

12. Course Evaluation

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

First monthly exam - 15 marks

Second monthly exam - 15 marks

Daily preparation -10 degrees

Final Exam - 60 marks

13. Learning and Teaching Resources

No	Required textbooks (Methodology, if any)
Administrative Economics / Dr. Mehdi Sahar	Main references (Sources)
Books on Management Economics / Books Enterprise Theory / Books on Microeconomics	Recommended supporting books and references (Scientific journals, reports...)
All Arab and foreign books, researches, articles a scientific journals with precise competence monetary and banking policies and available websites - the Internet	Electronic references, Websites

Ass . Prof Dr Shereen Badry Tawfeq

Sherin.Badry@Albayan.edu

Course Description (1)

Quantitative applications of computer-aided business management	1. Course Name	
02023105	2. Course Code	
Second semester	3. Semester / Year	
The beginning of the second semester	4. The history of preparation of this description	
Came	5. Available Attendance Forms	
30	6. Number of Credit Hours (Total)	
2	7. Number of Units (Total)	
M. Haidar Adnan Ameer	8. Course administrator name	
	Email	
9. Course Objectives		
Introducing the student to the concept of quantitative methods and his areas of interest and study	A1	Knowledge
The student must recognize the meaning of the target function	A2	
The student should know the meaning of the obstacles to be achieved	A3	
The student should know how to find the values of variables	A4	
To be skilled in the use of computers	B1	Skills
find the values of the variables and thus find the optimal solution	B2	
Achieving the goal, whether it is maximizing profits or reducing costs	B3	
	B4	
Create motivation for the student on how to transform the problem from speech to a mathematical application	C1	Value

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		C2	
		C3	
		C4	
10. Teaching and Learning Strategies			
	.٤	Problem solving method	١.
	.٥	Cooperative learning method	٢.
	.٦	Active learning method	٣.

11. Course Structure

Evaluation method	Learning method	Unit or subject name	Required Learning Outcomes	Hours	Week
Daily rapid quizzes and asking questions and answers	Dialogue, discussion and solution exercises	Basic Requirements for Operations Research Models	Recognize the meaning of operations research science	2	١
Daily rapid quizzes and asking questions and answers	Dialogue, discussion and solution exercises	Recognize the meaning of operations research science	Recognize the meaning of operations research science	2	٢
Daily rapid quizzes and asking questions and answers	Dialogue, discussion and solution exercises	Legal formula	Recognize the meaning of legal formula	2	٣
		exam		2	٤
Daily rapid quizzes and asking questions and answers	Dialogue, discussion and solution exercises	Standard formula	Recognize the meaning of a standard formula	2	٥
		exam		2	٦
Daily rapid quizzes and asking questions and answers	Dialogue, discussion and solution exercises		The student should be able to formulate a model	2	٧

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			that achieves the objectives		
Daily rapid quizzes and asking questions and answers	Dialogue, discussion and solution exercises	Graphical method	Recognizing the meaning of the graphic method	2	٨
Daily rapid quizzes and asking questions and answers	Dialogue, discussion and solution exercises		Recognizing the meaning of the graphic method	2	٩
Daily rapid quizzes and asking questions and answers	Dialogue, discussion and solution exercises	Simplex method	Learn about the simplex method	2	١٠
Daily rapid quizzes and asking questions and answers	Dialogue, discussion and solution exercises		Solve exercises on the simple way	2	١١
Daily rapid quizzes and asking questions and answers	Dialogue, discussion and solution exercises		Solve exercises on the simple way	2	١٢
		exam		2	١٣
Daily rapid quizzes and asking questions and answers	Dialogue, discussion and solution exercises	Binary method	Recognize the meaning of a binary problem	2	١٤
		exam		2	١٥

12. Course Evaluation

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

13. Learning and Teaching Resources

Operations Research – Hamdi Taha	Required textbooks (Methodology, if any)
Operations Research – Hamdi Taha	Main references (Sources)
Introduction to Operations Research	Recommended supporting books and references (Scientific journals, reports...)
	Electronic references, Websites

Course Description (1)

Professional Ethics	1. Course Name		
There isn't any	2. Course Code		
Quarterly	3. Semester / Year		
2024-02-23	4. The history of preparation of this description		
Came	5. Available Attendance Forms		
30	6. Number of Credit Hours (Total)		
30	7. Number of Units (Total)		
Eng. Zahraa Abdel Abbas	8. Course administrator name		
Zahraa.a@albayan.edu.iq	Email		
9. Course Objectives			
The student should realize the ethics of the profession in the success of work and the life of the individual .	A1	Knowledge	
Introduce students to the concept of social responsibility within the framework of jobs in business organizations.	A2		
Introduce students to the types of ethical codes.	A3		
Introducing students to administrative corruption, its development, types and methods of treatment.	A4		
The student should acquire a moral sense and link it to work.	B1	Value Skills	
The student should acquire the ability to distinguish between positive and negative ethics and the effects of each on work.	B2		
Spreading the spirit of perseverance and diligence and rejecting cases of laziness that lead to cheating and thus to failure	C1	Value	

Encourage students on the importance of attachment to science and respect for scientists .	C2	
Urging students to adhere to lofty principles such as honesty, integrity and stay away from traits that contradict them .	C3	
10. Teaching and Learning Strategies		
Adopting the method of giving lectures with the participation of students through prior preparation .		١.
Giving students homework for an exercise related to the lecture and asking them to solve it and then discuss it in the next lecture by involving students to solve the problem and with the help of the professor .		٢.
Enable students to ask intellectual questions related to the nature of human resources work and try to come up with everything		٣.

11. Course Structure					
Evaluation method	Learning method	Unit or subject name	Required Learning Outcomes	Hours	The week
Agreed daily exams or surprise exams in addition to monthly exams.	Adopting the method of giving lectures with the participation of students through prior preparation .	Business	The concept of business, its development, its importance to society and the challenges it faces	2	1+2
Oral tests.	Brainstorming	Social responsibility of business organizations	Statement of the concept of social responsibility and its historical roots	2	3+4
By attending lectures .	Homework	Business Ethics	The concept of business ethics, its importance and sources in the business organization	2	5+6
First month exam				2	7
Agreed daily exams or surprise exams in addition to monthly exams.	Adopting the method of giving lectures with the participation of students through prior preparation .	and business Social responsibility ethics within the framework of the organization and administrative functions	Social responsibility within the framework of production, operations and human resources functions	2	٨
Oral tests.	Lectures	Administrative corruption, transparency and governance	Knowledge of administrative corruption and its development and types	٢	9+10 12+11+ ١٤+١٣
Second month exam				2	15

12. Course Evaluation

Course grades are divided into (40 marks) for the pursuit, consisting of the first month exam (15 marks), the second month exam (15 marks), attendance (10 marks), and the remaining (60 marks) for the final exam of the semester.

13. Learning and Teaching Resources

<p>Social responsibility and business ethics (business and society).Dr. Ta Mohsen Mansour and Dr. Saleh Mahdi Mohsen</p>	<p>Required textbooks (Methodology, if any)</p>
<p>Pride, et.al, 2002, P.9-11))</p>	<p>Main references (Sources)</p>
<p>All Arab and foreign articles, researches and case studies The same competence in professional ethics available on Websites/Internet</p>	<p>Recommended supporting books and references (Scientific journals) (...reports</p>
<p>All Arab and foreign articles, researches and case studies The same competence in professional ethics available on Websites/Internet</p>	<p>Electronic references, Websites</p>

Course Description (1)

Insurance management	Course Name .1	
0302333	Course Code .2	
Second semester	Semester/ year .3	
April 1, 2024	Date this description .4 was prepared	
My presence	A. Available .5 attendance forms	
45	Number of study .6 hours (total)	
3	Number of units .7 (total)	
Dr.. Aladdin Mahmoud Karim	Name of the course .8 administrator	
Aladdin.m@albayan.edu.iq	Email	
objectives Course .9		
Insurance Aims e The Course to Definition requester I'm thinking As a specialty from Branches administration Business And it management comes true y of insurance from during Operation an offer And analysis And interpretation He laid her down And her decision And its goals The different management ones	A1	Knowledge
Possessive For a student Ability To tate And his family to reading And Insurance management understand Principles	A2	
refine Mentally For a student in Possibility His abilities in industry His future Insurance management from during Vocabulary material As a specialty in to think administration Business	A3	
	A4	
Enabling the student to understand the general framework of the insurance tool	B1	Skills
It helps the student to obtain information related to insurance administration	B2	
General and qualifying skills that enable the student to become familiar with the function of insurance management as a specialization.	B3	
Providing the student with a stock of vocabulary in the field of specialization to develop his skills in insurance management	B4	
Enhancing the student's desire to study insurance management	C1	alue
Discussing how to conduct real transactions between insurance companies and insureds	C2	

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Deepening the student's analytical ability through discussing topics and research papers	C3	
Enhancing student confidence by involving him in scientific dialogues and discussions	C4	
Teaching and learning strategies.10		
Preparing class assignments	.4	Lectures in pdf format .1
	.5	View lectures using data show .2
	.6	Interactive lectures in class .3

Course structure .11

Evaluation method	Learning method	Name of the unit or topic	Required learning outcomes	hours	the week
. Predicting danger 1 , / Forecasting	. Predicting danger 1 , / Forecasting	redicting danger . Forecasting 1 ,	/ Predicting danger . Forecasting	3	1
anning And predict danger Analysis money Y Lectures Solved examples	Planning And predict danger analysis money Y Lectures Solved examples	Planning And predict danger Analysis money Y Lectures Solved examples	Planning And predict danger analysis money Y Lectures Solved examples	3	2
ethods Predicting 3 anger . Forecasting budgeting a For cash Analysis Lectures Solved examples 2	Methods 3 Predicting danger / Forecasting budgeting a For cash Analysis Lectures Solved examples 2	Methods Predicting danger 3 Forecasting / budgeting a For cash Analysis Lectures Solved examples 2	. Methods Predicting danger 3 forecasting / budgeting a For cash analysis Lectures Solved examples 2	3	3
total interest / A To operate And divert the anger Finance And shifting the overall risk / focus	Total interest	Transferring risk / a To 3 / operate Shifting full interest focus	total interest / A To operate And 3 divert the danger Finance And shifting the overall risk / focus	3	4
nciple of solutions	Principle of solutions	Principle of solutions	Principle of solutions	3	5
Analysis Lectures Solved examples	Analysis Lectures Solved examples	Analysis Lectures I represent him Solved	analysis Lectures Solved examples	3	6
			month exam1		7
The principle of participation	The principle of participation	The principle of participation	The principle of participation	3	8

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Principle of solutions	Principle of solutions	Principle of solutions	Principle of solutions	3	
The principle of good faith	The principle of good faith	The principle of good faith	The principle of good faith		
The principle of proximate cause	The principle of proximate cause	The principle of proximate cause	The principle of proximate cause		
The insurance process	The insurance process	The insurance process	The insurance process		
Underwriting	Underwriting	Underwriting	Underwriting		
			month exam2		

Course evaluation .12

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

First monthly exam - 15 marks

Second monthly exam - 15 marks

Daily preparation - 10 degrees

Final exam - 60 marks

Learning and teaching resources .13

	Required prescribed books (Methodology, if any)
management and insurance Dr. Osama Oraibi Insurance and risk management Dr. Slim pink	Main references (Sources)
Arab and foreign research and textbooks with specific specialization in insurance management	Recommended supporting books and references (Scientific journals) (....reports
All Arab and foreign articles, research, and case studies with specific specialization in insurance management on websites/the Internet	,electronic references Internet sites

Course Description (1)

1. Course Title		Financial Management 2
2. Course Code		
3. Semester/Year		2 nd Semester 2023-2024
4. Description Preparation Date		27/01/2024
5. Available Attendance Form		Lectures – in person
6. No. of Hours (Total)		3 hours
7. No. of Credits (Total)		3 Credits
8. Course Administrator Name		Prof Hamzah Mahmood Shamkhi
9. E-mail		Hamza.m@albayan.edu.iq
10. Course Objectives		
Knowledge	A1	This course aimed to introduce the concepts of financial management as a part of the business management specialty, this goal should be met by analyze and explain the concepts of financial managements, its functions and its different goals.
	A2	To provide students with the ability to read and understand the basics management.
	A3	Improve the student's ability by explaining the basics of financial management and its application as part of business management specialty.
	A4	
Skills	B1	The general abilities and qualifications required to enable students to understand the function of financial management as a specialty.
	B2	Provide students with expertise in the specialty to develop his financial abilities.
	B3	
	B4	
Assessments	C1	Monthly exams

	C2	Quizzes		
	C3			
	C4			
11. Teaching and Learning Strategies				
1.	Lectures		4.	
2.	Direct analysis of the financial managements equations		5.	
3.			6.	

12. The Structure of the Course

Week	Hours	RLOs	Topic/Subject Name	Learning Method	Evaluation Method
1	3 hours	Financial forecasting- financial planning	Financial analysis	Lectures	Questions solving
2	3 hours	Financial forecasting- cash budgeting	Financial analysis	Lectures	Questions solving
3	3 hours	Leverage, operating, financial and total leverage/ operating leverage	Financial analysis	Lectures	Questions solving
4	3 hours	Financial leverage	Financial analysis	Lectures	Questions solving
5	3 hours	Total leverage	Financial analysis	Lectures	Questions solving
6	3 hours	Break- even analysis	Financial analysis	Lectures	Questions solving
7	3 hours	Assumption of break-even analysis	Financial analysis	Lectures	Questions solving
8	3 hours	Break- even analysis methods. 1 st exam (15 marks)	Financial analysis	Lectures	Questions solving
9	3 hours	Break- even analysis methods.	Financial analysis	Lectures	Questions solving
10	3 hours	Working capital management, 1 st exam of working capital	Financial analysis	Lectures	Questions solving
11	3 hours	Working capital management decisions	Financial analysis	Lectures	Questions solving
12	3 hours	Capital budgeting	Financial analysis	Lectures	Questions solving
13	3 hours	Criteria of evaluating the capital budget 2 nd exam (15 marks)	Financial analysis	Lectures	Questions solving
14	3 hours	Financial markets	Financial analysis	Lectures	Questions solving
15	3 hours	Financial markets	Financial analysis	Lectures	Questions solving
16					
17					
18					

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13. Course Evaluation

40 Marks – Monthly exams, quizzes, and attendance
60 Marks – Final Exam

14. Learning & Teaching Resources

Required textbooks (curricular if any)	Business management department's notes set by the twin college – Economy and management college – Almustansirya University.
Main References (sources)	The basics of financial management, 2008, Alwaraq press, Amman- Jordan by Prof Hamzah Al-Zobaidi
Recommended Books & References (Scientific Journals, Reports ...)	Articles from any reputable scientific magazines in the field.
Websites or Electronic References	

Course Description (1)

Strategic thinking	1. Course Name	
	2. Course Code	
Second Semester / 2024	3. Semester / Year	
2023 - 2024	4. The history of preparation of this description	
Grades	5. Available Attendance Forms	
30	6. Number of Credit Hours (Total)	
2	7. Number of Units (Total)	
Ahmed Muthanna Sedeeq	8. Course administrator name	
ahmed.mu@albayan.edu.iq	Email	
9. Course Objectives		
Understand the basic models and tools used in strategic thinking.	A1	Knowledge
Recognize the importance and application of strategic strategies in the business environment.	A2	
Understand how to assess the competitive environment of companies and make appropriate strategic decisions.	A3	
Develop strategic thinking skills by analyzing real-life corporate situations.	A4	
Develop strategic analysis and evaluation skills.	B1	Skills
Improve communication skills and effective presentation of strategic ideas.	B2	
Develop strategic decision-making and risk management skills.	B3	
Enhance the skills of understanding and interaction with the competitive and economic environment.	B4	
Promote the values of integrity and ethics in strategic decision-making.	C1	Values

Promote the values of teamwork and collaboration through the analysis and preparation of joint strategies.			C2
Encourage the values of excellence and innovation by analyzing the practices innovative companies.			C3
Promote the values of sustainability and social responsibility by analyzing sustainable corporate strategies.			C4
10. Teaching and Learning Strategies			
Follow advanced classes with company case analysis and discussion as part of education.	4.	Use interactive tutorials and case studies to illustrate models and tools.	1.
Providing practical projects to apply strategic analysis techniques.	5.	Organize dialogue sessions and exchange ideas to encourage students to apply strategies in real-life scenarios.	2.
Encourage students to make interactive presentations and communicate effectively in discussions.	6.	Use group thinking exercises to enhance students' ability to analyze the competitive environment.	3.

11. Course Structure

Evaluation method	Learning method	Unit or subject name	Required Learning Outcomes	Hours	The week
Oral test	Classroom Lecture	About the genesis of strategic thinking	Learn intellectual foundations and applied cases	2	1
Oral test	Classroom Lecture	Characteristics of strategic thinking	Learn intellectual foundations and applied cases	2	2
Oral test	Classroom Lecture	The distinctive patterns of the strategic thinker	Learn intellectual foundations and applied cases	2	3
Oral test	Classroom Lecture	Dimensions of the personality of the strategic thinker	Learn intellectual foundations and applied cases	2	4
Oral test	Classroom Lecture	The basic principles that characterize strategic thinking	Learn intellectual foundations and applied cases	2	5
Oral test	Classroom Lecture	Motivations behind the adoption of strategic thinking	Learn intellectual foundations and applied cases	2	6
Applied Test	Classroom Lecture	Advantages of strategic thinking	Testing the intellectual foundations and learned applied cases	2	7

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Oral test	Classroom Lecture	Indicators of the absence of a strategic thinking approach	Learn intellectual foundations and applied cases	2	8
Oral test	Classroom Lecture	Chapter Five: Strategic Thinking Models	Learn intellectual foundations and applied cases	2	9
Theory test	Classroom Lecture	part exam 1	Learn intellectual foundations and applied cases	2	10
Oral test	Classroom Lecture	Chapter Six: Approaches to Strategic Thinking	Learn intellectual bases and cases Applied	2	11
Oral test	Classroom Lecture	Chapter Seven / - Scenarios are the product of strategic thinking	Learn intellectual foundations and applied cases	2	12
Written test	Classroom Lecture	Chapter VIII / - Strategic Thinking and Management of Strategy	Learn intellectual foundations and applied cases	2	13
Applied Test	Classroom Lecture	2 Exam	Learn intellectual foundations and applied cases	2	14
Oral test	Classroom Lecture	Discussions in preparation for the final exam	Student Assessment	2	15
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12. Course Evaluation

Quarterly pursuit 40 degrees distributed over daily and monthly exams and student attendance - 60 degrees end-of-semester exam

13. Learning and Teaching Resources

Strategic thinking Prof. Dr. Hussein Mohammed Jawad Al-Jubouri	Required textbooks (Methodology, if any)
	Main references (Sources)
Research and modern scientific articles that contribute providing the student with important scientific information in his field of specialization.	Recommended supporting books and references (Scientific journals, reports...)
BOOKS. GOOGLE	Electronic references, Websites

Course Description (1)

Operations Research	1. Course Name	
0302334	2. Course Code	
Second semester	3. Semester / Year	
The beginning of the second semester	4. The history of preparation of this description	
Came	5. Available Attendance Forms	
30	6. Number of Credit Hours (Total)	
2	7. Number of Units (Total)	
M. Haidar Adnan Ameer	8. Course administrator name	
haidar.adnan@albayan.edu.iq	Email	
9. Course Objectives		
Introducing the student to the concept of quantitative applications and how to find solutions to economic problems	A1	Knowledge
Introducing the student how to achieve the goal that the institution aspires to.	A2	
	A3	
	A4	
To be skilled in the use of computers	B1	Skills
find the values of the variables and thus find the optimal solution	B2	
Achieving the goal, whether it is maximizing profits or reducing costs	B3	
	B4	
Create motivation for the student on how to transform the problem from speech to a mathematical application	C1	Values
	C2	

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		C3	
		C4	
10. Teaching and Learning Strategies			
	.٤	Problem solving method	١.
	.٥	Cooperative learning method	٢.
	.٦	Active learning method	٣.

11. Course Structure

Evaluation method	Learning method	Unit or subject name	Required Learning Outcomes	Hours	The week
Daily rapid tests and asking questions and answers	Dialogue, discussion and solving exercises	Basic Requirements for Operations Research Model	Recognize the meaning of operations research science	2	1
Daily rapid tests and asking questions and answers	Dialogue, discussion and solving exercises	Learn about the transport model	Recognize the meaning of operations research science	2	2
Daily rapid tests and asking questions and answers	Dialogue, discussion and solving exercises	balance the model	Learn how to balance the model	2	3
		Daily exam		2	4
Daily rapid tests and asking questions and answers	Dialogue, discussion and solving exercises	the first basic feasible solution	Learn the first basic feasible solution	2	5
		Monthly exam		2	6
Daily rapid tests and asking questions and answers	Dialogue, discussion and solving exercises	the Northwest Corner Method	Learn the Northwest Corner Method	2	7
Daily rapid tests and asking questions and answers	Dialogue, discussion and solving exercises	lest cost method	Learn of lest cost method	2	8

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Daily rapid tests and asking questions and answers	Dialogue, discussion and solving exercises	vogel s method	Learn of vogel s method	2	9
Daily rapid tests and asking questions and answers	Dialogue, discussion and solving exercises	Optimal solution	Learn how to find the optimal solution	2	10
Daily rapid tests and asking questions and answers	Dialogue, discussion and solving exercises	the stepping stone method	Recognize the stepping stone method	2	11
Daily rapid tests and asking questions and answers	Dialogue, discussion and solving exercises	the stepping stone method	Recognize the stepping stone method	2	12
		Monthly exam		2	13
Daily rapid tests and asking questions and answers	Dialogue, discussion and solving exercises	the multiplier method	Recognize the multiplier method	2	14
		Semester exam		2	15

12. Course Evaluation

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

13. Learning and Teaching Resources

Operations Research – Hamdi Taha	Required textbooks (Methodology, if any)
Operations Research – Hamdi Taha	Main references (Sources)
Introduction to Operations Research	Recommended supporting books and references (Scientific journals, reports...)
	Electronic references, Websites

Course Description (1)

1. Course Title		Project management using computers MS. project
2. Course Code		02022107
3. Semester/Year		Chapter II
4. Description Preparation Date		1/4/2024
5. Available Attendance Form		Lectures inside the hall
6. No. of Hours (Total)		6
7. No. of Credits (Total)		2
8. Course Administrator Name		M.M. Maha Hassan Sultan
9. E-mail		Maha.h@albayan.edu.iq
10. Course Objectives		
Knowledge	A1	Enabling the student to know the basics of building projects
	A2	Enabling the student to know and understand how to deal with different types of program analysis methods
	A3	Enabling the student to know how to design programs
	A4	Introducing the student to the basics of building a program in a specific programming language that is considered a model for other programming languages
Skills	B1	Thinking skill and response speed
	B2	The skill of deduction and analysis
	B3	Observation skill
	B4	
Values	C1	Encouraging students to continuously participate in lectures
	C2	Developing the spirit of contribution and cooperation among students
	C3	Developing a commitment to ethicsTUniversity
	C4	Developing creativity, initiative and learning

11. Teaching and Learning Strategies

1.	Teaching the student ways and methods of personal development beyond the course	4.	Preparing the student to face practical reality and how to employ what he has learned
2.	Developing the student's ability to understand how to build an idea for any software application based on the basics of management	5.	Developing the spirit of creativity, perseverance, and searching for new things in his field of work
3.	Learn different programming skills using different types of design and programming methods. Prepare the student to face practical reality and how to employ what he has learned.	6.	

12. The Structure of the Course

Week	Hours	RLOs	Topic/Subject Name	Learning Method	Evaluation Method
1	2	Introduction to project management	Introduction To Project Management	Lectures	Exams
2	2	Introduction to how to perform the operation Building the program based on the basics of software engineering	Software Product	Lectures	Exams
3	2	Introduction to Techniques adopted in project management	Project Management Technique	Lectures	Exams
4	2	Introduction to The resources we need to build the project	Project Management Resource	Lectures	Exams
5	2	Introduction to Project construction life cycle	Software Development Life Cycle	Lectures	Exams
6	2	Introduction to Program building requirements	Software Requirement	Lectures	Exams
7	2	Introduction to how to design the program	Software Design	Lectures	Exams
8	2	Introduction to the tools. tools Which we need in the analysis and design process	Software Analysis And Design Tools	Lectures	Exams

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9	2	Introduction to the types of programming languages and how to apply them	Implementation (Coding) Stage	Lectures	Exams
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13. Course Evaluation

توزيع الدرجة من 100 على وفق المهام المكلف بها الطالب مثل التحضير اليومي والامتحانات اليومية والشفوية والشهرية والتحريرية والتقارير الخ

14. Learning & Teaching Resources

Required textbooks (curricular if any)	Murali Chemuturi, Thoms - M. "Software Project Management", Best projects tools and Techniques .J.Ross publishing, 2010.
Main References (sources)	-I AN sommerville, "Software Engineering" (1989). - Pressman, "S/W Engineering principles", 2010..
Recommended Books & References (Scientific Journals, Reports ...)	Teach yourself by using the internet
Websites or Electronic References	

Course Description (1)

1. Course Title		Feasibility studies	
2. Course Code		0302336	
3. Semester/Year		Frist semester	
4. Description Preparation Date		1/4/2024	
5. Available Attendance Form		Lectures /my presence	
6. No. of Hours (Total)		30	
7. No. of Credits (Total)		30	
8. Course Administrator Name		Hussein Alkinani	
9. E-mail		h.alkinani@albayan.edu.iq	
10. Course Objectives			
Knowledge	A1	The purpose of this course is to introduce students to how feasibility studies are conceived, conducted, and appraised.	
	A2	To acquaint students with the importance of conducting a feasibility study prior to any major investment project such as establishing a new project, expansion of existing project, and replacements of major machinery and equipment's	
	A3	To teach students the nature and scope of a project feasibility study	
	A4	To elaborate the purpose and contents of the main studies that make up the feasibility study which are: the marketing study, the technical study, and the financial study	
Skills	B1	Through intellectual skills, students will be able to: Analyze and evaluate the concepts and steps of doing feasibility studies	
	B2	Through professional and practical skills, students will be able to: Develop the ability to self-appraise and reflect on practice relevant to commercial projects feasibility studies.	
	B3	Through general and transferable skills, students will be able to: Develop appropriate effective written and oral communication skills relevant to feasibility studies	
	B4	Making students able to employ what they have learned in their practical lives.	
Values	C1	Acquire positive values such as objectivity, perseverance, and enhancing self-confidence	
	C2	Creating motivation for the student on working as team and involving in group discussion.	
	C3	Develop the ability to self-appraise and reflect on practice relevant to commercial projects feasibility studies	
	C4	Students will learn these skills and techniques through performing various feasibility studies of differing sizes and complex	
11. Teaching and Learning Strategies			
1	Lectures	4.	Group discussions

جامعۃ البیت

2

Data-show presentation

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3

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12. The Structure of the Course

Week	Hours	RLOs	Topic/Subject Name	Learning Method	Evaluation Method
1	2	A theoretical introduction to project investments	Analyzing an investment Opportunity	Theoretical / applied. and solving exercises	Daily Quiz and group discussion
2	2	<ul style="list-style-type: none"> An introduction to feasibility study – pre identification Feasibility studies: definitions, principles and concepts What are feasibility studies and why are they important? 	Concept and Classifications Feasibility Studies	Theoretical / applied. and solving exercises	
3	2	<ul style="list-style-type: none"> Identifying where a feasibility study occurs in a project plan. Understanding the business need 	Continue: Concept Classifications of Feasibility Study	Theoretical / applied. and solving exercises	Daily Quiz and group discussion
4	2	<ul style="list-style-type: none"> Understand the marketing feasibility study. Learn Market research, Using Market Metrics to Analyze Demand 	Marketing Feasibility Study	Theoretical / applied. and solving exercises	Daily Quiz and group discussion
5	2	Learn Planning technical feasibility phase and estimate the size and type of production facilities	Technical feasibility	Theoretical / applied. and solving exercises	Daily Quiz and group discussion
6	2	Exam 1	Exam 1	Exam 1	Exam 1
7	2	Analysis of the financial feasibility <ul style="list-style-type: none"> Assess the “seed capital” needs of the business project during the investigation process and start-up, and how these needs will be met. Estimate capital requirements for facilities, equipment and inventories. Estimate working capital needs. Estimate start-up capital needs until revenues are realized at full capacity. 	Financial / economic feasibility	Theoretical / applied. and solving exercises	Daily Quiz and group discussion

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		<ul style="list-style-type: none"> Estimate contingency capital needs due to construction delays, technology malfunction, market access delays, etc. 			
8	2	<p>The core components of a financial model- income, expense & debt service will be highlighted, as will an introduction to discount rates, cap rates, hurdle rates & profit multiples.</p> <ul style="list-style-type: none"> Break-even point analysis. Rate of return Capital recovery, and earnings 	Financial feasibility/ analyzing	Theoretical / applied. and solving exercises	Daily Quiz and group discussion
9	2	Analysis of the financial feasibility	Continue: Financing analyzing	Theoretical / applied. and solving exercises	Daily Quiz and group discussion
10	2	Exam 2	Exam 2	Exam 2	Exam2
11	2	To know if the proposed project conforms the legal and ethical requirements and ensure that the project is legally doable	Legal Feasibility	Theoretical / applied. and solving exercises	Daily Quiz and group discussion
12	2	To learn the Environmental structural factors that influence the business's operation (chocolate factory operation).	Environmental feasibility study	Theoretical / applied. and solving exercises	Daily Quiz and group discussion
13	2	<ul style="list-style-type: none"> Learn of Socio-Economic Aspect social implication and economic implication. Identification of affected communities and parties 	Socio-Economic feasibility study	Theoretical / applied. and solving exercises	Daily Quiz and group discussion
14	2	<ul style="list-style-type: none"> Learn the legal and Organizational Study Feasibility Study Decisions 	Feasibility Study report	Theoretical / applied. and solving exercises	Daily Quiz and group discussion
15					
16					
17					
18					
19					
20					
21					
22					

13. Course Evaluation

توزيع الدرجة من 100 على وفق المهام المكلف بها الطالب مثل التحضير اليومي والامتحانات اليومية والشفوية والشهرية والتحريرية والتقارير الخ

14. Learning & Teaching Resources

Required textbooks (curricular if any)	Notes are handed out to the students throughout the semester from Mustansiriyah university
Main References (sources)	PCH Publication (Ed), "Feasibility Study Preparation and Analysis Book", PCH Publications, USA, 2011
Recommended Books & References (Scientific Journals, Reports ...)	Dr. Mamun Habib, Dr. Chamnong Jungthirapanich, "Feasibility Study - Marketing, Financial and Operational Analysis", LAP LAMBERT Academic Publishing, USA, 2011.
Websites or Electronic References	

Course Description (1)

Production/Operations Management	1. Course Name	
02024101	2. Course Code	
First Semester -2023/2024	3. Semester / Year	
1/10/2023	4. The history of preparation of this description	
Classrooms	5. Available Attendance Forms	
45	6. Number of Credit Hours (Total)	
3	7. Number of Units (Total)	
Doctor Awatef Ibrahim Muhammad Alhaddad	8. Course administrator name	
awatif.ibrahim@albayan.edu.iq	Email	
9. Course Objectives		
How to deal with the basic concepts of process and production management, its functions and objectives.	A1	Knowledge
Use quantitative, mathematical and statistical methods in strategic, tactical and operational decision-making.	A2	
Diagnose, analyze, interpret and propose solutions to the management of operations and production.	A3	
The possibility of building manufacturing strategies commensurate with type of product or service provided.	A4	
Analytical skills	B1	Skills
Memorization skills	B2	
Numeracy skills	B3	
Intellectual skills	B4	
Realize the importance of production and process management and its applications in the development of products and services and the achievement of organizations to advantages and competitive positions distinguished through them	C1	Values

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Gain self-confidence through their ability to think and analyze logically	C2		
	C3		
	C4		
10. Teaching and Learning Strategies			
Presentation method	٤.	Lecture method	١.
	٥.	Self-learning method	٢.
	٦.	Case studies with explanation and clarification	٣.

11. Course Structure

Evaluation method	Learning method	Unit or subject name	Required Learning Outcomes	Hours	The week
Daily, surprise and monthly exams	Explanation and solution lecture exercises	<p>General introduction to / production management operations</p> <ol style="list-style-type: none"> 1. Introduction to Operations and Production Management 2. Administrative functions of the Director of Operations and Production 3. Process and production management in industrial and service delivery organizations 4. Measuring productivity, efficiency, effectiveness 		3	١
Daily, surprise and monthly exams	Explanation and solution lecture exercises	<ol style="list-style-type: none"> 1. Modern trends in operations and production management 2. Scope of strategic planning for operations and production management 		3	٢

		<ul style="list-style-type: none"> 3. Strategy and competitive advantage 4. Performance Objectives (Competitive Priorities) 		
Daily, surprise and monthly exams	Explanation and lecture	Demand forecasting <ul style="list-style-type: none"> 1. General considerations for demand forecasting 2. Time dimensions of forecasting 3. Forecasting and product life cycle 4. Types of forecasting 5. Forecasting steps 6. Ordering Items 7. Factors affecting demand 8. Qualitative methods of forecasting 	3	٣
Daily, surprise and monthly exams	Solve exercises	Quantitative methods of forecasting <ul style="list-style-type: none"> 1. Time Series Analysis 2. Causal methods 3. Prediction error measurement 	3	٤
Daily, surprise and monthly exams	Explanation, lecture and solution of exercises	Product/Service Planning and Development Strategy <ul style="list-style-type: none"> 1. New Product Introduction Strategies 2. Product range offered 3. The product life cycle and its relationship to the new product development process 	3	٥

		<ol style="list-style-type: none"> 4. Basic principles in new product design 5. Important considerations in new product design 6. New product design quality metrics 7. Decision tools in choosing a new product <ol style="list-style-type: none"> 1. Differentiation matrix 2. Break-even level analysis <p>First exam</p>		
Daily, surprise and monthly exams	Explanation and lecture	<p>Process Planning and Development Strategy</p> <ol style="list-style-type: none"> 1. Process and process management 2. Focus of the organization 3. Key decisions of the process 4. Classification of production systems <p>Process flow design</p>	3	٦
Daily, surprise and monthly exams	Explanation, lecture and solution of exercises	<p>Production capacity planning</p> <ol style="list-style-type: none"> 1. Strategic Energy Planning 2. Types of power plans 3. Types of energy meters 4. Energy Planning Strategies <p>Economies of scale</p>	3	٧

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Daily, surprise and monthly exams	Explanation, lecture and solution of exercises	Calculate the number of machines required for a product made on one machine Calculate the number of machines required for a product manufactured on different types of machines	3	٨
Daily, surprise and monthly exams	Explanation, lecture and solution of exercises	Site Decisions 1. The concept and importance of choosing a site 2. Site Selection Objectives 3. Trade-off factors in choosing a site 4. Recent trends in site selection 5. The qualitative method of choosing the impact	3	٩
Daily, surprise and monthly exams	Explanation, lecture and solution of exercises	Break-even analysis in site selection Center of gravity method in choosing the site	3	١٠
Daily, surprise and monthly exams	Explanation, lecture and solution of exercises	Internal arrangement 1. The strategic importance of the internal arrangement 2. Types of internal arrangement	3	١١

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		<ol style="list-style-type: none"> 1- Ordering based on operation 2- Ranking by product 3- Hybrid arrangement 4- Specialized arrangement 5- Fixed site arrangement 		
Daily, surprise and monthly exams	Explanation, lecture and solution of exercises	<p>Balancing the assembly line .6</p> <p>Overall Planning</p> <ol style="list-style-type: none"> 1. The concept of total planning 2. Overall Production Planning Strategies 3. Costs associated with overall planning <p>Second exam</p>	3	١٢
Daily, surprise and monthly exams	Explanation, lecture and solution of exercises	<p>Material Requirements Planning (MRP) System</p> <ol style="list-style-type: none"> 1. Definition System(MRP) 2. Independent application and dependent application 3. Types of MRP Systems 4. Input (MRP) 5. Output (MRP) 	3	١٣
Daily, surprise and monthly exams	Explanation, lecture and solution of exercises	<p>Operations Scheduling Types – of scheduling</p> <ol style="list-style-type: none"> 1. Scheduling decisions 2. Scheduling Objectives 3. Scheduling function 	3	١٤

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		4. Scheduling Evaluation Criteria Sequencing models			
		Review		3	١٥

12. Course Evaluation

First Exam 15
 Second Exam 15
 Class Activity 10
 Final Exam 60
 Total 100

13. Learning and Teaching Resources

Production Management / Operations - Abdul Kar Mohsen and Sabah Al-Najjar /2017	Required textbooks (Methodology, if any)
Operations Management Strategy and Analysis Krajwski, Lee J. & Ritzman, Larry P.	Main references (Sources)
	Recommended supporting books and references (Scientific journals) (...reports
Search in Google	Electronic references, Websites

Course Description (1)

1. Course Title		Administrative contract	
2. Course Code			
3. Semester/Year		first	
4. Description Preparation Date		2024-3-26	
5. Available Attendance Form		In predece	
6. No. of Hours (Total)		2 hours	
7. No. of Credits (Total)		2 hours	
8. Course Administrator Name		Raneen saeed abdul qader	
9. E-mail		Raneen.s@albayan.edu.iq	
10. Course Objectives			
Knowledge	A1	To be able to contribute to the development of legal rules in light of the developments taking place	
	A2	- Feeling equal and not biased towards the opponents while considering the case	
	A3	- Feeling the importance of spreading the law and legal culture in society	
Skills	B1	To become familiar with the most important legal principles such as fairness and justice	
	B2	- Enabling the student to know the provisions of the law	
	B3	- The ability to distinguish between truth and falsehood	
	B4	- Feeling the importance of applying justice in society	
Values	C1	Understanding the law as it should be understood	
	C2	- To learn the arts of managing legal sessions	
11. Teaching and Learning Strategies			
	1.	Lectures about contract	4.
	2.	2. concept of administrative conytract	5.
	3.	Holding scientific seminars and workshops	6.

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12. The Structure of the Course

Week	Hours	RLOs	Topic/Subject Name	Learning Method	Evaluation Method
1	2		Concept of administrative contracts	Knowing and Understand	quick review of the students at the end of the lecture of most important paragraphs were addressed during lecture
2	2		Contract Rules and Provisions	Knowing and Understand	Oral test
3	2		Administrative	Knowing and Understand	An intellectual question
4	2		Substantive rules	Knowing and Understand	Question within the lecture
5	2		Principles of the administrative contract	Knowing and Understand	Panel Discussion
6	2		Types of administrative contracts	Knowing and Understand	Daily test of what has already been studied
7	2		Procedures for the conclusion administrative contracts	Knowing and Understand	Mandated
8	2		Obligations and rights arising	Knowing and Understand	report
9	2		ON CONTRACTS	Knowing and Understand	Daily question
10	2		Management Authorities	Knowing and Understand	It's important

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11	2		Contractor	Knowing and Understand	report
12	2		Contractor's rights	Knowing and Understand	Mandated
13	2		Management	Knowing and Understand	An intellectual question
14	2		Financial balance of the Decade	Knowing and Understand	report
15	2		Bidding	Knowing and Understand	important

13. Course Evaluation

توزيع الدرجة من 100 على وفق المهام المكلف بها الطالب مثل التحضير اليومي والامتحانات اليومية والشفوية والشهرية والتحريرية والتقارير الخ

14. Learning & Teaching Resources

Required textbooks (curricular if any)	Dr salah el-din hamid
Main References (sources)	
Recommended Books & References (Scientific Journals, Reports ...)	
Websites or Electronic References	

Course Description (1)

Risk Management	Course Name .1	
02024104	Course Code .2	
2024	Semester/ year .3	
2024 ,7	Date this description .4 was prepared	
My presence	A. Available .5 attendance forms	
45	Number of study .6 hours (total)	
3	Number of units .7 (total)	
Dr.. Aladdin Mahmoud Karim	Name of the course .8 administrator	
Aladdin.m@albayan.edu.iq	Email	
objectives Course .9		
A1- Introducing the student to the subject of administrative and .financial risk management	A1	Knowledge
2- Review the most important financial risks facing the organization	A2	
A3- The student's understanding of how to use methods to confront .administrative and financial risks	A3	
. A4- Know how to measure And review the results	A4	
the ability to work collaboratively to address problems and transactions in risk management and analysis	B1	Skills
Learning skills in the field of risk management and analysis	B2	
Analytical skills	B3	
	B4	
And banking financial institutions Enhancing the student's desire to study	C1	Value
nd financial institutions Discussing how real transactions are conducted in banking	C2	

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eeopening the student's self-confidence by involving him in studying work And banking financial institutions in	C3	
	C4	
Teaching and learning strategies.10		
	.4	.1
	.5	.2
	.6	.3

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Course structure .11

Evaluation method	Learning method	Name of the unit or topic	Required learning outcomes	hours	the week
mentioned previously	Lecture and discussions	The concept of risk – The concept and importance – of risk management Types of risk management – structure and organization – of risk management	High knowledge	3	1
mentioned previously	Lecture and discussions	Internal and external factors affecting risks – Steps in the risk management – process Description of risks –	High knowledge	3	2
mentioned previously	Lecture and discussions	Risk analysis –	High knowledge	3	3
mentioned previously	Lecture and discussions	Risk measurement –	High knowledge	3	4
mentioned previously	Lecture and discussions	Investment risks – The concept of investment – risk Types of investment risks –	High knowledge	3	5

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mentioned previously	Lecture and discussions	Risks associated with - stocks	High knowledge	3	6
	Exam	First month exam -	First month exam -		7
mentioned previously	Lecture and discussions	Types of investment risks - Risks associated with - bonds	High knowledge	3	8
mentioned previously	Lecture and discussions	risk management tools in - addressing financial risks	High knowledge	3	10
mentioned previously	Lecture and discussions	Methods of measuring risks- Graphical method for - measuring risks	High knowledge	3	11
mentioned previously	Lecture and discussions	Quantitative method for - measuring risks	High knowledge	3	12
mentioned previously	Lecture and discussions	Range method for - measuring risk	High knowledge	3	13
mentioned previously	Lecture and discussions	Exercises on risk - measurement methods Standard deviation - method for measuring risk	High knowledge	3	14
mentioned previously	Exam		Second month exam	3	15

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					24
					25
					26
					27
					28
					29
					30

Course evaluation .12

:The grade distribution out of 100 is as follows
 marks for the first month exam 15
 marks for the second month exam 15
 marks for student participation and attendance 10
 final exam score 60

Learning and teaching resources .13

Risk Management (Dr. Haider Al-Farji - Dr. Abdel-Kadhim (Mohsen	-	Required prescribed books (Methodology, if any)
.Financial Risk Management (Dr. Iyad Taher Muhammad - Dr (Hanadi Saqr Maktouf	-	Main references (Sources)
Risk and Insurance Management (Dr. Salim Ali Al-Wardi)	-	Recommended supporting books and references (Scientific journals) (...reports
International books and magazines		,electronic references Internet sites

Course Description (1)

1. Course Title	Administrative information technology		
2. Course Code	02024103		
3. Semester/Year	Chapter 1		
4. Description Preparation Date	1/4/2024		
5. Available Attendance Form	In-person lectures		
6. No. of Hours (Total)	3 hours, 45 hours		
7. No. of Credits (Total)	3		
8. Course Administrator Name	Zainab Khalaf Younis		
9. E-mail	Zainab.k@albayan.edu.iq		
10. Course Objectives			
Knowledge	A1	Possessing scientific and intellectual knowledge of information systems and employing them with the ac reality of various organizations.	
	A2	Understanding and simulating the problems of business organizations and the problems and shortcom resulting from the absence of application of some information systems in organizations.	
	A3	Deepening the field aspect regarding defining the functions of management information systems.	
	A4		
Skills	B1	Ability to work collaboratively to address administrative problems	
	B2	Learning skills in the field of scientific research	
	B3	Analytical skills.	
	B4		
Values	C1	-Monthly exams.	
	C2	-Daily exams.	
	C3	-Homeworks.	
	C4	Class posts.	
11. Teaching and Learning Strategies			
1.	-lecture.	4.	
2.	-Dialogue and discussion.	5.	
3.	Participate and express ideas.	6.	

12. The Structure of the Course					
Week	Hours	RLOs	Topic/Subject Name	Learning Method	Evaluation Method
1	3	Understanding the origins and development of information systems and technology	Historical development	Explanation of lecture and direct discussion	Short, quick tests and direct questions
2		Understand what is meant by a system, what is meant by a system in business organizations, and the reasons for studying information systems	Information systems and technology	Explanation of the lecture and direct discussion	Short, quick tests and direct questions
3		Explaining the degree of complexity of system relationships A comparison between information systems, information technology and management information systems	Introduction to information systems: concepts and basics	Explanation of the lecture and direct discussion	Short, quick tests and direct questions

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4		Identify the nature of information systems, importance, components, functions, problems, and roles in companies	Administrative information system	Explanation of the lecture and direct discussion	Short, quick tests and direct questions
5		Identify the factors influencing and motivating the development of information systems	The nature of information systems	Explanation of the lecture and direct discussion	Short, quick tests and direct questions
6		Understanding the classification and types of information systems in business organizations and defining their most important features and the administrative levels on which they can work	Factors affecting the development of information systems	Explanation of the lecture and direct discussion	Short, quick tests and direct questions
7		Identify the types of information systems, strategic information systems, executive support systems, artificial intelligence systems, expert systems, neural networks, and genetic algorithm systems	Classifications and types of information systems in business organizations	Explanation of the lecture and direct discussion	Short, quick tests and direct questions

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8		Written test2			Written test2
9		Learn the steps for building a developing management information systems	Building and develop management information systems	Explanation of the lec and direct discussion	Short, quick tests and direct quest
10		Defining the nature of strate planning for informati ,systems and its importance and clarifying the relationsh between developing strategic plan for informati systems and the general strate plan for business developm .and performance	Strategic planning for information systems	Explanation of the lec and direct discussion	Short, quick tests and direct quest
11		Learn about databases and their most important advantag Learn about database syste and their most import features and functions	Databases and database management systems	Explanation of the lec and direct discussion	Short, quick tests and direct quest
12		Explain the types of database systems	Types of database systems	Explanation of the lec and direct discussion	Short, quick tests and direct quest
13		Understanding and absorbt the dangers to wh	Information Security	Explanation of the lec and direct discussion	Short, quick tests and direct quest

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		information systems may exposed, and clarifying the most important methods protection against risks that threaten information systems			
14		Learn the nature of management information systems, their importance, justifications their use, approaches to their development, and the most important areas in which the Internet is used to enhance the application of information systems	Alternative approaches to developing management information systems	Explanation of the lecture and direct discussion	Short, quick tests and direct questions
15		Written test2			Written test2

13. Course Evaluation

Semester endeavour: 40 marks distributed over monthly exams, reports, and student attendance, and 60 marks for end-of-semester exams

14. Learning & Teaching Resources

Required textbooks (curricular if any)	A methodological book entitled (Contemporary Thought for Administrative Information Technology) 2019 By the author, Professor Fouad Youssef Abdel Rahman Al-Mustansiriya University – College of Administration and Economics
Main References (sources)	
Recommended Books & References (Scientific Journals, Reports ...)	
Websites or Electronic References	Research, periodicals, and information technology via the Internet according to course topics.

CourseTeacher name: Administrative Information Technology
name: Zainab Khalaf Younis
Study stage: fourth stage

Course Description (1)

Methods and ethics of scientific research	1. Course Name		
02024104	2. Course Code		
Quarterly	3. Semester / Year		
2024-02-23	4. The history of preparation of this description		
Came	5. Available Attendance Forms		
30	6. Number of Credit Hours (Total)		
30	7. Number of Units (Total)		
Eng. Zahraa Abdel Abbas	8. Course administrator name		
Zahraa.a@albayan.edu.iq	Email		
9. Course Objectives			
- Introducing students to the principles, methods and steps of scientific research, starting with choosing the topic, applying the theoretical part and developing the student's skills in	A1	Knowledge	
The use of modern technology in the preparation of research.	A2		
- Introducing students to field studies to collect scientific material in its various ways.	A3		
- How to benefit from references, sources and published and unpublished reports, as well as scientific periodicals and the consequent arrangement of those	A4		
Skills in understanding methods and methods of collecting data and information	B1	Skills	
Business skills in the ability to derive new hypotheses and develop and test questions	B2		
Skills on how to understand data and information analytics	B3		
Spreading the spirit of perseverance and diligence and rejecting cases of	C1	Values	S

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laziness that lead to cheating and thus to failure		
Encourage students on the importance of attachment to science and respect for scientists .	C2	
Urging students to adhere to lofty principles such as honesty, honesty and integrity and to stay away from traits that contradict them	C3	
10. Teaching and Learning Strategies		
Adopting the method of giving lectures with the participation of students through prior preparation .		١.
Giving students homework for an exercise related to the lecture and asking them to solve it and then discuss it in the next lecture by involving students to solve the problem and with the help of the professor .		٢.
Enable students to ask intellectual questions related to the nature of human resources work and try to come up with everything		٣.

11. Course Structure					
Evaluation method	Learning method	Unit or subject name	Required Learning Outcomes	Hours	The week
Agreed daily exams or surprise exams in addition to monthly exams.	Adopting the method of giving lectures with the participation of students through prior preparation .	Introduction to scientific research and its methods	Analysis of the concept of scientific research	2	1+2
Oral tests.	Brainstorming	The importance and objectives of scientific research	Explaining the importance of scientific research and the most prominent goals that it aspires to achieve	2	3
By attending lectures .	Homework	Characteristics of scientific research	characteristics of scientific research Identify the	2	4
	Theoretical with case studies and discussion	The role of researchers in scientific research	Identify the role of researchers in scientific research		5
	Theoretical with case studies and discussion	The role of universities and companies in scientific research	Identify the role of universities and companies in scientific research		6
First month exam				2	7
Agreed daily exams or surprise exams in addition to monthly exams.	Adopting the method of giving lectures with the participation of students through prior preparation .	Research Process Data and Information	and methods of Identify the importance of data collecting it	2	8
Oral tests.	Lectures	Types of data and information	data types and information Learn about	2	9+10
By attending lectures .	to form groups of students	Data and information sources	Statement of data and information sources	2	11+12

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	to discuss a pre-agreed topic				
Agreed daily exams or surprise exams in addition to monthly exams.	Theoretical work case studies and discussion	Methods of collecting data and information	of the most important methods of data collection	2	13+14
Second month exam				2	15

12. Course Evaluation

Course grades are divided into (40 marks) for the pursuit, consisting of the first month exam (15 marks), the second month exam (15 marks), attendance (10 marks), and the remaining (60 marks) for the final exam of the semester.

13. Learning and Teaching Resources

- Scientific Research: Concept, Tools and Methods (2013), Dr. Zoukan Obeidat et al., Dar Al-Fikr, 9th Edition, Amman, Jordan.	Required textbooks (Methodology, if any)
Sekaran, U. (2003)"Research Methods for Business: A Skill Building Approach" 4th ed. Wiley & Sons, Inc.	Main references (Sources)
All Arab and foreign articles, researches and case studies With precise competence in the research methods available on Websites/Internet	Recommended supporting books and references Scientific journals,) (...reports
All Arab and foreign articles, researches and case studies With precise competence in the research methods available on Websites/Internet	Electronic references, Websites

Course Description (1)

Negotiation management	Course Name .1	
0302447	CodeThe decision .2	
The second course2023 - 2024	the chapter /the year .3	
3/28/2024	Date this was .4 paredthe description	
classrooms	aAttendance forms .5 available	
30	Number of study .6 hours (total)	
2	Number of units .7 (total)	
Dr.. Ahmed Hamid Karim	Name of the course .8 administrator	
Ahemd.ha@albayan.edu.iq	Email	
<p align="center">Course objectivesAcademic: .9</p> <p>This course aims to provide students with a general and in–depth overview of the intellectual foundations of negotiation management, its most prominent current models, organizations and agreements related to it, as well as culture and knowledge and its types, the personalities of negotiators, the most prominent negotiating strategies and tactics, the map of stakeholders, and strategies for entering negotiation markets.</p> <p>The course also aims to define The reader explores the activities or processes of negotiation management from a global perspective, such as human resources management, marketing, operations, and financial management.</p>		
Knowledge of the concept of negotiation management	A1	Knowledge
Knowledge of negotiation management models	A2	
Knowledge of negotiation management applications	A3	

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Knowledge of negotiation management strategy	A4		
See some sources on the management of...negotiate	B1	Skills	
Modern methods of negotiation management	B2		
Study previous topics (case studies)	B3		
Study the most important negotiation tactics	B4		
The student's familiarity with methods of dealing with crises and the reasons for their emergence.	C1	Value	
Introducing the student to negotiation and crisis management strategies.	C2		
Knowledge of the stages of negotiation and the role of good offices, mediation and bargaining	C3		
Raising student awareness of how to manage crises and the ability to negotiate.	C4		
Teaching and learning strategies.10			
Developing the student's skills in dialogue and deduction	4.	Developing the student's negotiation management skills	1.
Keeping up to date with everything new in the Negotiation Department	5.	Deepening the student's analytical capabilities	2.
Introducing the student to the most important negotiating tactics	6.	The extent of the student's understanding of the material through tests	3.

Course structure .11

Evaluation method	Learning method	Name of the unit or topic	Required learning outcomes	hours	the week
Posts with a quarterly exam	theoretical with case studies and discussion	Introduction to negotiation	Analysis of the concepts of negotiation management, general negotiation management and global class companies	2	1
Posts with a quarterly exam	theoretical with case studies and discussion	Collective and social negotiation in light of The relationship between the organization and society	Explain the importance of negotiation management and the most prominent goals you aspire to achieve	2	2
Posts with a quarterly exam	theoretical with case studies and discussion	Negotiating and resolving conflicts within the organization	Identify the characteristics of negotiation management and the most prominent limitations it faces	2	3
Posts with a quarterly exam	theoretical with case studies and discussion	Negotiation in decision making and problem solving	Identify the most prominent internal and external challengesTo manageNegotiation	2	4
Posts with a quarterly exam	theoretical with case studies and discussion	Negotiating and solving administrative problems within the organization	Understanding the degree of depth of the company in engaging in negotiation activity, and the roles played by local branches in cross-border companies	2	5
Posts with a quarterly exam	theoretical with case studies and discussion	Negotiation information systems	The World Trade Organization and its role in negotiation management issues and its most prominent characteristics	2	6
Posts with a quarterly exam	theoretical with case studies and discussion	Information management in the negotiation process	The International Monetary Fund and its role in negotiation management issues and its most prominent characteristics	2	7
Posts with a quarterly exam	theoretical with case studies	Contracting and negotiation	The World Bank and its role in	2	8

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exam	and discussion	management	negotiation management issues and its most prominent characteristics		
Posts with a quarterly exam	theoretical with case studies and discussion	Negotiating with external parties	Reviewing the most prominent negotiation and relevant regional agreements Managed by Negotiation	2	9
Posts with a quarterly exam	theoretical with case studies and discussion	Negotiating the purchasing process	Explaining what organizational culture is, multicultural companies, and managing culture shock	2	10
Posts with a quarterly exam	theoretical with case studies and discussion	Negotiating, selling, winning and investing clients	The role that culture plays in negotiating companies and their types	2	11
Posts with a quarterly exam	theoretical with case studies and discussion	Approval strategy Despite the conflict of interest	Understand the basic steps To manage Culture in light of the Hofstetd model in negotiating companies and the most prominent dimensions contained in the model	2	12
Posts with a quarterly exam	theoretical with case studies and discussion	Negotiating leadership Leading the negotiation team	Understand the basic steps To manage Culture in light of the Lewis model in negotiating companies	2	13
Posts with a quarterly exam	theoretical with case studies and discussion	Negotiation requirements in light of globalization	Learn about the concept of negotiation, its types and characteristics	2	14
Posts with a quarterly exam	theoretical with case studies and discussion	International negotiation and international transactions	Explaining the most prominent characteristics and characteristics related to negotiating personalities in negotiation companies	2	15

Course evaluation .12

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 .13

<p>Negotiation Management: Negotiation Management Assistant Professor Ali Al-Sayhoud Al-Sudani (2019)</p>	<p>Required prescribed books (Methodology, if any)</p>
<p>Administrative Contract: This content covers the concepts of administrative contracts and how to negotiate in this context</p>	<p>Main references (Sources)</p>
<p>Contractor rights towards management: highlights the rights of contractors in commercial relations</p>	<p>Recommended supporting books and references (Scientific journals, reports....)</p>
<p>Business Insider, www.businessinsider.com Harvard Business Review, www.hbr.org Ivey Business Review, www.iveybusinessreview.ca</p>	<p>electronic references, Internet sites</p>

Course Description (1)

1. Course Title	Investment portfolio management	
2. Course Code	0302448	
3. Semester/Year	2024 - 2023	
4. Description Preparation Date	2024-2-25	
5. Available Attendance Form	Lectures	
6. No. of Hours (Total)	45	
7. No. of Credits (Total)	3	
8. Course Administrator Name	Ahmed Mahdi Naji ALSaraaf	
9. E-mail	Ahmed.ALSaraaf@gmail.com	
10. Course Objectives		
Knowledge	A1	Understanding the concepts and foundations of investment portfolio management and its importance in achieving investment goals.
	A2	Identify the different types of financial assets, their characteristics, and methods for evaluating and selecting them to form an optimal investment portfolio.
	A3	Understand the concept of diversification, reduce risks, and apply financial asset distribution strategies to achieve outstanding portfolio management performance.
	A4	Learn about different investment instruments such as stocks, bonds, ETFs, and futures.
Skills	B1	Investment decision-making skills: The ability to evaluate different investment opportunities and make sound investment decisions based on financial analysis and market estimates.
	B2	Diversification and risk management skills: The ability to diversify an investment portfolio and manage financial risks effectively to maximize return versus risk.
	B3	Financial planning skills: Ability to develop and implement strategic

		investment plans, monitor portfolio progress, and modify plans as needed.
	B4	Technical and fundamental analysis skills: The ability to analyze financial assets using technical and fundamental methods to understand their performance and identify investment trends and opportunities.
Values	C1	Financial Responsibility: Enhancing awareness of the importance of financial responsibility in making investment decisions and managing financial resources responsibly and effectively.
	C2	Financial Sustainability: Enhance students' understanding of the financial and economic dimensions of sustainable development and the need to include them in investment portfolio management strategies.
	C3	Innovation and Development: Encouraging students to think innovatively and develop new ideas and strategies in managing investment portfolios.
	C4	Diversity and inclusiveness: Enhancing awareness of the importance of diversity and inclusiveness in managing investment portfolios and encouraging effective dealing with different financial assets and diverse investment categories.

11. Teaching and Learning Strategies

1.	Theoretical lectures and group discussions	4.	Participatory evaluation
2.	Financial simulation	5.	Practical case studies
3.	Cooperative learning	6.	Stimulate curiosity and inquiry

12. The Structure of the Course

Week	Hours	RLOs	Topic/Subject Name	Learning Method	Evaluation Method
1	3		Chapter One: Introduction to investment portfolios, concept, origin, importance, and goals	Theoretical lectures, practical applications, discussions, homework, and group work	Exams, class discussions, homework, attendance
2	3		Types of investment portfolios and factors affecting them	=	=
3	3		Chapter Two: The theory of the investment portfolio and its components	=	=
4	3		Chapter Three: Investment portfolio management, investment portfolio decisions, the decision to mix or diversify	=	=
5	3		Chapter Four: The concept of return and its measurement, expected rate of return, risks,	=	=
6	3		Standard deviation, variance, coefficient of variation, beta, systematic risk	=	=
7	3		Chapter Five: Measuring returns and risks in the portfolio, defining and measuring risks,	=	=
8	3		Measuring portfolio return and individual asset risk	=	=
9	3		First month exam	=	=
10	3		Chapter Six: Analysis of the investment environment in the investment portfolio, types of financial markets, financial instruments in the capital market, fundamental and technical analysis of	=	=

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			investment instruments.		
11	3		Chapter Seven: Analysis of the investment portfolio, diversification of the investment portfolio, correlation coefficient, calculating the portfolio return in varying returns, the optimal investment portfolio	=	=
12	3		Chapter Eight: Investment portfolio models, capital market line, capital asset pricing model,	=	=
13	3		Arbitrage pricing model, derivation of the arbitrage pricing model equation	=	=
14	3		Chapter Nine: Evaluating the performance of investment portfolios, Sharpe's model for evaluating portfolio performance	=	=
15	3		Chapter Ten: Managing Investment Fund Portfolios + Second Month Exam	=	=

13. Course Evaluation

توزيع الدرجة من 100 على وفق المهام المكلف بها الطالب مثل التحضير اليومي والامتحانات اليومية والشفوية والشهرية والتحريرية والتقارير الخ

14. Learning & Teaching Resources

Required textbooks (curricular if any)	
Main References (sources)	
Recommended Books & References (Scientific Journals, Reports ...)	
Websites or Electronic References	

Course description form

Course description

1. Educational institution	Al Bayan University
2. Scientific department/center	Business Administration Dpt.
3. Course name/code	Knowledge Management
4. Available attendance formats	Study hours according to the weekly schedule
5. Semester/year	Second semester 2023-2024
6. Number of academic hours (total)	45 hours
7. Date of preparation of this description	30-3-2024
<p>8. Objectives of the course</p> <ul style="list-style-type: none"> 1- Student can get enough knowledge about the course of knowledge management . 2- know the types of knowledge . 3- Develop students orientation towards knowledge management development. 4- Get the student have knowledge about research in the field of knowledge management. 	
<p>9. Course outcomes and methods of teaching, learning and evaluation</p> <p>A- Cognitive goals</p> <ul style="list-style-type: none"> 1- Enable student to understand the importance of knowledge management. 2- To be acquainted with the development of the field of knowledge management. 	
<p>B- Course-specific skills objectives</p> <ul style="list-style-type: none"> 1-Understand the nature of behavior of employees in the Dept. of K.M. 2-Distinguish between old and new techniques of K.M. 	

3- Know the scientific outcomes of K.M.

C- Methods of teaching and learning

- 1- Lectures with regards to the weekly schedule.
- 2- Introduce case studies and practical examples.

D- Assessment methods

- 1- Monthly exams .
- 2- Students contribution .
- 3- Use brain storming .

10.Emotional and value goals

- 1-encourage students to discuss scientific subjects with regards to K.M.
- 2-encourage students to be creative .

11.General and qualifying transferable skills (other skills related to employability and personal development).

- 1- Understand the importance of the concept of social responsibility .
- 2- Discuss the development of K.M. in recent years .

12.Course Structure					
the week	hours	Required learning outcomes	Name of the unit/topic	Teaching method	Assessment method
1	3	Learning intellectual basics and case study	K. development	Lecture	Oral exam
2	3	Learning intellectual basics and case study	Basic concepts of K. and K. types	lecture	Oral Exam
3	3	Learning intellectual basics and case study	Development of K. M.	lecture	Oral Exam
4	3	Learning intellectual basics and case study	Reasons for K. M.	lecture	Oral Exam
5	3	Learning intellectual basics and case study	K. M. process	lecture	Oral Exam
6	3	First Exam			
7	3	Learning intellectual basics and case study	K. M. life cycle and strategies	lecture	Oral Exam
8	3	Learning intellectual basics and case study	Main factors of K. M.		Oral Exam
9	3	Learning intellectual basics and case study	Challenges of K. M.		Oral Exam
10	3	Learning intellectual basics and case study	Concepts of K. Economy		Oral Exam
11	3	Second Exam			
12	3	Learning intellectual basics and case study	The role of K. M. in achieving		Oral Exam

			competiti ve advantag e e		
13	3	Learning intellectual basics and case study	The relations hip between K. M. and innovatio n		Oral Exam
14	3	Learning intellectual basics and case study	K. M. and new managerei al techniqu es		Oral Exam
15	3	Students evaluation			

13. Infrastructure

1- Required prescribed books	K. M. Al Kobayse Salah 2016
2- Recommended books and references (scientific journals, reports, etc.)	K. M. concepts, strategies, and processes Najem Abood Najem 2005

14. Course Development Plan

Direct students towards more scientific efforts in the field of K. M.

Signe	
Name	Sabah Hameed Ali Agha
Official e-mail	Sabah.hameed@albayan.edu.iq

Course Description (1)

1. Course Title		Total Quality Management (TQM)
2. Course Code		0302443
3. Semester/Year		2nd Semester-2023/2024
4. Description Preparation Date		1/3/2024
5. Available Attendance Form		classes
6. No. of Hours (Total)		45
7. No. of Credits (Total)		3
8. Course Administrator Name		Dr.Awatif Ibrahim Mohammed
9. E-mail		awatif.ibrahim@albayan.edu.iq
10. Course Objectives		
Knowledge	A1	To know concepts & definitions of quality, the evolution of quality, quality importance & quality dimensions
	A2	To know quality costs classifications & its calculations
	A3	To know what are the 7 tools of quality control
	A4	To know what are quality management systems (QMS)
Skills	B1	Analytical skills
	B2	Memorization skills
	B3	Arithmetical & Mathematical skills
	B4	Intellectual skills
Values	C1	Realizing the importance of quality & its applications in the development of organizations & achieving distinct competitive advantages & positions.
	C2	The possibility of applying some aspects of quality management in organizing their personal lives & their view of society
	C3	Gain self-confidence through their ability to think & analyze logically
	C4	
11. Teaching and Learning Strategies		

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1.	Lectures	4.	Data Show
2.	Self learning	5.	
3.	Case studies with explanation & clarification	6.	

12. The Structure of the Course

Week	Hours	RLOs	Topic/Subject Name	Learning Method	Evaluation Method
1	3		Quality basics <ul style="list-style-type: none"> - Quality definitions - Quality evolution - Quality importance 	Lectures and problem solving	Exams and quizzes
2	3		Quality basics <ul style="list-style-type: none"> - Quality dimensions - Factors affecting quality - The location of quality management within the organizational structure 	Lectures and problem solving	Exams and quizzes
3	3		Quality costs <ul style="list-style-type: none"> - Quality costs definition - Quality costs classification - Analyzing & measuring quality costs 	Lectures and problem solving	Exams and quizzes
4	3		Quality costs <ul style="list-style-type: none"> - The impact of quality costs on productivity 	Lectures and problem solving	Exams and quizzes
5	3		Quality circles <ul style="list-style-type: none"> - Creating quality circles 	Lectures and problem solving	Exams and quizzes

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			<ul style="list-style-type: none"> - The concept of quality circles - Objectives of quality circles - Quality circle structure - Issues discussed in quality circles - Quality circles process 		
6	3		Quality circles <ul style="list-style-type: none"> - Factors affecting quality circles - 1st exam 	Lectures and problem solving	Exams and quizzes
7	3		Quality control <ul style="list-style-type: none"> - Quality control concept - Quality control objectives - Quality control functions - Quality control principles 	Lectures and problem solving	Exams and quizzes
8	3		Quality control <ul style="list-style-type: none"> - Traditional Quality control tools (check-list, Pareto-chart, cause-effect chart) 	Lectures and problem solving	Exams and quizzes
9	3		Statistical Quality control <ul style="list-style-type: none"> - Statistical Quality control concept - Causes of Deviations 	Lectures and problem solving	Exams and quizzes

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			<ul style="list-style-type: none"> - Process Quality control definition - - Process Quality control charts X-R chartS 		
10	3		Statistical Quality control <ul style="list-style-type: none"> - P-Chart - Process capability 	Lectures and problem solving	Exams and quizzes
11	3		QMS ISO 9001 <ul style="list-style-type: none"> - The emergence of ISO organization - ISO 9000 series - ISO 9000 Publications 	Lectures and problem solving	Exams and quizzes
12	3		QMS ISO 9001 <ul style="list-style-type: none"> - ISO 9001 /2015 	Lectures and problem solving	Exams and quizzes
13	3		Total quality management(TQM) <ul style="list-style-type: none"> - TQM concept - TQM principles 	Lectures and problem solving	Exams and quizzes
14	3		Total quality management(TQM) <ul style="list-style-type: none"> - TQM Applications stages - TQM Applications handicaps 	Lectures and problem solving	Exams and quizzes
15	3		2 nd exam		

13. Course Evaluation

1 st exam	15
2 nd exam	15
Class activity	10
Final exam	60
Total	100

14. Learning & Teaching Resources

Required textbooks (curricular if any)	Quality management , principles & applications,Alnajjar Sabah & Kamil Maha,2017
Main References (sources)	Total Quality Management, Alhaddad Awatif,2009
Recommended Books & References (Scientific Journals, Reports ...)	Business journals
Websites or Electronic References	Googl search

Course Description (1)

1. Course Title		Corporate Governance
2. Course Code		
3. Semester/Year		semester
4. Description Preparation Date		18/3/2024
5. Available Attendance Form		Class lectures
6. No. of Hours (Total)		30 hours
7. No. of Credits (Total)		2
8. Course Administrator Name		Sajjad raad
9. E-mail		sajjad.r@albayan.edu.iq
10. Course Objectives		
Knowledge	A1	Understanding the nature of corporate governance
	A2	Distinguishing between administrative functions and ownership of business companies.
	A3	Distinguishing between the nature and needs of traditional and modern businesses for business companies.
	A4	Knowing the types of operations carried out by contemporary companies.
Skills	B1	analyzing skills
	B2	intellectual skills
	B3	remembering skills
	B4	
Values	C1	Commitment in their jobs
	C2	Accuracy in achieving & performing tasks
	C3	Cooperation
	C4	Team – work

11. Teaching and Learning Strategies		
1.	Delivering lectures according to the weekly schedule during the allocated hours.	4.
2.	Providing applied examples and case studies from the reality of the work of business organizations.	5.
3.	Conducting simple (virtual) exercises that are discussed by the students in the class with the professor to give the material some kind of interaction.	6.

12. The Structure of the Course

Week	Hours	RLOs	Topic/Subject Name	Learning Method	Evaluation Method
1	2	A theoretical introduction to corporate governance	Learn intellectual foundations and applied cases	Theoretical / applied	Daily exams and homework
2	2	Principles of corporate governance	Learn intellectual foundations and applied cases	Theoretical / applied	Daily exams and homework
3	2	Determinants of corporate governance	Learn intellectual foundations and applied cases	Theoretical / applied	Daily exams and homework
4	2	Corporate governance mechanisms	Learn intellectual foundations and applied cases	Theoretical / applied	Daily exams and homework
5	2	Explanatory theories of corporate governance	Learn intellectual foundations and applied cases	Theoretical / applied	Daily exams and homework
6	2	Corporate governance authorities	Learn intellectual foundations and applied cases	Theoretical / applied	Daily exams and homework
7	2	The first mid-course exam	Learn intellectual foundations and applied cases	Exam	Daily exams and homework
8	2	Corporate governance and its relations to disclosure and transparency	Learn intellectual foundations and applied cases	Theoretical / applied	Daily exams and homework
9	2	Corporate governance and financial failure	Learn intellectual foundations and applied cases	Theoretical / applied	Daily exams and homework
10	2	The role of corporate governance in financial risk management	Learn intellectual foundations and applied cases	Theoretical / applied	Daily exams and homework
11	2	Governance and financial performance of the company	Learn intellectual foundations and applied cases	Theoretical / applied	Daily exams and homework
12	2	Corporate governance in emerging capital markets	Learn intellectual foundations and applied cases	Theoretical / applied	Daily exams and homework
13	2	The second mid-course exam	Learn intellectual foundations and applied cases	Theoretical / applied	Daily exams and homework
14	2	The experience of some Arab countries in the field of applying corporate governance	Learn intellectual foundations and applied cases	Exam	Daily exams and homework
15	2	Advanced international experiences in corporate governance	Learn intellectual foundations and applied cases	Theoretical / applied	Daily exams and homework

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13. Course Evaluation

توزيع الدرجة من 100 على وفق المهام المكلف بها الطالب مثل التحضير اليومي والامتحانات اليومية والشفوية والشهرية والتحريرية والتقارير الخ

14. Learning & Teaching Resources

Required textbooks (curricular if any)	Managing securities portfolios under corporate governance Mr. Dr. Nazir Riyad Muhammad Al-Shahat, 2007
Main References (sources)	Corporate Governance (2023) M. Haider Abdel Mohsen Majbas millimeter. Hadeel Qasim Aliwi
Recommended Books & References (Scientific Journals, Reports ...)	Scientific journals, periodicals, and scientific bulletins published on websites
Websites or Electronic References	books.google

Course Description (1)

Principles of Mathematics for Management Student	1. Course Name	
02021105	2. Course Code	
First Semester (2023-2024)	3. Semester / Year	
30 - 11 - 2023	4. The history of preparation of this description	
Classroom	5. Available Attendance Forms	
45	6. Number of Credit Hours (Total)	
3	7. Number of Units (Total)	
Prof. Dr. Hamed Saad Nour Alshamarti	8. Course administrator name	
Hamid.Saad@Albayan.Edu.lk	Email	
9. Course Objectives		
Understand the nature and importance of mathematics in management	A1	Sk Knowledge
Distinguishing between quantitative management and modern approach to its application	A2	
Distinguishing between the nature and methods of mathematics in business organizations	A3	
Knowledge of types, methods and measures (mathematical) and how to implement them in the organization of contemporary business	A4	
Thinking skill and speed of response	B1	Sk

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Deduction and analysis skill		B2	
Observation skill		B3	
Promoting the values and scientific principles of the student and emphasizing the importance of his studies and specialization		C1	Values
Emphasis on the personal characteristics of the employee and the businessman such as integrity, honesty and sincerity		C2	
Consolidating the love of work and creativity and clarifying its importance in the administrative and economic development of the country		C3	
Clarifying the importance of quantitative management, which is one of the most important characteristics of modern international business		C4	
10. Teaching and Learning Strategies			
Using the available electronic platforms to communicate electronically with students and follow up on their assignments	٤.	Giving lectures according to the weekly schedule in the allotted hours	١.
	٥.	Provide quantitative applied examples and case studies from the reality of the work of business organizations	٢.
	٦.	Conducting simple (virtual quantitative) exercises that are discussed by students in the study division with the professor to give the material a kind of interaction	٣.

11. Course Structure

Evaluation method	Learning method	Unit or subject name	Required Learning Outcomes	Hours	The week
Oral test	Classroom Lecture	Basic definitions and concepts and algebraic operation on groups	Learn the intellectual ,foundations of mathematics quantitative management and applied cases	3	١
=	=	Art schemes and concentrated pairs	=	3	٢
=	=	Practical exercise	=	3	٣
=	=	Function Categories Function Diagram	=	3	٤
=	=	Practical exercise	=	3	٥
=	=	,Types of countries boundary functions	=	3	٦
Written test	=	examination	=	3	٧
Oral test	=	Objectives and general exercises	=	3	٨
=	=	Derivative and law of longing	=	3	٩
=	=	Differential, general exercises	=	3	١٠
=	=	Uses of the derivative in Management Area	=	3	١١

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=	=	Practical exercise	=	3	١٢
=	=	Incremental and decreasing functions	=	3	١٣
=	=	Maximum values	=	3	١٤
Written test	=	examination	=	3	١٥

12. Course Evaluation

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

First Monthly Exam-15 Marks

Second monthly exam-15 marks

Daily preparation - 10 degrees

Final Exam - 60 marks

13. Learning and Teaching Resources

Mathematics Book for Management Students written by Dhafer Hussein Al-Najjar	Required textbooks (Methodology, if any)
Mathematics Ended written by Ali Aziz and Abdul Razzaq Haswan founder Dar Al-Kitab for Printing and Publishing 1979	Main references (Sources)
Scientific journals, periodicals, scientific bulletins, published on websites and for quantitative management	Recommended supporting books and references (Scientific journals, reports...)
1- Wu.Books.Google Iraqi and international universities websites, bulletins and -2 scientific journals for quantitative management	Electronic references, Websites

Course Description (1)

Negotiation management	Course Name .1	
0302447	CodeThe decision .2	
The second course2023 - 2024	the chapter /the year .3	
3/28/2024	Date this was .4 paredthe description	
classrooms	aAttendance forms .5 available	
30	Number of study .6 hours (total)	
2	Number of units .7 (total)	
Dr.. Ahmed Hamid Karim	Name of the course .8 administrator	
Ahemd.ha@albayan.edu.iq	Email	
<p style="text-align: right;">Course objectivesAcademic: .9</p> <p>This course aims to provide students with a general and in–depth overview of the intellectual foundations of negotiation management, its most prominent current models, organizations and agreements related to it, as well as culture and knowledge and its types, the personalities of negotiators, the most prominent negotiating strategies and tactics, the map of stakeholders, and strategies for entering negotiation markets.</p> <p>The course also aims to define The reader explores the activities or processes of negotiation management from a global perspective, such as human resources management, marketing, operations, and financial management.</p>		
Knowledge of the concept of negotiation management	A1	Knowledge
Knowledge of negotiation management models	A2	
Knowledge of negotiation management applications	A3	

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Knowledge of negotiation management strategy	A4		
See some sources on the management of...negotiate	B1	Skills	
Modern methods of negotiation management	B2		
Study previous topics (case studies)	B3		
Study the most important negotiation tactics	B4		
The student's familiarity with methods of dealing with crises and the reasons for their emergence.	C1	Value	
Introducing the student to negotiation and crisis management strategies.	C2		
Knowledge of the stages of negotiation and the role of good offices, mediation and bargaining	C3		
Raising student awareness of how to manage crises and the ability to negotiate.	C4		
Teaching and learning strategies.10			
Developing the student's skills in dialogue and deduction	4.	Developing the student's negotiation management skills	1.
Keeping up to date with everything new in the Negotiation Department	5.	Deepening the student's analytical capabilities	2.
Introducing the student to the most important negotiating tactics	6.	The extent of the student's understanding of the material through tests	3.

Course structure .11

Evaluation method	Learning method	Name of the unit or topic	Required learning outcomes	hours	the week
Posts with a quarterly exam	theoretical with case studies and discussion	Introduction to negotiation	Analysis of the concepts of negotiation management, general negotiation management and global class companies	2	1
Posts with a quarterly exam	theoretical with case studies and discussion	Collective and social negotiation in light The relationship between the organization and society	Explain the importance of negotiation management and the most prominent goals you aspire to achieve	2	2
Posts with a quarterly exam	theoretical with case studies and discussion	Negotiating and resolving conflicts within the organization	Identify the characteristics of negotiation management and the most prominent limitations it faces	2	3
Posts with a quarterly exam	theoretical with case studies and discussion	Negotiation in decision making and problem solving	Identify the most prominent internal and external challengesTo manageNegotiation	2	4
Posts with a quarterly exam	theoretical with case studies and discussion	Negotiating and solving administrative problems within the organization	Understanding the degree of depth of the company in engaging in negotiation activity, and the roles played by local branches in cross-border companies	2	5
Posts with a quarterly exam	theoretical with case studies and discussion	Negotiation information systems	The World Trade Organization and its role in negotiation management issues and its most prominent characteristics	2	6
Posts with a quarterly exam	theoretical with case studies and discussion	Information management in the negotiation process	The International Monetary Fund and its role in negotiation management issues and its most prominent characteristics	2	7
Posts with a quarterly exam	theoretical with case studies	Contracting and negotiation	The World Bank and its role in	2	8

جامعة البتة

exam	and discussion	management	negotiation management issues and its most prominent characteristics		
Posts with a quarterly exam	theoretical with case studies and discussion	Negotiating with external parties	Reviewing the most prominent negotiation and relevant regional agreements Managed by Negotiation	2	9
Posts with a quarterly exam	theoretical with case studies and discussion	Negotiating the purchasing process	Explaining what organizational culture is, multicultural companies, and managing culture shock	2	10
Posts with a quarterly exam	theoretical with case studies and discussion	Negotiating, selling, winning and investing clients	The role that culture plays in negotiating companies and their types	2	11
Posts with a quarterly exam	theoretical with case studies and discussion	Approval strategy Despite the conflict of interest	Understand the basic steps To manage Culture in light of the Hofstede model in negotiating companies and the most prominent dimensions contained in the model	2	12
Posts with a quarterly exam	theoretical with case studies and discussion	Negotiating leadership Leading the negotiation team	Understand the basic steps To manage Culture in light of the Lewis model in negotiating companies	2	13
Posts with a quarterly exam	theoretical with case studies and discussion	Negotiation requirements in light of globalization	Learn about the concept of negotiation, its types and characteristics	2	14
Posts with a quarterly exam	theoretical with case studies and discussion	International negotiation and international transactions	Explaining the most prominent characteristics and characteristics related to negotiating personalities in negotiation companies	2	15

Course evaluation .12	
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 .13	
Negotiation Management: Negotiation Management Assistant Professor Ali Al-Sayhoud Al-Sudani (2019)	Required prescribed books (Methodology, if any)
Administrative Contract: This content covers the concepts of administrative contracts and how to negotiate in this context	Main references (Sources)
Contractor rights towards management: highlights the rights of contractors in commercial relations	Recommended supporting books and references (Scientific journals, reports....)
Business Insider, www.businessinsider.com Harvard Business Review, www.hbr.org Ivey Business Review, www.iveybusinessreview.ca	electronic references, Internet sites

Course Description (1)

1. Course Title		Bank management	
2. Course Code		02023103	
3. Semester/Year		2024 - 2023	
4. Description Preparation Date		2024-2-25	
5. Available Attendance Form		Lectures	
6. No. of Hours (Total)		45	
7. No. of Credits (Total)		3	
8. Course Administrator Name		Ahmed Mahdi Naji ALSaraaf	
9. E-mail		Ahmed.ALSaraaf@gmail.com	
10. Course Objectives			
Knowledge	A1	Understanding the concept of banking: Providing a basic understanding of the nature and function of banks and their importance in the financial and economic system	
	A2	Analyzing the financial performance of banks: studying the concepts of evaluating the financial performance of banks such as profitability, liquidity, net margin, and financial analysis of banks.	
	A3	Analysis of banking policies and laws: Understanding the policies and laws that regulate the work of banks, and how they affect the performance and financial safety of banks.	
	A4	Understanding banking risks: analyzing credit, market, liquidity, interest, etc. risks, and developing strategies to manage and reduce these risks.	
Skills	B1	Financial statement analysis: Developing banks' financial statement analysis skills, including understanding and interpreting financial statements and key financial indicators	
	B2	Risk Management: Develop the ability to identify and evaluate different banking risks, and develop strategies to manage these risks efficiently.	
	B3	Banking Technology Management: Learn how to use technology to improve bank operations and provide banking services in innovative ways.	
	B4	Communication and interaction: Developing effective communication skills within the bank and with customers, partners, and other regulatory bodies.	
Values	C1	Social Responsibility: Enhancing awareness of the importance of the role of banks in achieving sustainable development and the social responsibility of financial institutions towards society.	
	C2	Empowerment and Personal Development: Promoting the values of empowerment and personal development for students to achieve their fullest potential and develop leadership and self-management skills.	
	C3	Integrity and Excellence: Promoting the values of integrity and excellence in the performance of banks and developing banking services in a way that meets the aspirations of customers and maintains their trust.	
	C4	Professional development: Promoting the values of continuous professional development and developing the technical capabilities and skills necessary to achieve success in the field of bank management.	
11. Teaching and Learning Strategies			
1.	Theoretical lectures and group	4.	Participatory evaluation

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	discussions		
2.	Financial simulation	5.	Practical case studies
3.	Cooperative learning	6.	Stimulate curiosity and inquiry

12. The Structure of the Course

Week	Hours	RLOs	Topic/Subject Name	Learning Method	Evaluation Method
1	3		An overview of banking management	Theoretical lectures, practical applications, discussions, homework, and group work	Exams, class discussions, homework, attendance
2	3		Financial statement applications, liquidity management and reserves	=	=
3	3		Financial statement applications, liquidity management and reserves	=	=
4	3		Managing the bank's liabilities	=	=
5	3		Bank liabilities management applications	=	=
6	3		First month exam	=	=
7	3		Managing the bank's assets	=	=
8	3		Managing the bank's assets	=	=
9	3		Managing other banking operations	=	=
10	3		Managing other banking operations	=	=
11	3		Evaluating the performance of banks and supervision	=	=
12	3		Investment management	=	=
13	3		Bank profitability analysis applications	=	=
14	3		Bank profitability analysis applications	=	=
15	3		Second month exam	=	=

13. Course Evaluation

توزيع الدرجة من 100 على وفق المهام المكلف بها الطالب مثل التحضير اليومي والامتحانات اليومية والشفوية والشهرية والتحريرية والتقارير الخ

14. Learning & Teaching Resources

Required textbooks (curricular if any)	Abdul Salam Lafta Saeed, (2023), Bank Management and the Privacy of Banking, Fourth Edition, Iraq
Main References (sources)	
Recommended Books & References (Scientific Journals, Reports ...)	
Websites or Electronic References	

Course Description (1)

1. Course Title	Principles of business administration/1	
2. Course Code	02021101	
3. Semester/Year	Second semester / 2023-2024	
4. Description Preparation Date	13-4-2024	
5. Available Attendance Form	Academic classes	
6. No. of Hours (Total)	45 hours	
7. No. of Credits (Total)	3	
8. Course Administrator Name	Dr. Abdulazeez Barrak	
E-mail	aziz.b@albayan.edu.iq	
9. Course Objectives		
Knowledge	A1	Knowing the basic characteristics of organization, the basic components of the organization, and the characteristics of the division of labor.
	A2	Knowing the nature of the relationship between the individual and the organization.
	A3	Learn leadership and how to change it in contemporary organizations and its interaction with situations.
	A4	Knowing motivation and distinguishing between internal and external rewards.
Skills	B1	Ability to think creatively and analyze objectively.
	B2	The ability to represent theoretical material with examples from practical reality.
	B3	The ability to sequence ideas and link topics.
	B4	The ability to employ what has been learned in practical life.
Values	C1	Acquire positive values such as perseverance, objectivity, organization and planning
	C2	Forming positive inclinations and trends to study and comprehend the material.
	C3	Emphasizing the managerial skills of the manager and businessman, such as developing analytical and communication skills and time management.
	C4	Developing personal and practical capabilities in leadership and performance monitoring.

10. Teaching and Learning Strategies

1.	Continuous interaction and communication with students inside and outside the classroom	4.	Use diversity in ways and showcase your talents and experiences.
2.	Encouraging cooperation among students.	5.	
3.	Encourage active learning through speaking and writing	6.	

11. The Structure of the Course

Week	Hours	RLOs	Topic/Subject Name	Learning Method	Evaluation Method
1	3	The student understands the topic	Administrative regulation	theoretical	a test
2	3	The student understands the topic	Basic principles of administrative organization	theoretical	a test
3	3	The student understands the topic	Leadership and direction	theoretical	a test
4	3	The student understands the topic	Motivation and motivation	theoretical	a test
5	3	The student understands the topic	Administrative control	theoretical	a test
6	3	The student understands the topic	Business organizations/production management jobs	theoretical	a test
7			the first exam		
8	3	The student understands the topic	Jobs in business organizations/human resources management	theoretical	a test
9	3	The student understands the topic	Business organizations/marketing management jobs	theoretical	a test
10	3	The student understands the topic	Business organizations/financial management jobs	theoretical	a test
11	3	The student understands the topic	Jobs in business organizations/research and development and innovation management	theoretical	a test
12	3	The student understands the topic	Functions of business organizations/performance evaluation and quality management	theoretical	a test
13	3	The student understands the topic	Quantitative planning tools	theoretical	a test
14	3	The student understands the topic	Strategic management and information and knowledge systems management	theoretical	a test
15			Second exam		
16					

12. 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.

13. Learning & Teaching Resources

Required textbooks (curricular if any)	Principles of Management / Khalil Al-Shamaa / 2022
Main References (sources)	-Principles of Management / Khalil Al-Shamaa / 2022 - Principles of Business Administration / Saad Ali Hammoud / 2017
Recommended Books & References (Scientific Journals, Reports ...)	-Principles of Management/ Ali Muhammad Mansour -Basics of Business Administration/Souad Bernouti -Specialized administrative journals
Websites or Electronic References	University websites and administrative scientific journals

Course Description (5)

1. Course Title	Commercial Law		
2. Course Code	02022105		
3. Semester/Year	first semester / Academic year(2023/2024)		
4. Description Preparation Date	2023/9/23		
5. Available Attendance Form	Physical classroom presence		
6. No. of Hours (Total)	45		
7. No. of Credits (Total)	3		
8. Course Administrator Name	M.M. Raghdaa Raed Abdul Razzaq Majeed		
9. E-mail	raghdaa.r@albayan.ede/iq		
10. Course Objectives			
Knowledge	A1	Enabling the student to know the meaning of law in general and commercial law in particular.	
	A2	Enabling the student to know the characteristics of the legal rule.	
	A3	Know the meaning of commitment and identify its sources.	
	A4	Know the types of commercial companies.	
Skills	B1	Understand legal texts correctly.	
	B2	The student must be able to understand commercial papers.	
	B3	The need for students to learn the scope of application of corporate law.	
	B4	Linking scientific reality with theoretical study.	
Values	C1	Following up on the student while giving lectures.	
	C2	Motivating the student to discuss during lectures.	
	C3	Activating the method of theoretical lectures by urging students to participate in lectures and opening the door to discussions.	
	C4	Developing their desire to apply and respect the law	
11. Teaching and Learning Strategies			
1.	Problem solving strategy	4.	Lecture strategy

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2.	Discovery learning strategy	5.	Strategy for asking questions and discussion
3.	Brainstorming strategy	6.	The strategy of using modern technical means in presenting explanatory video clips of the most important issues related to the development of Iraqi laws.

12. The Structure of the Course

Week	Hours	RLOs	Topic/Subject Name	Learning Method	Evaluation Method
the first	3	Know and understand	Defining the law and determining characteristics	Problem solving strategy	Intellectual question
the second	3	Know and understand	Defining the meaning of commitment and its sources	Presentation strategy	Daily testing
the third	3	Know and understand	Contract	Brainstorming strategy	Oral exams
the fourth	3	Know and understand	Distinguishing between commercial and civil works	Discovery learning strategy	Question within the lecture
Fifth	3	Know and understand	Merchant duties	Problem Solving strategy	Discussion panel
VI	3	Know and understand	Scope of application of company law	Presentation strategy	Oral exams
Seventh	3	Know and understand	Types of companies in Iraqi law	Brainstorming strategy	Daily testing
VIII	3	Know and understand	People companies	Discovery learning Strategy	Question
Ninth	3	Know and understand	Money companies	Strategy	Assigned
The tenth	3	Know and understand	The simple company	Ask questions and discuss	Discussion panel
Eleventh	3	Know and understand	Joint stock company	Strategy	Question within the

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			and limited liability company		lecture
Twelveth	3	Know and understand	Commercial papers	Ask questions and discuss	Question within the lectur with dialogue and discussion
Thirteenth	3	Know and understand	Commercial transfer and bill of exchange	Through lectures and attendance	dialogue and discussion
Fourteenth	3	Know and understand	Instrument and endorsement	Through lectures and attendance	dialogue and discussion
Fifteenth	3	Know and understand	Quest exam	Brainstorming strategy	dialogue and discussion

13. Course Evaluation

Distribution of the grade out of 100 according to the tasks assigned to the student: 40 marks for daily preparation, daily, oral, monthly and written exams, reports, etc., and 60 marks for the final exam.

14. Learning & Teaching Resources

Required textbooks (curricular if any)	Book (Commercial Law) – Author (Dr. Akram Yamliki), (Dr. Faiq Al-Shamaa)
Main References (sources)	Book (Commercial Law) – Author (Dr. Akram Yamliki), (Dr. Faiq Al-Shamaa)
Recommended Books & References (Scientific Journals, Reports ...)	External lectures
Websites or Electronic References	Iraqi legislative base

M.M. Raghdah Raed Abdul Razzaq Majeed

2023/9/23

Course Description (1)

1. Course Title	English administrative readings	
2. Course Code		
3. Semester/Year	2023-2024 / first semester	
4. Description Preparation Date	2024/3/1	
5. Available Attendance Form	Lectures	
6. No. of Hours (Total)	30	
7. No. of Credits (Total)	2	
8. Course Administrator Name	millimeter. Hussein Abdul Hussein Sakr	
9. E-mail		
10. Course Objectives		
Knowledge	A1	The course on administrative readings in the English language aims to provide students with various topics on the principles of business administration in the English language, which constitute a starting point for student's possession of a sufficient stock of vocabulary in this specialty in correct pronunciation and writing. • The student's possession of the abilities that qualify him to read and understand the principles of management in the English language.
	A2	The course on administrative readings in the English language aims to provide students with various topics on the principles of business administration in the English language, which constitute a starting point for student's possession of a sufficient stock of vocabulary in this specialty in correct pronunciation and writing. • The student's possession of the abilities that qualify him to read and understand the principles of management in the English language.
	A3	
	A4	
Val Skills	B1	The course of administrative readings in the English language aims to provide students with various topics on the principles of business administration in the English language, which constitute a starting point for student to possess a sufficient vocabulary of vocabulary in this specialty in pronunciation. A.2 The student possesses the abilities that qualify him to read and understand the principles of management in the English language.
	B2	The course of administrative readings in the English language aims to provide students with various topics on the principles of business administration in the English language, which constitute a starting point for student to possess a sufficient vocabulary of vocabulary in this specialty in pronunciation. The student must possess the abilities that qualify him to read and understand the principles of management in the English language.
	B3	The course of administrative readings in the English language aims to provide students with various topics on the principles of business administration in the English language, which constitute a starting point for student to possess a sufficient vocabulary of vocabulary in this specialty in pronunciation. A.2 The student possesses the abilities that qualify him to read and understand the principles of management in the English language.
	B4	
Val Skills	C1	Providing students with various topics on management principles in English.

C2	Develop and enhance a strategy for understanding business dealings using the English language for student
C3	Instilling confidence in students in what they are doing so that this will be reflected in their work in the fu
C4	Directing students on how to benefit from social media services within the limits of compliance with rights of authors and publishers and not to abuse, illegally quote, or counterfeit.

11. Teaching and Learning Strategies

1.	The student's thinking strategy for learning the rules and vocabulary of the English language	4.	
2.	Skill strategy for understanding, writing and reading English vocabulary	5.	
3.	Strategy for understanding English grammar	6.	

12. The Structure of the Course

Week	Hours	RLOs	Topic/Subject Name	Learning Method	Evaluation Method
1	2	What is management , Manager Function, management roles, management skills	Understanding What is management Management Function, management roles, management skills	Lectures	questions and discussions
2	2	Manager and organization, Levels management	Understanding Manager and organization Levels of management	Lectures	questions and discussions
3	2	Efficiency and effectiveness in management	Understanding Efficiency and effectiveness management	Lectures	questions and discussions
4	2	Developing of management	management thought, classical school	Lectures	questions and discussions
5	2	Human relation school and Behavior school	Understanding Human relation school Behavior school	Lectures	questions and discussions
6	2	Modern school, Definition planning,plan,and the important planning	Understanding Modern school, Definition planning,plan,and the important of planning	Lectures	questions and discussions
7	2	Essential steps in planning and Levels planning, Goal and steps in goals setting	Understanding Essential steps in planning Levels of planning, Goal and steps in goal setting	Lectures	questions and discussions
8	2	the first exam		Lectures	questions and discussions
9	2	Organizing and steps in the process of organizing, Purposes of organizing organizing structure	Understanding Organizing and steps in process of organizing, Purposes of organizing and organizing structure	Lectures	questions and discussions
10	2	Chain of command and delegation, The steps to successfully delegate from manager to their teams	Understanding Chain of command delegation, The four steps to successfully delegate from manager to their teams	Lectures	questions and discussions
11	2	Definition of leadership and leadership styles	Understanding Definition of leadership leadership styles	Lectures	questions and discussions
12	2	Leadership and power, The six core characteristics that the majority of effective leaders possess	Understanding Leadership and power, The core characteristics that the majority effective	Lectures	questions and discussions
13	2	Meaning of controlling and Purposes of controlling	Understanding Meaning of controlling Purposes of controlling	Lectures	questions and discussions

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14	2	Relationship between planning and controlling, Controlling process and type of control	Understanding Relationship between planning and controlling, Controlling process and type of control	Lectures	questions and discussions
15	2	Second exam			
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13. Course Evaluation

توزيع الدرجة من 100 على وفق المهام المكلف بها الطالب مثل التحضير اليومي والامتحانات اليومية والشفوية والشهرية والتحريرية والتقارير الخ

14. Learning & Teaching Resources

Required textbooks (curricular if any)	New Headway Plus
Main References (sources)	John and Liz Soars
Recommended Books & References (Scientific Journals, Reports ...)	Listen and read everything published about the English language
Websites or Electronic References	Specialized websites

Course Description (2)

1. Course Title	Accounting principles(2)		
2. Course Code			
3. Semester/Year	Second semester		
4. Description Preparation Date	2024/4/1		
5. Available Attendance Form	Lectures		
6. No. of Hours (Total)	60		
7. No. of Credits (Total)	60		
8. Course Administrator Name			
9. E-mail			
10. Course Objectives			
Knowledge	A1	Knowledge of financial accounting methods	
	A2	Knowledge of the depth of the study of accounting	
	A3	Knowledge of accounting problems	
	A4		
Skills	B1	Record daily entries	
	B2	Calculating types of depreciation	
	B3	Preparing financial statements	
	B4	Classification of accounting items	
Values	C1	Learn how to set up real accounts	
	C2	Avoid fraud and forgery in accounting work	
	C3	Mastering work and giving it priority	
	C4	Know the basics of financial accounting	
11. Teaching and Learning Strategies			
1.	Daily lectures	4.	Daily duties
2.	Solve practical exercises	5.	Share students' ideas
3.	Participation in lectures	6.	Practical examples from reality

12. The Structure of the Course					
Week	Hours	RLOs	Topic/Subject Name	Learning Method	Evaluation Method
1	5	Accounting for commercial papers	Arrest papers	Lectures	the test
2	5	Accounting for commercial papers	Payment papers	Lectures	the test
3	5	Accounting for non-current assets, acquisition costs, purchase expenses...	Non-current assets	Lectures	the test
4	5	Accounting for the sale and exchange of fixed assets	Selling assets	Lectures	the test
5	5	Accounting for extinctions and knowing their types	Extinction	Lectures	the test
6	5	Accounting for prepaid expenses	Constraint adjustments	Lectures	the test
7	5	Accounting for revenue received in advance and revenue	Constraint adjustments	Lectures	the test
8	5	Detecting and treating accounting errors	Accounting errors	Lectures	the test
9	5	Methods of dealing with accounting errors	Accounting errors	Lectures	the test
10	5	Preparing an adjusted trial balance	Trial Balance	Lectures	the test
11	5	Preparing all final accounts	Financial statements	Lectures	the test

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12	5	Classification of accounts	Trading account	Lectures	the test
13	5	Classification of accounts	Calculating profits and losse	Lectures	the test
14	5	income list	Financial Statements	Lectures	the test
15	5	Statement of financial positio	Financial Statements	Lectures	the test
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13. Course Evaluation

توزيع الدرجة من 100 على وفق المهام المكلف بها الطالب مثل التحضير اليومي والامتحانات اليومية والشفوية والشهرية والتحريرية والتقارير الخ

14. Learning & Teaching Resources

Required textbooks (curricular if any)	Principles of financial accounting
Main References (sources)	Basics of financial accounting
Recommended Books & References (Scientific Journals, Reports ...)	Principles of Financial Accounting (KISO)
Websites or Electronic References	

Course Description (1)

1. Course Title	Intermediate Accounting/1		
2. Course Code			
3. Semester/Year	2023-2024 /First semester		
4. Description Preparation Date	2024/3/19		
5. Available Attendance Form	Lectures		
6. No. of Hours (Total)	45		
7. No. of Credits (Total)	3		
8. Course Administrator Name	Dr. Nawfal Mahmood Mousa		
9. E-mail	Nawfal . m@albayan . edu . iq		
10. Course Objectives			
Knowledge	A1	How to prepare financial statements	
	A2	Inventory valuation and recognized accounting methods.	
	A3	Preparing the bank account reconciliation statement.	
	A4	Technical bookkeeping skills	
Skills	B1	Technical bookkeeping skills	
	B2	Trading account preparation skills	
	B3	Skills related to financial statements	
	B4		
Values	C1	Student contributions in class	
	C2	Quick daily tests (Quiz), daily duties or activities	
	C3	Oral exams.	
	C4	Scientific reports	
11. Teaching and Learning Strategies			
1.	Directing students to some websites to benefit from them	4.	Introducing students to some commercial dictionaries

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2.	Daily and weekly surprise tests	5.	Assigning the student to participate in the classroom and solve
3.	In-class exercises and activities	6.	Exercises

12. The Structure of the Course

Week	Hours	RLOs	Topic/Subject Name	Learning Method	Evaluation Method
1	2	Know the characteristics of account information, assumptions, and account principles	Theoretical framework	solving exercises	Tests, discussions and assignments
2	2	Definition of the most important financial statements	Final Accounts	solving exercises	Tests, discussions and assignments
3	2	Knowing the profit, cost of goods sold available, and gross profit	Exercises on the income statement	solving exercises	Tests, discussions and assignments
4	2	Ability to prepare a balance sheet	Exercises on the balance sheet	solving exercises	Tests, discussions and assignments
5	2	Know the principle of matching revenue with expenses	Registration adjustments	solving exercises	Tests, discussions and assignments
6	2	Differentiating between profits and retained earnings	Statement of retained earnings	solving exercises	Tests, discussions and assignments
7	2	Knowledge of debtors account and method for calculating the allowance for doubtful debts	Debtors	solving exercises	Tests, discussions and assignments
8	2	The student's understanding of accounting operations in debtors	Exercises on debtors	solving exercises	Tests, discussions and assignments
9	2	Differentiating between profits and retained earnings	Statement of retained earnings	solving exercises	Tests, discussions and assignments
10	2	Solve exercises related to the statement of retained earnings	Exercises on the statement of retained earnings	solving exercises	Tests, discussions and assignments
11	2	The second monthly exam	The second monthly exam	solving exercises	Tests, discussions and assignments
12	2	Understanding operational, investment and financing flows	Statement of Cash Flows	solving exercises	Tests, discussions and assignments
13	2	Understanding operational, investment and financing flows	Statement of Cash Flows	solving exercises	Tests, discussions and assignments
14	2	The student's ability to prepare a cash flow statement	Exercises on the cash flow statement	solving exercises	Tests, discussions and assignments
15	2	The student's ability to prepare a cash flow statement	Exercises on the cash flow statement	solving exercises	Tests, discussions and assignments

جامعت البیان

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13. Course Evaluation

توزيع الدرجة من 100 على وفق المهام المكلف بها الطالب مثل التحضير اليومي والامتحانات اليومية والشفوية والشهرية والتحريرية والتقارير الخ

14. Learning & Teaching Resources

Required textbooks (curricular if any)	Accounting for Non-Profit Establishments / Written by: Khaled Amin Abdullah / First Edition / Zamzam Publishers and Distributors / 2010
Main References (sources)	Advanced Accounting / Written by: John Larsen and N. Mosh / first edition / Mars Publishing House / Riyadh 2002
Recommended Books & References (Scientific Journals, Reports ...)	Studies in specialized accounting / written by Hashim Ahmed and Mahmoud Abd Rabbo / first edition / University House / Alexandria 2000
Websites or Electronic References	Published research and articles on websites

Course Description (1)

1. Course Title		Cost accounting/2
2. Course Code		030132
3. Semester/Year		The second of the year 2023-2024
4. Description Preparation Date		1/2/2024
5. Available Attendance Form		Lectures
6. No. of Hours (Total)		45
7. No. of Credits (Total)		3
8. Course Administrator Name		Dr. Raed Majeed Abdel Mohammed
9. E-mail		Raedmajeed1962@gmail.com
10. Course Objectives		
Knowledge	A1	The student knows the basics of cost accounting 2
	A2	The student knows how to prepare lists of costs
	A3	The student learns about calculating the total cost of production.
	A4	The student learned about calculating the cost of one unit and comparing it with market prices.
Skills	B1	Enabling the student to prepare lists of costs in several ways, each according to his location.
	B2	Student skills in calculating total costs (materials, wages, etc.)
	B3	The student's skills in calculating total costs, including calculating the cost of one unit
	B4	The student's skills in comparing the production price and the local market price.
Values	C1	Developing the spirit of cooperation with others.
	C2	Accuracy and integrity in work.
	C3	Learn how to face practical life.
	C4	Learning about innovations, facing practical life, creativity and unquote.

11. Teaching and Learning Strategies

1.	Understand what cost accounting is and its characteristics	4.	Measuring cost estimates that are close to reality
2.	Know the basics of costs	5.	Product pricing strategies according to their importance.
3.	Find out a comparison between production and market estimates	6.	

12. The Structure of the Course

Week	Hours	RLOs	Topic/Subject Name	Learning Method	Evaluation Method
1		The concept, importance and objectives Of cost accounting, types and classification of costs.	The concept, importance and objectives cost accounting, types and classification of costs.	Clarification and discussion	Asking questions, discussions and testing
2		The relationship of cost accounting to other sciences and the difference between financial accounting and cost accounting.	The relationship of cost accounting to other sciences and the difference between financial accounting and cost accounting.	Clarification and discussion	Asking questions, discussions and testing
3		Control of cost elements / overview. Controlling materials and pricing method	Control of cost elements / overview. Controlling materials and pricing methods.	Clarification and discussion	Asking questions, discussions and testing,
4		Using the Fifo method, with exercises.	Using the Fifo method, with exercises.	Solving exercises	Asking questions, discussions and testing
5		Using the Lifo method, with exercises.	Using the Lifo method, with exercises.	Solving exercises	Asking questions, discussions and testing
6		Using the weighted average method, with exercises.	Using the weighted average method, with exercises.	Solving exercises	Asking questions, discussions and testing
7		Damage to inventory materials, them types, and accounting treatments.	Damage to inventory materials, their types, and accounting treatments.	Clarification and discussion	Asking questions, discussions and testing
8		General exercises.	General exercises.	Solving exercises	Asking questions, discussions and testing
9		Oversight of wages and methods of payment.	Oversight of wages and methods of payment.	Clarification and discussion	Asking questions, discussions and testing,
10		Calculating lost times for wages and accounting procedures.	Calculating lost times for wages and accounting procedures.	Solving exercises	Asking questions, discussions and testing
11		Bonus payment methods / Halsey and Rowan method	Bonus payment methods / Halsey and Rowan method.	Solving exercises	Asking questions, discussions and testing

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12		Tyler's method	Tyler's method.	Solving exercises	Asking questions, discussions and testing
13		Control of indirect industrial costs and them distribution.	Control of indirect industrial costs and their distribution.	Clarification and discussion	Asking questions, discussions and testing
14		Distribution of indirect industrial costs cost centers.	Distribution of indirect industrial costs cost centers.	Solving exercises	Asking questions, discussions and testing
15		Distribution of indirect industrial and service costs to production centers.	Distribution of indirect industrial and service costs to production centers.	Solving exercises	Asking questions, discussions and testing
16		Learn about cost accounting 2	Learn about cost accounting 2	Clarification and discussion	Asking questions, discussions and testing
17		Learn about the theories of cost lists and them types	Theories of cost lists and them types	Clarification and discussion	Asking questions, discussions and testing
18		Preparing financial statements of costs Using the total method	Preparing financial statements of costs using the total method	Solving exercises	Asking questions, discussions and testing
19		Preparing financial statements for variable costs	Preparing financial statements for variable costs	Solving exercises	Asking questions, discussions and testing
20		Solve the exercises and give a test to the students	Solve the exercises and give a test to the students	Solving exercises	Asking questions, discussions and testing
21		Learn about the costing system for production orders	Learn about the costing system for production orders	Clarification and discussion	Asking questions, discussions and testing
22		Loading production orders with cost elements (materials, wages, and industrial costs)	Loading production orders with cost elements (materials, wages, and industrial costs)	Solving exercises	Asking questions, discussions and testing
23		Accounting procedures for cost components	Accounting procedures for cost components	Solving exercises	Asking questions, discussions and testing
24		Learn about the production proses system	Learn about the production proses system	Clarification and discussion	Asking questions, discussions and testing
25		Loading the calculations of production proses to the cost elements	Loading the calculations of production proses to the cost elements	Clarification and discussion	Asking questions, discussions and testing
26		Using the weighted average method to calculate the costs of production proses	Using the weighted average method to calculate the costs of production proses.	Solving exercises	Asking questions, discussions and testing

جامعة البتة

27		Using the FIFO method to calculate the costs of production proses	Using the FIFO method to calculate the costs of production proses.	Solving exercises	Asking questions, discussions and testing
28		Make the necessary accounting entries for proses cost	Make the necessary accounting entries for the proses cost.	Solving exercises	Asking questions, discussions and testing
29		Solve the exercises and give a test to the students	Solve the exercises and give a test to the students	Solving exercises	Asking questions, discussions and testing
30		General Review	General Review	Solving exercises	Asking questions, discussions and testing

13. Course Evaluation

توزيع الدرجة من 100 على وفق المهام المكلف بها الطالب مثل التحضير اليومي والامتحانات اليومية والشفوية والشهرية والتحريرية والتقارير الخ

14. Learning & Teaching Resources

Required textbooks (curricular if any)	nothing
Main References (sources)	Cost Accounting / Horengren + Kiso
Recommended Books & References (Scientific Journals, Reports ...)	Cost Accounting / Dr. Sabah Abdel Wahab
Websites or Electronic References	Research and articles published on the Internet

جامعة البصرة

وصف المقرر (١)

1. اسم المقرر	مراسلات تجارية
2. رمز المقرر	
3. الفصل / السنة	الكورس الثاني 2023-2024
4. تاريخ إعداد هذا الوصف	1-4-2024
5. أشكال الحضور المتاحة	قاعات دراسية
6. عدد الساعات الدراسية (الكلي)	30
7. عدد الوحدات (الكلي)	2
8. اسم مسؤول المقرر الدراسي	م.م. زينب هادي علي
الايميل	Zainab.h@albayan.edu.iq
9. اهداف المقرر الدراسية	
المعرفة	١أ تقديم نص منهجي وشامل وحاوياً لكل المفاهيم الاساسي في المراسلات التجارية الكتابية والالكترونية
	٢أ طرح كم من المعلومات والمعارف يتماشى مع التطور في عالم المراسلات التجارية والادارية .
	٣أ تقديم معلومات وخبرات من الواقع عن مهارات المراسلات وإزالة الحواجز الوهمية للحيلولة دون المعرقلات التي تعرقل عمليات المراسلات الادارية والتجارية .
	٤أ تقديم نص منهجي وشامل وحاوياً لكل المفاهيم الاساسي في المراسلات التجارية الكتابية والالكترونية
المهارات	١ب معرفة مواصفات اللمراسلات التجارية الاساسية
	٢ب معرفة مكونات المراسلات .
	٣ب فهم التكتيكات والاستراتيجيات والعمليات الخطابية والمراسلات التجارية التي ممكن استخدامها وكيفية ارسالها.
	٤ب
المعرفة	١ج معرفة المهارات الاساسية التي يحتاجها الموظف فعلياً والتي تقوم عليها أكثر عمليات المراسلات في الشركات العالمية

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معرفة المفاهيم المرتبطة بالمراسلات التجارية بشكل عام مما يرفع قابلية الطالب على ربط الاحداث المعاصرة وكيفية سيرها	٢ج	
معرفة المهارات الاساسية التي يحتاجها الموظف فعلياً والتي تقوم عليها أكثر عمليات المراسلات في الشركات العالمية	٣ج	
معرفة المفاهيم المرتبطة بالمراسلات التجارية بشكل عام مما يرفع قابلية الطالب على ربط الاحداث المعاصرة وكيفية سيرها	٤ج	
10. استراتيجيات التعليم والتعلم		
اسلوب المحاضرة		١. اسلوب المحاضرة
2-4 اسلوب عرض Powerpoint		٢. 2-4 اسلوب عرض Powerpoint
3-4 اسلوب دراسة الحالة		٣. 3-4 اسلوب دراسة الحالة

جَامِعَةُ الْبَيِّنَاتِ

11. بنية المقرر

الأسبوع	الساعات	مخرجات التعلم المطلوبة	اسم الوحدة او الموضوع	طريقة التعلم	طريقة التقييم
١	2		أهمية المراسلات التجارية	1-طريقة القاء المحاضرات 2-المجاميع الطلابية 3-ورش العمل 4-التقارير والدراسات	
٢	2		بناء ومميزات الرسالة التجارية	1-طريقة القاء المحاضرات 2-المجاميع الطلابية 3-ورش العمل 4-التقارير والدراسات	
٣	2		العناصر الرئيسية و الثانوية للرسالة التجارية	1-طريقة القاء المحاضرات 2-المجاميع الطلابية 3-ورش العمل 4-التقارير والدراسات	
٤	2		أنواع الرسائل التجارية	1-طريقة القاء المحاضرات 2-المجاميع الطلابية 3-ورش العمل 4-التقارير والدراسات	
٥	2		رسالة الاستفسار	1-طريقة القاء المحاضرات 2-المجاميع الطلابية 3-ورش العمل 4-التقارير والدراسات	
٦	2		الرسائل الجوابية على رسائل الاستفسار وسائل التسعير	1-طريقة القاء المحاضرات 2-المجاميع الطلابية 3-ورش العمل 4-التقارير والدراسات	
٧	2		الرسائل الطلب	1-طريقة القاء المحاضرات 2-المجاميع الطلابية 3-ورش العمل	

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	4-التقارير والدراسات			
٨	2	طرق الدفع في التجارة الداخلية والخارج	1-طريقةلقاء المحاضرات 2-المجاميع الطلابية 3-ورش العمل 4-التقارير والدراسات	
٩	2	خلاصة المراسلات التجارية و المصرفية: أ-رسائل الشكوى و التسوية ب_ رسائل تنفيذ الطلب	1-طريقةلقاء المحاضرات 2-المجاميع الطلابية 3-ورش العمل 4-التقارير والدراسات	
١٠	2	أهمية المراسلات التجارية	1-طريقةلقاء المحاضرات 2-المجاميع الطلابية 3-ورش العمل 4-التقارير والدراسات	
١١	2	بناء ومميزات الرسالة التجارية	1-طريقةلقاء المحاضرات 2-المجاميع الطلابية 3-ورش العمل 4-التقارير والدراسات	
١٢	2	العناصر الرئيسية و الثانوية للرسالة التج	1-طريقةلقاء المحاضرات 2-المجاميع الطلابية 3-ورش العمل 4-التقارير والدراسات	
١٣	2	أنواع الرسائل التجارية	1-طريقةلقاء المحاضرات 2-المجاميع الطلابية 3-ورش العمل 4-التقارير والدراسات	
١٤	2	رسالة الاستفسار	1-طريقةلقاء المحاضرات 2-المجاميع الطلابية 3-ورش العمل 4-التقارير والدراسات	
١٥	2	الرسائل الجوابية على رسائل الاستفسار وسائل التسعير	1-طريقةلقاء المحاضرات 2-المجاميع الطلابية 3-ورش العمل	

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4-التقارير والدراسات

جَامِعَةُ الْبَيِّنَاتِ

12. تقييم المقرر	
توزيع الدرجة من 100 على وفق المهام المكلف بها الطالب مثل التحضير اليومي والامتحانات اليومية والشفوية والشهرية والتحريرية والتقارير الخ	
13. مصادر التعلم والتدريس	
الرسائل التجارية – تأليف فتوح عمران	الكتب المقررة المطلوبة (المنهجية أن وجدت)
المراسلات التجارية والمصرفية – تأليف الدكتور عبد الودود العلي	المراجع الرئيسة (المصادر)
المجلات العلمية في الاختصاصات المراسلات التجارية والمصر والنصوص المالية.	الكتب والمراجع الساندة التي يوصى بها (المجلات العلمية، التقارير....)
المواقع الالكترونية المتخصصة	المراجع الإلكترونية، مواقع الانترنت

Course Description (1)

1. Course Title	Graduation research projects		
2. Course Code			
3. Semester/Year			
4. Description Preparation Date	2024		
5. Available Attendance Form	Academic classes		
6. No. of Hours (Total)	(2) hours per week, total (30) hours		
7. No. of Credits (Total)	30		
8. Course Administrator Name			
9. E-mail			
10. Course Objectives			
Knowledge	A1	Knowledge and skills related to research concepts	
	A2	Knowledge and skills related to how to understand the principles of scientific research	
	A3	Knowledge and skills related to how to analyze data and information	
	A4	In addition to many knowledge and skills related to understanding many issues of publishing scientific research	
Skills	B1	Skills in understanding methods and ways of collecting data and information	
	B2	Skills in understanding sampling and sample elements	
	B3	Special skills in understanding the practical aspects of applied research and case studies	
	B4	Special skills in understanding analysis mechanisms and tools	
Values	C1	Introducing students to the principles of scientific research, its methods, and steps , starting with choosing the topic, applying the theoretical part, and developing the student's skills in	
	C2	Using modern technological means in preparing research .	
	C3	Introducing students to field studies to collect scientific material in various ways .	
	C4	How to benefit from references, sources, published and unpublished reports, as well as scientific periodicals and the subsequent arrangement of those	
11. Teaching and Learning Strategies			
1.	Discussions in lectures and dialogue	4	.

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2.	Creating a spirit of competition among students through asking questions	5	
3.		6	

12. The Structure of the Course

Week	Hours	RLOs	Topic/Subject Name	Learning Method	Evaluation Method
1	2	Analysis of the concept of scientific research	Introduction to scientific research and its methods	Theoretical with case discussion studies and	Posts with a quarterly exam
2	2	Importance of scientific research and highlighting the goals it aspires to achieve	The importance and objectives of scientific research	Theoretical with case studies and discussion	Posts with a quarterly exam
3	2	Identify the characteristics of scientific research	Characteristics of scientific research	Theoretical with case studies and discussion	Posts with a quarterly exam
4	2	Learn about the role of researchers in scientific research	The role of researchers in scientific research	Theoretical with case studies and discussion	Posts with a quarterly exam
5	2	Learn about the role of universities and companies in scientific research	The role of universities and companies in scientific research	Theoretical with case discussion studies and	Posts with a quarterly exam
6	2	Identify the stages of scientific research	Stages of scientific research	Theoretical with case studies and discussion	Posts with a quarterly exam
7	2	Statement of scientific research methods and methods	Scientific research methods	Theoretical with case studies and discussion	Posts with a quarterly exam
8	2	Reviewing scientific research methods and realizing their importance	Research Methodology	Theoretical with case studies and discussion	Posts with a quarterly exam
9	2	Study standard specifications Determine and in research work	Stages of development of scientific research	Theoretical with case studies and discussion	Posts with a quarterly exam
10	2	Determine the importance of data and methods for collecting it	Data and information of the research process	Theoretical with case studies and discussion	Posts with a quarterly exam
11	2	Learn about types of data and information	Types of data and information	Theoretical with case studies and discussion	quarterly exam Posts with a
12	2	Data and information sources Statement of	Data and information sources	Theoretical with case studies and discussion	Posts with a quarterly exam

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13	2	view the most important methods of data collection	Methods of collecting data and information	Theoretical with case studies and discussion	Posts with a quarterly exam
14	2	define the concepts of population, sample, and sampling	Population, sample and sampling	case Theoretical with studies and discussion	Posts with a quarterly exam
15	2	and survey Identify the types of samples methods	Types of samples and surveys	Theoretical with case studies and discussion	Posts with a quarterly exam

13. Course Evaluation

توزيع الدرجة من 100 على وفق المهام المكلف بها الطالب مثل التحضير اليومي والامتحانات اليومية والشفوية والشهرية والتحريرية والتقارير الخ

14. Learning & Teaching Resources

Required textbooks
(curricular if any)

Research: Its Concept, Tools, Scientific and Methods (2013), Dr. Dhouqan Obaidat Fikr, 9th edition, -and others, Dar Al .Amman, Jordan
- Sekaran, U. (2003) “Research Methods for Business: A Skill Building Approach” 4th ed. John Wiley & Sons, Inc.
the field of scientific Any other book in-
.research
All students must prepare a draft integrated scientific research plan on an applied or theoretical scientific topic and then discuss .it in front of the students

Main References
(sources)

Recommended Books & References
(Scientific Journals, Reports ...)

reports on All students must prepare
.workshops held at home or abroad
Follow up and review the latest research in
.scientific journals
made statistical software to -Apply ready
analyze all types of data and information,
such asEXCELL, SPSS, MINITAB, SAS,
EVIEW.S.

Websites or Electronic References

Course Description (1)

Principles of Economics2	1. Course Name	
	2. Course Code	
Second course	3. Semester / Year	
2024-02-23	4. The history of preparation of this description	
Lectures	5. Available Attendance Forms	
45	6. Number of Credit Hours (Total)	
3	7. Number of Units (Total)	
Zeena amer abed	8. Course administrator name	
Adnan.Manda@Albayana.edu.ik	Email	
9. Course Objectives		
Introduce the student to the most important basics of economics	A1	Knowledge
Introduce the student to the concept of economic problems and laws	A2	
Introduce the student to the concept and basics of micro and macroeconomic theory	A3	
Introduce the student to the most important economic theories, including the theory of demand and demand	A4	
Introduce the student to the theory of production and markets	A5	
Thinking skill and speed of response	B1	Sk

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Deduction and analysis skill	B2		
Observation skill	B3		
Encouraging students to participate continuously in lectures	C1	Values	
Developing the spirit of contribution and cooperation among students	C2		
Developing commitment to university ethics	C3		
Developing creativity, initiative and learning	C4		
10. Teaching and Learning Strategies			
	٤.	Presentation, discussion and analysis of prescribed vocabulary	١.
	٥.	Contribute to the preparation of graduation projects in addressing the problems facing institutions in the country	٢.
	٦.		٣.

11. Course Structure

Evaluation method	Learning method	Unit or subject name	Required Learning Outcomes	Hours	The week
Daily exams and homework	Theoretical/Apply	Principles of Economics 2	National Results and National Income Circular flow of economic activity	3	١
Daily exams and homework	Theoretical/Apply	Principles of Economics 2	National Results and National Income Concepts of national results and national income	3	٢
Daily exams and homework	Theoretical/Apply	Principles of Economics 2	National Results and National Income Concepts of national results and national income	3	٣
Daily exams and homework	Theoretical/Apply	Principles of Economics 2	Components of national income Consumption theory Saving	3	٤
Daily exams and homework	Theoretical/Apply	Principles of Economics 2	Investment theory and accelerated multiplier theory	3	٥
Daily exams and homework	Theoretical/Apply	Principles of Economics 2	Written test for the first month	3	٦
Daily exams and homework	examination	Principles of Economics 2	Money and banks The concept of money and the characteristics of money and its functions	3	٧
Daily exams and homework	Theoretical/Apply	Principles of Economics 2	Money supply and speed of circulation	3	٨
Daily exams and homework	Theoretical/Apply	Principles of Economics 2	The value of money and the general level of prices	3	٩
Daily exams and homework	Theoretical/Apply	Principles of Economics 2	Inflation and monetary policy	3	١٠
Daily exams and homework	Theoretical/Apply	Principles of Economics 2	Business Knowledge and Credit Creation	3	١١
Daily exams and homework	Theoretical/Apply	Principles of Economics 2	Central Banks / Fiscal Policy	3	١٢
Daily exams and homework	Theoretical/Apply	Principles of Economics 2	Foreign Trade and Balance of Payments	3	١٣
Daily exams and homework	examination	Principles of Economics 2	Economic growth, economic development and sustainable development	3	١٤
Daily exams and homework	Theoretical/Apply	Principles of Economics 2	Written test for the second month	3	١٥

12. Course Evaluation

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

13. Learning and Teaching Resources

Principles of Economics Dr. Karim Mahdi Al-Hasnawi	Required textbooks (Methodology, if any)
Fundamentals of Economics / Prof. Adnan Manati Saleh	Main references (Sources)
	Recommended supporting books and references (Scientific journals, reports...)
	Electronic references, Websites

Course Description (1)

1. Course Title		Electronic commerce
2. Course Code		0302222
3. Semester/Year		2023-2024/second semester
4. Description Preparation Date		2024/2/22
5. Available Attendance Form		Lectures
6. No. of Hours (Total)		30 hours
7. No. of Credits (Total)		2
8. Course Administrator Name		Tamara Safaa Fadil Tawfiq
9. E-mail		tamara.s@albayan.edu.iq
10. Course Objectives		
Knowledge	A1	The natural student's definition of electronic business.
	A2	Knowing the most important reasons that led to electronic business inventions.
	A3	Introducing the modern importance of the methods and methods adopted in field of electronic subscription by adopting modern technological means.
	A4	Discrimination on the approved violation of damage resulting from engaging in act that violates the provisions of the law
Skills	B1	The student will practice administrative work in the future smoothly and flexibly.
	B2	Developing the student's awareness of electronic commerce and his legal awareness in arbitrating the Saqi text.
	B3	
	B4	
Values	C1	Helping the student understand the nature of the underlying business of e-commerce.
	C2	Introducing the student to the objectives of e-commerce.
	C3	Simplifying the legal material in a way that is simple for the recipient to understand and understand.
	C4	Consolidating correct human behavior and its repercussions on the exceptions of individuals in society.

11. Teaching and Learning Strategies

1.	Method of giving the lecture.	4.	Written exams in addition to rapid oral exams.
2.	Discussion method.	5.	Activating dialogues and discussions and creating a spirit of competition within the classroom.
3.	Asking questions and clearing the field for those who are serious about explaining the answer	6.	Show books and examples.

12. The Structure of the Course					
Week	Hours	RLOs	Topic/Subject Name	Learning Method	Evaluation Method
1	2 hours per week	Knowledge of e-commerce	E-business concept	Lectures	Rapid exams And intellectual with discussion
2	2	Teach the benefits and risks	Advantages and risks electronic commerce	Lectures	Rapid exams And intellectual with discussion
3	2	Recognize its shapes	Trade methods, forms, and contracting methods	Lectures	Rapid exams And intellectual with discussion
4	2	What are the laws?	Applicable laws	Lectures	Rapid exams And intellectual with discussion
5	2	Knowledge of electronic contracts	Electronic administrative contracts	Lectures	Rapid exams And intellectual with discussion
6	2	Knowledge of the principles of electronic arbitration	Electronic arbitration	Lectures	Rapid exams And intellectual with discussion
7		the first exam			
8	2	How to prepare an electronic signature, its image and its forms	Electronic signature, its copy and forms	Lectures	Rapid exams And intellectual with discussion

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9	2	Reliability education	Validity of the electronic signature and its effects A- Conditions that must be met in the electronic signature B- Conditions for the enjoyment of the electronic signature C- The effects of the validity of the electronic signature on authentication	Lectures	Rapid exams And intellectual with discussion
10	2	Teaching the student the most important effects signing	Effects of electronic signature	Lectures	Rapid exams And intellectual with discussion
11	2	Introduction to the legal protection of electronic signature	Legal protection of electronic signature	Lectures	Rapid exams And intellectual with discussion
12	2	How to complete electronic fulfillment Definition of electronic loyalty card - Electronic fulfillment: Identify the mechanisms Types of electronic loyalty cards	Electronic fulfillment Definition of electronic loyalty card - Electronic fulfillment in terms of parties Types of electronic loyalty cards - Payment by electronic banking credit cards	Lectures	Rapid exams And intellectual with discussion
13	2	Consequences of credit card misuse	Misuse of magnetic credit cards	Lectures	Rapid exams And intellectual with discussion

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13	2	The legal and economic nature of credit cards	The economic nature of credit cards	Lectures	Rapid exams And intellectual with discussion
14		Second exam			
15	2	Know your credit card business partners	Credit card parties and the relationships arising from them	Lectures	Rapid exams And intellectual with discussion
16	2	Learn how to protect the electronic consumer	Electronic consumer protection - Criteria to distinguish the consumer from the provider in the electronic contract	Lectures	Rapid exams And intellectual with discussion
End the course	2	Evaluating student understanding	Exam	Lectures	Rapid exams And intellectual with discussion
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13. Course Evaluation

توزيع الدرجة من 100 على وفق المهام المكلف بها الطالب مثل التحضير اليومي والامتحانات اليومية والشفوية والشهرية والتحريرية والتقارير الخ

14. Learning & Teaching Resources

Required textbooks (curricular if any)	Electronic Commerce
Main References (sources)	Electronic Commerce Law, College of Administration and Economics, written by Dr. Mohamed Ahmed Hamad
Recommended Books & References (Scientific Journals, Reports ...)	
Websites or Electronic References	Recent relevant scientific research and articles that contribute to providing the student with important scientific information in his field of specialization.

Course Description (1)

1. Course Title		Project management using computers MS. project
2. Course Code		02022107
3. Semester/Year		Chapter II
4. Description Preparation Date		1/4/2024
5. Available Attendance Form		Lectures inside the hall
6. No. of Hours (Total)		6
7. No. of Credits (Total)		2
8. Course Administrator Name		M.M. Maha Hassan Sultan
9. E-mail		Maha.h@albayan.edu.iq
10. Course Objectives		
Knowledge	A1	Enabling the student to know the basics of building projects
	A2	Enabling the student to know and understand how to deal with different types of program analysis methods
	A3	Enabling the student to know how to design programs
	A4	Introducing the student to the basics of building a program in a specific programming language that is considered a model for other programming languages
Skills	B1	Thinking skill and response speed
	B2	The skill of deduction and analysis
	B3	Observation skill
	B4	
Values	C1	Encouraging students to continuously participate in lectures
	C2	Developing the spirit of contribution and cooperation among students
	C3	Developing a commitment to ethicsTUniversity
	C4	Developing creativity, initiative and learning

11. Teaching and Learning Strategies

1.	Teaching the student ways and methods of personal development beyond the course	4.	Preparing the student to face practical reality and how to employ what he has learned
2.	Developing the student's ability to understand how to build an idea for any software application based on the basics of management	5.	Developing the spirit of creativity, perseverance, and searching for new things in his field of work
3.	Learn different programming skills using different types of design and programming methods. Prepare the student to face practical reality and how to employ what he has learned.	6.	

12. The Structure of the Course

Week	Hours	RLOs	Topic/Subject Name	Learning Method	Evaluation Method
1	2	Introduction to project management	Introduction To Project Management	Lectures	Exams
2	2	Introduction to how to perform the operation Building the program based on the basics of software engineering	Software Product	Lectures	Exams
3	2	Introduction to Techniques adopted in project management	Project Management Technique	Lectures	Exams
4	2	Introduction to The resources we need to build the project	Project Management Resource	Lectures	Exams
5	2	Introduction to Project construction life cycle	Software Development Life Cycle	Lectures	Exams
6	2	Introduction to Program building requirements	Software Requirement	Lectures	Exams
7	2	Introduction to how to design the program	Software Design	Lectures	Exams
8	2	Introduction to the tools. tools Which we need in the analysis and design process	Software Analysis And Design Tools	Lectures	Exams

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9	2	Introduction to the types of programming languages and how to apply them	Implementation (Coding) Stage	Lectures	Exams
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13. Course Evaluation

توزيع الدرجة من 100 على وفق المهام المكلف بها الطالب مثل التحضير اليومي والامتحانات اليومية والشفوية والشهرية والتحريرية والتقارير الخ

14. Learning & Teaching Resources

Required textbooks (curricular if any)	Murali Chemuturi, Thoms - M. "Software Project Management", Best projects tools and Techniques .J.Ross publishing, 2010.
Main References (sources)	-I AN sommerville, "Software Engineering" (1989). - Pressman, "S/W Engineering principles", 2010..
Recommended Books & References (Scientific Journals, Reports ...)	Teach yourself by using the internet
Websites or Electronic References	