



Republic of Iraq
Ministry of Higher Education and Scientific Research
Al-Farabi University
College of Administration and Economics
Department of Business Administration

Academic Program Description

Department of Business Administration

Academic Year 2025–2026

Iraq – Baghdad – Al-Masafi Street

alfarabiuc.edu.iq

College: College of Administration and Economics

Scientific Department: Business Administration

Academic Program Name: Bachelor's in Business Administration

Final Certificate Name: Bachelor's in Business Administration

Study System: Bologna

Date of Description Preparation: 2025/10/1

Date of File Approval: 2025/11/1



Signature:

Scientific Associate: Prof. Dr. Hanaa Abdul
Ghaffar Hamood

Date: 2026/6/23



Signature:

Head of Department: Assist. Prof. Dr.
Muhammad Hassan Rashm

Date: 2026/6/23

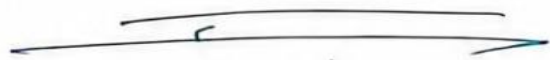


The file has been reviewed by the Quality
Assurance Division.

Name of Quality Assurance Division Director:

Date: 2026/6/23

Signature:



Authenticated by: Dean of the College of
Administration and Economics
Prof. Dr. Awad Fadhil Ismail

Date: 2026/6/23

1- Program Vision

To provide leading knowledge in the field of business administration that meets total quality standards and academic accreditation, and to qualify graduates with the knowledge and skills necessary to compete across various labor market sectors, enhance their entrepreneurship skills to manage their businesses efficiently, strengthen the role of scientific research in addressing administrative problems faced by business organizations, and contribute effectively to sustainable development and community service.

2- Program Mission

Study in the Department of Business Administration provides graduates with high-quality higher education and a knowledge base in administrative fields, while developing their research knowledge by encouraging participation in conferences, workshops, seminars, and discussion sessions held at the university, college, or department level. This contributes to producing innovative research that meets community needs and promotes concepts of innovation, partnership, and sustainability.

3- Program Objectives

1. Preparing outstanding graduates in the field of business administration to fill administrative positions in leadership, planning, oversight, and other roles, in line with the current and future needs of the labor market.
2. Developing students' scientific, intellectual, and social personalities by adopting modern teaching methods and means, offering programs to nurture high-achieving students, and fostering their creative development.
3. Encouraging and supporting applied administrative research, studies, and graduation projects, and marketing them for use in the public and private sectors and business organizations.
4. Enhancing the quality of academic programs in the Department of Business Administration to ensure obtaining recognized academic accreditation and raising the department's standing in international academic rankings.
5. Strengthening partnerships and cooperation with local and international institutions in the fields of education, research, and training, contributing to diversifying funding sources and supporting the department's academic and applied activities.
6. Enabling students to acquire the skills necessary to deal with the challenges imposed by the business environment, and to acquire a future knowledge and applied advantage to develop their professional lives in the field of entrepreneurship.
7. Embedding the principles of e-governance in the department's work and developing administrative systems in a way that contributes to improving institutional performance efficiency and raising the quality of academic and administrative services.
8. Developing students' skills and capabilities in diagnosing problems and analyzing data using modern statistical and quantitative methods relevant to decision-making.

9. Contributing, within the scope of the department's authority, to enhancing digital transformation, developing digital infrastructure, and applying digital governance in a manner that supports the quality of education and scientific research.
10. Applying effective mechanisms for evaluating institutional performance in the department and working continuously to develop it in a way that contributes to improving the quality of academic and administrative outputs.

4– Program Accreditation

Has the program obtained programmatic accreditation? And from which body?

The department is newly established — first academic year only

5– Other External Influences

Twinning with the University of Baghdad / College of Administration and Economics / Department of Business Administration

6– Program Structure

Program Structure	Number of Courses	Credit Units	Percentage	Notes *
Institution Requirements	3	6	%2	Core
College Requirements	2	4	%1	Core

Department Requirements	12	60	%94	Core
Summer Training	Fulfilled	Fulfilled		
Other				

7- Program

12	Number of Units	Bachelor of Business Administration	Program Code
Full Attendance	Mode of Attendance	Four Years – Eight Courses	Duration of Study

7. Program Description				
Year / Level	Course or Module Code	Course or Module Name	Credit Hours	
			Theoretical	Practical
First Year / Course 1	BA1101	Fundamentals of Business Administration	5	1
First Year / Course 1	BA1102	Principles of Economics	6	
First Year / Course 1	BA1103	Fundamentals of Accounting	4	
First Year / Course 1	BA1104	Mathematics	6	
First Year / Course 1	MTV1002	English Language I	2	
First Year / Course 1	UN116	Arabic Language	2	

First Year / Course 2	BA1201	Principles of Business Management	2	1
First Year / Course 2	BA1202	Statistics	3	
First Year / Course 2	BA1203	Financial Accounting 2	4	
First Year / Course 2	BA1204	Administrative Readings	3	
First Year / Course 2	UN125	Fundamentals of Computer Science	1	2
First Year / Course 2	UN126	Democracy and Human Rights	2	

8. Expected Learning Outcomes of the Program	
Knowledge	
1. Graduating a generation well-versed in knowledge in the fields of specialization and capable of understanding the work environment in business administration and	2. Preparing specialized professional cadres with a high level of knowledge and expertise in areas such as business planning and

3. Providing high-quality academic programs aligned with scientific and technological advancement at the local level	4. Active participation in the development of these technologies and continuous improvement across the various stages of study
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Skills

1. Equipping the student with the necessary skills to perform business administration in various governmental and private institutions
2. The graduate demonstrates the ability to communicate effectively, work in a team, manage time, and engage in ongoing self-directed learning
3. Familiarizing them with details relevant to their precise specialization and the connection of this specialization to other specializations
4. Motivating initiative and innovation in fields related to their main specialization

Values

1. Promoting commitment to professional conduct rules and professional ethics
2. Compliance with the requirements and conditions necessary for professional and academic practice

9. Teaching and Learning Strategies

1. Active Learning Strategy
2. Brainstorming Teaching Strategies
3. Team Learning Strategies
4. Discussion Strategy

10. Assessment Methods

1. Written exams, oral tests, and practical assessments
2. Preparing research papers and scientific reports in the field of specialization

11. Teaching Staff

Faculty Members						
Name	Specialization		Special Requirements / Skills (if any)		Number of Teaching Staff	
	Academic Title	Specialization (General _____ Specific)			Staff	Lecturer
Mohammed Hassan Rashm	Prof.	Economics – Macroeconomics			✓	
Hala Ghareeb Muhaysin	Asst. Lect.	Business Administration – Business Administration			✓	
Ahmed Fadhil Madhi	Asst. Lect.	Business Administration – Business Administration			✓	
Hassan Ali Kadhim	Asst. Lect.	Finance and Banking – Finance and Banking			✓	
Bilal Abdulrazzaq Abdulaziz	Asst. Lect.	Finance and Banking – Finance and Banking			✓	
Issa Ayyal Salih	Asst. Lect.	Hotel Management – Hotel Management			✓	
Firas Ali Daoud	Asst. Lect.	Arabic Language – Arabic Language			✓	
Sinan Hatif	Asst. Prof.	Computer Science – Computer Science				✓
Mohammed Ahmed Majid	Asst. Lect.	Business Administration – Business Administration			✓	

12. Professional Development

A. Orientation of New Faculty Members

The Department of Business Administration prepares a plan aimed at ensuring the rapid integration of faculty members into the environment

- Holding an introductory meeting with the head of department and faculty members to introduce the nature of programs, courses, and
- Clarifying teaching responsibilities, academic advising, scientific research, and community service.
- Providing an academic mentor or experienced faculty member to support the new member during the initial period.
- Following up on the integration of the faculty member and providing ongoing support and answering inquiries related to work

B. Professional Development of Faculty Members.

The Department of Business Administration adopts an integrated plan for the academic and professional development of faculty members, aimed at

13. Admission Criterion

The Department of Business Administration follows the centralized admission policies approved by the Ministry of Higher Education and Scientific Research

Most Important Sources of Information about the Program

1. Files kept in the department.
2. The curriculum approved by the Ministry of Higher Education and Scientific Research.
3. Recommendations of quality and academic performance committees.

The official website of Al-Farabi University: alfarabiuc.edu.iq

Program Development Plan

The academic program development plan aims to improve the quality of the program and ensure its alignment with academic standards

- Periodic review of the program and its learning outcomes, updating them in line with scientific and professional developments.
- Developing study plans, courses, and teaching and learning methods.
- Enhancing the use of modern technologies and e-learning in the educational process.
- Improving student assessment methods and measuring learning outcomes.
- Supporting the professional development of faculty members and developing their academic and research capabilities.

14. Program Skills Map															
				Learning Outcomes Required from the Program											
Year / Level	Course Code	Course Name	Core or Elective	Knowledge				Skills				Values			
				A 1	A 2	A 3	A 4	B 1	B 2	B 3	B 4	C 1	C 2	C 3	C 4
First Year / Course 1	BA110 1	Fundamentals of Business Administration	Core	✓				✓				✓			
	BA110 2	Principles of Economics	Core	✓				✓				✓			
First Year / Course 1	BA110 3	Fundamentals of Accounting	Core	✓				✓				✓			
	BA110 4	Mathematics	Core	✓					✓			✓			
First Year / Course 1	MTV10 02	English Language	Core		✓			✓				✓			
	UN116	Arabic Language	Core		✓				✓			✓			
First Year / Course 2	BA120 1	Principles of Management	Core		✓			✓				✓			
	BA120 2	Statistics	Core	✓				✓					✓		
First Year / Course 2	BA120 4	English Administrative Readings	Core	✓				✓				✓			
First Year / Course 2	UN128	Democracy and Human Rights	Core	✓				✓				✓			
First Year / Course 2	UN125	Fundamentals of Computer Science	Core		✓				✓				✓		
	BA120 3	Financial Accounting	Core	✓				✓				✓			

Course Descriptions – First Stage

First Semester

8- Courses for Academic Year 2025–2026

Semester	No.	Module Code	Module Name in English	Language	SSWL (hr/w)						Exam hr/sem
					CL (hr/w)	Lect (hr/w)	Lab (hr/w)	Pr (hr/w)	Tut (hr/w)	Sem (hr/w)	
One	1	BA1101	Basic of business Administration	Arabic	4				1		3
	2	BA1102	Principles of economics	Arabic	3				1		3
	3	BA1103	Basic of Accounting	Arabic	3			1			3
	4	BA1104	Mathematics for Business	Arabic	3			1			3
	5	UN115	English language	English	2						3
	6	UN116	Arabic language	Arabic	2						3
				Total	17	0	0	2	2	0	18

Semester	No.	Module Code	Module Name in English	Language	SSWL (hr/w)						Exam hr/sem
					CL (hr/w)	Lect (hr/w)	Lab (hr/w)	Pr (hr/w)	Tut (hr/w)	Sem (hr/w)	
Two	1	BA1201	Principles of business Administration	Arabic	4				1		3
	2	BA1202	Statistics for Business	Arabic	3			1			3
	3	BA1203	Principles of Accounting	Arabic	3			1			3
	4	BA1204	English Reading in Business	English	2				1		3
	5	UN125	Fundamentals of Computer Science	Arabic	1		2				3
	6	UN126	Human Right & Democracy	Arabic	2						3
				Total	15	0	2	2	2	0	18

Course Descriptions – First Stage

Course Description Form

MODULE DESCRIPTION FORM

First: First Semester

Course Description Form – Fundamentals of Business
Administration (2025/2026)

Subject Name

Fundamentals of Business
Administration

Module Delivery

Unit Type	C	☐ Theoretical ☐ Lecture ☐ Laboratory ☐ Educational Program ☐ Practical ☐ Seminar	
Unit Code	BA1101		
ECTS	8.00		
SWL (h/semester)	200		
Unit Level	UGI	Delivery Semester	
Department Code	BA110	College Code	
Head of Department	Prof. Dr. Mohammed Hassan Rashm	e-mail	
Academic Title of Head of Department	Professor	Unit Leader Qualifications	
Course Instructor	Asst. Lect. Bilal Abdulrazzaq Abdulaziz	e-mail	bilal.abdulrazzaq@alfarabiuc.edu.iq
Peer Reviewer Name		e-mail	
Scientific Committee Approval Date		Version Number	

Relationship with Other Subjects			
Prerequisite Unit	None	Semester	
Co-requisite Unit		Semester	

Course Objectives, Learning Outcomes, and Indicative Content	
Course Objectives	- Introducing students to the basic concepts and principles of management: Students learn about the key concepts and fundamental principles - Enhancing decision-making ability: This subject helps students develop the ability to make decisions - Motivating students toward critical and creative thinking in the field of management: This subject encourages students to think

Subject Learning Outcomes	Understanding basic concepts in management: • Knowing the concept of management and its importance in achieving organizational objectives. • Understanding basic management terminology such as planning, organizing, leadership, and control. Familiarity with management functions: • Knowing the steps and basic functions of management (planning, organizing, directing, and controlling). • Understanding how to apply each function in various work environments. Familiarity with management theories: • Learning about the major management theories (such as the Classical Theory, Human Relations Theory, and other theories) • Understanding how management thought has evolved over time. Understanding the work environment and organization: • Understanding the factors that affect the internal and external work environment. • Familiarity with the importance of organizational culture and its impact on institutional performance. Comprehending leadership skills and decision-making: • Learning about the characteristics of effective leadership and its role in management. • Understanding the decision-making process and its various stages.
Indicative Content	1. Commitment to work ethics: • Developing a deep understanding of work ethics and how to apply them in daily management decisions. • Promoting integrity and transparency in management decision-making. 2. Commitment to fairness and equality:

	• Promoting the principle of fairness in dealing with employees, colleagues, and clients without discrimination. • Instilling the principle of equal opportunities and fair treatment within the work environment. 3. Respect and appreciation: • Developing students' ability to respect others, including colleagues, clients, and stakeholders. • Promoting values of appreciation for individual and collective efforts in the work environment. 4. Teamwork: Encouraging cooperation and collective work to achieve shared objectives. • Promoting mutual trust and respect among team members.
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Teaching and Learning Strategies

Strategies	1. Lectures: Course materials are delivered through lecture sessions presented by the instructor on the topics. Lectures aim to guide students and introduce basic concepts and necessary knowledge. 2. Group discussions: Interactive discussion sessions are organized among students on various topics, enhancing interaction and exchange of ideas and opinions, and deepening students' understanding of the materials. 3. Case studies: Case studies are used as a teaching tool to illustrate practical applications of theoretical concepts and stimulate students to think analytically and make decisions. 4. Continuous assessment: A variety of assessment tools are used to measure student progress and understanding of the materials, including oral and written exams and group activities.
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Student Workload calculated for 15 weeks

	Structured SWL (h/w) Structured student workload per week		Structured SWL (h/sem) Structured student workload per semester
	Unstructured SWL (h/w) Unstructured student workload per week		Unstructured SWL (h/sem) Unstructured student workload per semester
200			Total SWL (h/sem)

	Total student workload per semester
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Subject Assessment					
Relevant Learning Outcomes	Week Due	Weight (Marks)	Time/Number		
		20% (20)		Tests	Assessments
		10% (10)		Tasks	
		0% (0)		Projects / Laboratory.	
		10% (10)		Report	
		10% (10)		Mid-semester Exam	Tests
		50% (50)		Final Exam	
		100%(100 MARKS)		Final Assessment	

Weekly Theoretical Curriculum

	Material Covered
Week 1	Introduction to management and organizational functions (conceptual introduction to management and the manager, the concept of management and the manager, management approaches
Week 2	Understanding the manager's role and the duties they perform and how they manage them (manager tasks and skills, managerial skills
Week 3	Development of management thought / Understanding the evolution of the concept of management over time and which of those schools can be adopted (the
Week 4	Understanding the evolution of the concept of management over time and which of those schools can be adopted (the Human School, Hawthorne and Elton Mayo studies, Follett study, Chester Barnard study, Douglas McGregor and Theory X and Theory Y)
Week 5	Understanding the modern management orientation and the models that can be applied in practice (the Contemporary School,
Week 6	Management in a changing environment / The composition of the environmental layer Learning about the general and specific environment and how to distinguish between them and the relationship between them (the management environment, the concept
Week 7	Scanning organizational boundaries / The nature of environmental scanning or insight, the dynamic environment and the stable environment,
Week 8	Understanding how objectives are determined and their requirements (organizational objectives and management planning, the organization's purpose and mission
Week 9	Management by Objectives / The basic steps of the management by objectives process, the pros and cons of the management by objectives approach
Week 10	Learning how to plan at the individual level and then at the organizational level and how to prepare a strategic plan Strategic planning (the concept of strategy, important factors in determining strategy, components of a strategy
Week 11	Steps for making strategic decisions Levels of strategy
Week 12	Learning how to prepare operational plans and what tools are used in that (determining and knowing the nature of planning
Week 13	Types of plans by their effect (tactical plans, standing plans, single-use plans)
Week 14	Organizing the planning function Organizational components and the practice of planning Planning prerequisites, planning obstacles and remedies, contingency planning.
Week 15	Mid-semester Exam

Course Description Form – Principles of Economics (2025/2026)

Subject Name	Principles of Economics		Module Delivery	
Unit Type	B		Theoretical ☐ ☐ Lecture Laboratory ☐ ☐ Educational Program ☐ Practical Seminar ☐	
Unit Code	BA1102			
Number of hours according to the ECTS system	6			
SWL (h/semester)	150			
Unit Level		Delivery Semester		Course 1
Department Code	BA110	College Code		
Head of Department	Mohammed Hassan Rashm	e-mail		
Academic Title of Head of Department	Professor	Unit Leader Qualifications		
Course Instructor	Prof. Dr. Mohammed Hassan Rashm	e-mail	muhammad.hasan@alfarabiuc.edu.iq	
Peer Reviewer Name		e-mail		
Scientific Committee Approval Date		Version Number		

Relationship with Other Subjects

Prerequisite Unit	None	Semester	
Co-requisite Unit		Semester	

Course Objectives, Learning Outcomes, and Indicative Content

Course Objectives	- Teaching students the principles of microeconomics - Focusing on providing a general economic culture - Focusing on examples related to aspects of economics and management
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	• Stimulating students' capacities through analytical and thought-provoking questions • Linking economic laws, analyses, and theories to reality • Teaching students how to make economic decisions
Subject Learning Outcomes	Understanding basic concepts in economics. Familiarity with economic theories. Knowing how economic thought has evolved. Familiarity with various economic problems and studying their causes and knowing the methods that contribute to solving them.
Indicative Content	1- Commitment to work ethics: • Developing a deep understanding of work ethics and how to apply them in economic decisions. • Promoting integrity and transparency in economic decision-making. 2- Commitment to fairness and equality: • Promoting the principle of fairness in dealing with employees, colleagues, and clients without discrimination. • Instilling the principle of equal opportunities and fair treatment within the work environment. 3- Respect and appreciation: • Developing students' ability to respect others, including colleagues, clients, and stakeholders. • Promoting values of appreciation for individual and collective efforts in the work environment. Teamwork: • Encouraging cooperation and collective work to achieve shared objectives. • Promoting mutual trust and respect among team members.

Teaching and Learning Strategies	
Strategies	1. Lectures: Course materials are delivered through lecture sessions presented by the instructor on the topics. 2. Group discussions: Interactive discussion sessions are organized among students on various topics, enhancing

	interaction and exchange of ideas and opinions, and deepening students' understanding of the materials. 3. Case studies: Case studies are used as a teaching tool to illustrate practical applications of theoretical concepts and stimulate students to think analytically and make decisions. 4. Continuous assessment: A variety of assessment tools are used to measure student progress and understanding of the materials, including oral and written exams and group activities. 5. The material is reviewed via PowerPoint to clarify it for students.
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Student Workload calculated for 15 weeks			
	Structured SWL (h/w) Structured student workload per week		Structured SWL (h/sem) Structured student workload per semester
	Unstructured SWL (h/w) Unstructured student workload per week		Unstructured SWL (h/sem) Unstructured student workload per semester
200		Total SWL (h/sem)	
		Total student workload per semester	

Subject Assessment					
Relevant Learning Outcomes	Week Due	Weight (Marks)	Time/Number		
		20% (20)		Tests	Assessments
		10% (10)		Tasks	
		0% (0)		Projects / Laboratory.	
		10% (10)		Report	
		10% (10)		Mid-semester Exam	Tests
		50% (50)		Final Exam	
		100%(100 MARKS)		Final Assessment	
		100%(100 MARKS)		Final Assessment	

Weekly Theoretical Curriculum	
	Material Covered
Week 1	The Relationship of Economics to Other Sciences

	● Definition of Economics ● The Economic Problem ● The Difference between Micro and Macroeconomic Analysis ● Methods of Economic Analysis ● The Economic System
Week 2	● Definition of Demand ● The Law, Table, and Curve of Demand ● Explaining the Inverse Relationship between Quantity Demanded and Price ● Determinants of Demand Types of Demand
Week 3	● Price Elasticities of Demand ● Income Elasticities of Demand ● Cross-Price Elasticity of Demand
Week 4	● Factors Affecting Elasticity ● The Importance of Elasticities in Economic Analysis
Week 5	● Theory of Consumer Behavior: Marginal Utility ● The Modern Theory of Consumer Behavior: Indifference Curve Analysis
Week 6	● The Concept of Supply ● Determinants of Supply ● The Total Supply Function ● Elasticity of Supply Factors Affecting Supply
Week 7	● Equilibrium Price ● Changes in Equilibrium Price
Week 8	● Elasticity and Changes in Supply and Demand ● Applied Cases on the Concept of Supply and Demand
Week 9	● How to Determine a Production Function for Any Good ● How to Calculate Total Revenue
Week 10	● Definition of Costs ● Types of Costs ● The Relationship between Product Curves and Cost Curves ● Total, Average, and Marginal Revenue
Week 11	● Markets and Price Determination ● Characteristics of Perfect Competition Markets ● Firm Behavior in the Short Run Firm Behavior in the Long Run
Week 12	● What is Pure Monopoly ● Price and Quantity Determination in the Short Run ● Monopoly in the Long Run ● Price Discrimination

Week 13	•Characteristics of Oligopoly •Oligopoly Equilibrium •The Kinked Demand Curve
Week 14	Review of Previous Chapters
Week 15	Mid-semester Exam

Learning and Teaching Resources		
	Text	Available in the Library?
Required Texts	Textbook: Principles of Economics – by Dr. Kareem Mahdi Al-Hasnawi Principles of Economics – 2023, by Dr. Jamal Daoud Salman	
Recommended Texts	Iraqi academic journals	
Websites	Research, periodicals, and information technology via the Internet according to course topics	

Course Description Form – Fundamentals of Accounting (2024/2025)			
Subject Name	Principles of Accounting		Module Delivery
Unit Type	B		Theoretical ☐ ☐ Lecture Laboratory ☐ ☐ Educational Program ☐ Practical Seminar ☐
Unit Code	BA1103		
Number of hours according to the ECTS system	6		
SWL (h/semester)	150		
Unit Level	UGI	Delivery Semester	Course 1
Department Code	BA110	College Code	
Head of Department	Mohammed Hassan Rashm	e-mail	
Academic Title of Head of Department	Professor Doctor	Unit Leader Qualifications	
Course Instructor	Asst. Lect. Hassan Ali Kadhim	e-mail	hasan.ali5@alfarabiu.edu.iq
Peer Reviewer Name		e-mail	
Scientific Committee Approval Date		Version Number	

Relationship with Other Subjects			
Prerequisite Unit	None	Semester	
Co-requisite Unit		Semester	

Course Objectives, Learning Outcomes, and Indicative Content	
Course Objectives	- Introducing students to the basic concepts and principles of accounting: Students learn about the key concepts and fundamental principles - Enhancing decision-making ability: This subject helps students develop the ability to make decisions - Motivating students toward critical and creative thinking in the field of accounting: This subject encourages students to think
Subject Learning Outcomes	Understanding advanced concepts in accounting: Knowing the development of financial accounting fields.

	• Possessing knowledge in the principles of financial accounting. • Understanding and comprehending the methods specific to the fundamentals of financial accounting.
Indicative Content	4- Knowing the importance of financial accounting and the mechanisms for finding solutions to problems according to financial accounting. 5- Knowing the tools, means, and applications of financial accounting 6- Analyzing problems using financial accounting and contributing to problem-solving

Teaching and Learning Strategies	
Strategies	Lectures: Course materials are delivered through lecture sessions presented by the instructor in 2. Group discussions: Interactive discussion sessions are organized among students on various topics, enhancing interaction and exchange of ideas and opinions, and deepening students' understanding of the materials. 3. Case studies: Case studies are used as a teaching tool to illustrate practical applications of theoretical concepts and stimulate students to think analytically and make decisions. 4. Continuous assessment: A variety of assessment tools are used to measure student progress and understanding of the materials, including oral and written exams and group activities. 5. The material is reviewed via PowerPoint to clarify it for students.

Student Workload calculated for 15 weeks			
	Structured SWL (h/w)		Structured SWL (h/sem)

	Structured student workload per week		Structured student workload per semester
	Unstructured SWL (h/w) Unstructured student workload per week		Unstructured SWL (h/sem) Unstructured student workload per semester
200		Total SWL (h/sem)	
		Total student workload per semester	

Subject Assessment					
Relevant Learning Outcomes	Week Due	Weight (Marks)	Time/Number		
		20% (20)		Tests	Assessments
		10% (10)		Tasks	
		0% (0)		Projects / Laboratory.	
		10% (10)		Report	
		10% (10)		Mid-semester Exam	Tests
		50% (50)		Final Exam	
		100%(100 MARKS)		Final Assessment	
		100%(100 MARKS)		Final Assessment	

Weekly Theoretical Curriculum	
	Material Covered
Week 1	Introduction to financial accounting (the concept and objectives of financial accounting, fields of accounting, and accounting bodies)
Week 2	Overview of accounting concepts, principles, assumptions, and constraints
Week 3	Bases and rules for recording financial transactions: The balance sheet equation method
Week 4	The Single-Entry Method
Week 5	Recording financial transactions: The double-entry method
Week 6	First Exam
Week 7	The effect of the balance sheet equation on double-entry
Week 8	Trial Balance
Week 9	Capital Financial Transactions
Week 10	Financing Transactions
Week 11	Purchase and Sale Transactions
Week 12	Goods transport expenses and delivery terms
Week 13	Accounting treatments for types of discounts
Week 14	Discussion of questions and exercises
Week 15	Second Exam

Learning and Teaching Resources		
	Text	Available in the Library?
Required Texts	Principles of Financial Accounting by Prof. Dr. Safaa Ahmed Mohammed Al-Ani and Asst. Prof. Dr. Hakeem Hammoud Flayyih Al-Sa'idi, supporting books and other references	
Recommended Texts	Iraqi academic journals	
Websites	Research, periodicals, and information technology via the Internet according to course topics	

Learning and Teaching Resources		
	Text	Available in the Library?
Required Texts	Textbook: Principles of Management with a Focus on Business Administration, Dr. Khalil Al-Shammaa 2010	
Recommended Texts	Iraqi academic journals	
Websites	Research, periodicals, and information technology via the Internet according to course topics.	

Course Description Form
Mathematics for Business Administration
(2025/ 2026)

Subject Name	Mathematics for Business Administration		Module Delivery
Unit Type	Basic learning activities		☒ Theoretical ☐ Lecture ☐ Laboratory ☐ Educational Program ☒ Practical ☐ Seminar
Unit Code	BA1104		
Number of hours according to the ECTS system	6		
SWL (h/semester)	150		
Unit Level	1	Delivery Semester	1
Department Code	BA110	College Code	
Head of Department	Mohammed Hassan Rashm	e-mail	
Academic Title of Head of Department	Professor	Unit Leader Qualifications	Ph.D
Course Instructor	Asst. Lect. Ahmed Fadhil Madhi	e-mail	hasan.ali5@alfarabiu
Peer Reviewer Name		e-mail	
Scientific Committee Approval Date		Version Number	

Relationship with Other Subjects			
Prerequisite Unit	None	Semester	
Co-requisite Unit	None	Semester	None

Course Objectives, Learning Outcomes, and Indicative Content	
Course Objectives	The course aims to introduce and train the student in the basic principles of mathematics, deepening the student's understanding

Subject Learning Outcomes	1. Applying mathematical knowledge and its applications in real-life situations. 2. Building students' mathematical knowledge through exploring and solving problems. 3. Using correct mathematical symbols and terminology. Grasping the connection between mathematics and other branches.
Indicative Content	The indicative content of the mathematics subject depends on the level and scope of the course; the common topics that 1. Sets: Algebraic operations on sets. 2. Functions: Definition of a function, types of functions, limits, and continuity. 3. Calculus: Studying mathematical concepts and providing students with a comprehensive grasp of mathematical concepts 4. Vectors and Matrices: Algebraic operations on matrices, addition and subtraction of matrices, matrix multiplication, inverse of a matrix, transpose of a matrix, determinant.

Teaching and Learning Strategies	
Strategies	Lectures: Course materials are delivered through lecture sessions presented by the instructor in 2. Group discussions: Interactive discussion sessions are organized among students on various topics,

	enhancing interaction and exchange of ideas and opinions, and deepening students' understanding of the materials. 3. Case studies: Mathematics is used as a teaching tool to clarify practical applications of concepts 4. Continuous assessment: A variety of assessment tools are used to measure student progress and understanding
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Student Workload calculated for 15 weeks			
4.2	Structured SWL (h/w) Structured student workload per week	63	Structured SWL (h/sem) Structured student workload per semester
5.8	Unstructured SWL (h/w) Unstructured student workload per week	87	Unstructured SWL (h/sem) Unstructured student workload per semester
150		Total SWL (h/sem)	
		Total student workload per semester	

Subject Assessment					
Relevant Learning Outcomes	Week Due	Weight (Marks)	Time/Number		
		20% (20)		Tests	Assessments
		10% (10)		Tasks	
		0% (0)		Projects / Laboratory.	
		10% (10)		Report	
		10% (10)		Mid-semester Exam	Tests
		50% (50)		Final Exam	
		100%(100 MARKS)		Final Assessment	

Weekly Theoretical Curriculum		
	Material Covered	
Week 1	Sets: definition and basic concepts	
Week 2	Algebraic operations on sets	
Week 3	Algebraic operations on sets	
Week 4	Functions and Limits: definition of a function, types of functions	
Week 5	Limits and continuity	
Week 6	Limits and continuity	
Week 7	Exam	
Week 8	Differentiation, the derivative, laws of the derivative	
Week 9	Differentiation, applied exercises	
Week 10	Using the derivative in management	
Week 11	Curve analysis, increasing and decreasing functions	
Week 12	Maximum values, concavity and inflection points, applied exercises	
Week 13	Integration, basic integration formulas	
Week 14	Integration, basic integration formulas	
Week 15	Vectors and matrices, algebraic operations on matrices and vectors, transpose of a matrix, inverse of a matrix	
Learning and Teaching Resources		
	Text	Available in the Library?
Required Texts	"Principles of Mathematics for Management Students" Prof. Dr. Dhafer Hussein Rashid, 2011	
Recommended Texts	Schaum's Series in Mathematics	
Websites	Multiple online websites related to the course	

MODULE DESCRIPTION FORM

Course Description Form

Module Information				
Course Information				
Module Title	English Language I		Module Delivery	
Module Type	Basic learning activities		☒ Theory ☒ Lecture ☐ Lab ☐ Tutorial ☐ Practical ☐ Seminar	
Module Code	MTV1002			
ECTS Credits	2			
SWL (hr/sem)	50			
Module Level		UGI	Semester of Delivery	
Administering Department		BUSINESS ADMINISTRATION	College	
Module Leader	Haala Greeb Muhisen		e-mail	hala.gharib@alfarabiuc.edu.iq
Module Leader's Acad. Title			Module Leader's Qualification	
Module Tutor			e-mail	
Peer Reviewer Name			e-mail	
Scientific Committee Approval Date			Version Number	

Relation with other Modules			
Relationship with Other Subjects			
Prerequisite module	None	Semester	
Co-requisites module	None	Semester	

Module Aims, Learning Outcomes and Indicative Contents

Course Objectives, Learning Outcomes, and Indicative Content

Module Objectives Course Objectives	1. know students with essential information in the English language in association with reading, writing and speaking skills, and knowing more English vocabulary. 2. To understand pronouns, questions and short answers, tenses (present, past and future), adjective, adverb, prepositions of place, punctuation marks and practicing writing. 3. This module works towards enhancing students' English language competencies along with their technical or professional knowledge. 4. Enhance students' communication skills in English can result in better job opportunities in the future
Module Learning Outcomes Subject Learning Outcomes	The student will have the ability to: 1. Know the English skills of reading, and writing. 2. Recognize other English language skills such as: grammar, vocabulary. 3. Understand and appreciate the importance of grammar aspects and vocabulary to increase the ability of communicating ideas about the English language. 4. Understand pronouns, questions and short answers. 5. Understand tenses present, past and future. 6. Understand adjectives, adverbs, prepositions of place, and punctuation marks. 7. Practicing reading and writing. 8. Enhance students' communication skills in English.
Indicative Contents Indicative Content	Indicative content includes the following. <u>Part A: Parts of Sentence.</u> Pronoun, question and short answer, adjective, adverb, prepositions of place. [14 hrs] <u>Part B: Tenses</u> Past Tense, Present Tense, and Future Tense. [8 hrs] <u>Part C: Reading and Writing</u> Punctuation marks, and practicing writing [8 hrs]

Learning and Teaching Strategies

Teaching and Learning Strategies

Strategies	The main strategies that will be adopted in delivering this module are: - Allow students to actively participate in the learning process with class discussions and exercises that support the initiative. - Use didactic questioning through questions to determine student understanding of the material. - Writing an assignment and report that encourages students to clarify and organize their thinking and independently research and present on a topic.
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Student Workload (SWL)

Student Workload calculated for 15 weeks

Structured SWL (h/sem) Structured student workload per semester	33	Structured SWL (h/w) Structured student workload per week	
Unstructured SWL (h/sem) Unstructured student workload per semester	17	Unstructured SWL (h/w) Unstructured student workload per week	
Total SWL (h/sem) Total student workload per semester	50		

Module Evaluation

Subject Assessment

		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment	Quizzes	2	20% (20)	5, 10	
	Assignments	2	10% (10)	Cont.	
	Projects / Lab.				

	Report	1	10% (10)	14	
Summative assessment	Midterm Exam	2 hours	10% (10)	8	
	Final Exam	3 hours	50% (50)	16	
Total assessment			100% (100 Marks)		

Delivery Plan (Weekly Syllabus)	
Weekly Theoretical Curriculum	
	Material Covered
Week 1	Unit 1: Grammar: Types of Pronouns Vocabulary: Everyday objects, Plurals Reading and Writing Skill
Week 2	Unit 2: Grammar: Pronoun, Questions Vocabulary: Countries, Adjective and Nouns Reading and Writing Skill
Week 3	Unit 3: Grammar: Negatives, Questions and short answer Vocabulary: Jobs, Personal Information Reading and Writing Skill
Week 4	Unit 4: Grammar: Possessive adjectives, Possessive 's, common verbs (1): has/have, love, like, work. Vocabulary: The family, The alphabet Reading and Writing Skill
Week 5	Unit 5: Present Simple, Questions Vocabulary: Sport, Food and Drink, Verb phrase, Languages and nationalities, Adjective + noun. Reading and Writing Skill
Week 6	Unit 6: Grammar: Adverbs of frequency (sometimes, always, never), Questions and Negatives.

	Vocabulary: The Time, Word that go together Reading and Writing Skill
Week 7	Unit 7: Grammar: Question words, Pronouns (subject, object, possessive), that and this. Vocabulary: Adjectives Reading and Writing Skill Grammar: There is/There are, Prepositions of place Vocabulary: Rooms and furniture, Place of town Reading and Writing Skill
Week 8	Mid exam
Week 9	Unit 9: Grammar: Past Simple Tense - regular verbs Vocabulary: years, have, do, go. Reading and Writing Skill
Week 10	Unit 10: Grammar: Past Simple Tense - irregular verbs, Questions and Negatives, Time expression, ago. Vocabulary: Weekend activities, Sport and leisure. Reading and Writing Skill
Week 11	Unit 11: Grammar: can/can't, Adverbs, Request and offers. Vocabulary: Verb + noun, Adjective + noun, Opposite adjective Reading and Writing Skill
Week 12	Unit 12: Grammar: Would like, some and any, like and would like Vocabulary: Places and town, In cafe Reading and Writing Skill
Week 13	Unit 13: Grammar: Present Continuous Tense Vocabulary: Colors, Clothes, Opposite verbs Reading and Writing Skill
Week 14	Unit 14: Grammar: Future Tense, going to Vocabulary: Forms of transport Reading and Writing Skill
Week 15	Grammar: Punctuation Marks, Grammar revision Vocabulary: Vocabulary revision

	Reading and Writing Skill
Week 16	Preparatory week before the final Exam

Learning and Teaching Resources			
Learning and Teaching Resources			
	Text	Available in the Library?	
Required Texts	New Headway Plus/ Beginner, John and Liz Soars, Oxford University Press	No	
Recommended Texts	Understanding and Using English Grammar, 5 th Edition, Betty S. Azar Stacy A. Hagen.	No	
Websites			

Arabic Language (2025–2026)				
Subject Name	Arabic Language		Module Delivery	
Unit Type	S		Theoretical ☐ ☐ Lecture ☐ Laboratory ☐ Educational Program ☐ Practical Seminar ☐	
Unit Code	UN116			
Number of hours according to the ECTS system	2			
SWL (h/semester)	50			
Unit Level	UGI	Delivery Semester		Course 1
Department Code	BA110	College Code		
Head of Department	Mohammed Hassan Rashm	e-mail		
Academic Title of Head of Department	Professor	Unit Leader Qualifications		
Course Instructor	Asst. Lect. Firas Ali Al-Mulla	e-mail	• firas.ali@alfarabiuc.edu.iq	
Peer Reviewer Name		e-mail		
Scientific Committee Approval Date		Version Number		

Relationship with Other Subjects			
Prerequisite Unit	None	Semester	
Co-requisite Unit		Semester	

Course Objectives, Learning Outcomes, and Indicative Content	
Course Objectives	• Correcting students' language in pronunciation and writing. • Diagnosing linguistic, morphological, and grammatical errors in order to reach a correct language free from errors in pronunciation • Examining the secrets of the miraculous nature of the Quranic text and the poetic characteristics of some celebrated texts from the Arabic literary heritage
Subject Learning Outcomes	• The ability to express ideas and feelings in correct language free from linguistic errors • The ability to manage dialogue with various educational, professional, and social levels. • Developing linguistic skills in formulating sentences and using vocabulary correctly. • Developing linguistic skills in formulating sentences and using vocabulary correctly. • Expanding vocabulary and building a linguistic repertoire that enhances the student's ability to express and write
Indicative Content	

Teaching and Learning Strategies	
Strategies	1. Lectures: Course materials are delivered through lecture sessions presented by the instructor on the topics. Lectures aim to guide students and introduce basic concepts and necessary knowledge. 2. Group discussions: Interactive discussion sessions are organized among students on various topics, enhancing interaction and exchange of ideas and opinions, and deepening students' understanding of the materials. 3. Applied examples: Applied examples are used as a teaching tool to clarify 4. Continuous assessment: A variety of assessment tools are used to measure student progress and understanding 5. The material is reviewed via PowerPoint to clarify it for students.

Student Workload calculated for 15 weeks			
	Structured SWL (h/w) Structured student workload per week		Structured SWL (h/sem) Structured student workload per semester
	Unstructured SWL (h/w) Unstructured student workload per week		Unstructured SWL (h/sem) Unstructured student workload per semester
200		Total SWL (h/sem)	
		Total student workload per semester	

Subject Assessment					
Relevant Learning Outcomes	Week Due	Weight (Marks)	Time/Number		
		20% (20)		Tests	Assessments
		10% (10)		Tasks	
		0% (0)		Projects / Laboratory.	

Weekly Theoretical Curriculum					
	Material Covered				
Week 1	Reading, memorizing, and explaining verses from Surah Al-Baqarah from verse 260 to verse 263, and the noble Hadith (				
Week 2	Literary study: the life of the pre-Islamic poet and his ode: 'Ya Abla Ayna Al-Maniyya Mahraabi'				
Week 3	Study of selections from Arabic poetry				
Week 4	Study of Zuhair ibn Abi Sulma's Mu'allaqah				
Week 5	The morphological scale of verb forms				
Week 6	The morphological scale of noun and adjective forms				
Week 7	Study of plurals in language				
Week 8	Study of attributing the verb to pronouns				
Week 9	Mid-term Exam				
Week 10	In-person mid-term exam and electronic mid-term exam				
Week 11	Study of derivatives				
Week 12	Study of solar and lunar letters				
Week 13	Study of punctuation marks				
Week 14	Study of punctuation marks				
Week 15	Study of common linguistic errors				
		10% (10)		Report	Tests
		10% (10)		Mid-semester Exam	
		50% (50)		Final Exam	
		100%(100 MARKS)		Final Assessment	
		100%(100 MARKS)		Final Assessment	

Learning and Teaching Resources		
	Text	Available in the Library?
Required Texts	Textbook: My Language is My Identity	
Recommended Texts	The Holy Quran, books of Arabic heritage in poetry and prose, local novels, stories, and academic journals	
Websites	Research, periodicals, and information technology via the Internet according to course topics	

Second: Subjects of the Second Semester

Course Description Form – Principles of Business Management (2025/2026)			
Subject Name	Principles of Business Management		Module Delivery
Unit Type	C		Theoretical ☐ ☐ Lecture Laboratory ☐ ☐ Educational Program ☐ Practical Seminar ☐
Unit Code	BA1201		
Number of hours according to the ECTS system	8.00		
SWL (h/semester)	200		
Unit Level	UGI	Delivery Semester	Course 2
Department Code	BA110	College Code	
Head of Department	Mohammed Hassan Rashm	e-mail	{ muhammad.hasan@alfarabiuc.edu.iq
Academic Title of Head of Department	Professor	Unit Leader Qualifications	
Course Instructor	Asst. Lect. Ahmed Fadhil Madhi	e-mail	ahmad.fadil@alfarabiuc.edu.iq
Peer Reviewer Name		e-mail	
Scientific Committee Approval Date		Version Number	

Relationship with Other Subjects			
Prerequisite Unit	None	Semester	
Co-requisite Unit		Semester	

Course Objectives, Learning Outcomes, and Indicative Content	
Course Objectives	•
Subject Learning Outcomes	Understanding advanced concepts in management: • Learning about how decision-making is done.

	• Knowing the role of management in developing organizations and communities. • Understanding how to apply each function in various work environments. • Familiarity with motivation theories • How to make a manager • Understanding the work environment and organization: • How to lead and direct employees
Indicative Content	7- Commitment to work ethics: • Developing a deep understanding of work ethics and how to apply them in daily management decisions. • Promoting integrity and transparency in management decision-making. 8- Commitment to fairness and equality: • Promoting the principle of fairness in dealing with employees, colleagues, and clients without discrimination. • Instilling the principle of equal opportunities and fair treatment within the work environment. 9- Respect and appreciation: • Developing students' ability to respect others, including colleagues, clients, and stakeholders. • Promoting values of appreciation for individual and collective efforts in the work environment. Teamwork: • Encouraging cooperation and collective work to achieve shared objectives. • Promoting mutual trust and respect among team members.

Teaching and Learning Strategies	
Strategies	

	Lectures: Course materials are delivered through lecture sessions presented by the instructor in 2. Group discussions: Interactive discussion sessions are organized among students on various topics, enhancing interaction and exchange of ideas and opinions, and deepening students' understanding of the materials. 3. Case studies: Case studies are used as a teaching tool to illustrate practical applications of theoretical concepts and stimulate students to think analytically and make decisions. 4. Continuous assessment: A variety of assessment tools are used to measure student progress and understanding of the materials, including oral and written exams and group activities. 5. The material is reviewed via PowerPoint to clarify it for students.
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Student Workload calculated for 15 weeks			
	Structured SWL (h/w) Structured student workload per week		Structured SWL (h/sem) Structured student workload per semester
	Unstructured SWL (h/w) Unstructured student workload per week		Unstructured SWL (h/sem) Unstructured student workload per semester
200		Total SWL (h/sem)	
		Total student workload per semester	

Subject Assessment					
Relevant Learning Outcomes	Week Due	Weight (Marks)	Time/Number		
		20% (20)		Tests	Assessments
		10% (10)		Tasks	
		0% (0)		Projects / Laboratory.	
		10% (10)		Report	
		10% (10)		Mid-semester Exam	Tests
		50% (50)		Final Exam	
		100%(100 MARKS)		Final Assessment	
		100%(100 MARKS)		Final Assessment	

Weekly Theoretical Curriculum	
	Material Covered
Week 1	Information and decision-making (creativity in decision-making)
Week 2	Types of managers (general managers at the company level, general managers at the business level,
Week 3	Administrative organization (basic principles of administrative organization)
Week 4	Job design / Job design patterns
Week 5	The organizational structure (the importance of the organizing function, organizational design patterns)
Week 6	Human aspects in decisions relating to formulating the organizational structure)
Week 7	The nature and use of authority
Week 8	Management competencies (managerial skills, management values and motivations, management challenges, and the management portfolio
Week 9	Communications
Week 10	Leadership and direction (leading and developing employees)
Week 11	Control
Week 12	Motivation and Incentives
Week 13	Job Satisfaction
Week 14	Functions of Business Organizations
Week 15	Mid-semester Exam

Learning and Teaching Resources		
	Text	Available in the Library?
Required Texts	Textbook: Principles of Management with a Focus on Business Administration, Prof. Dr. Khalil Al-Shammaa 2007, 2010. Business Administration Textbook / Principles, Skills, and Functions Mohammed Mustafa Al-Khashroum / 2005	
Recommended Texts	Iraqi academic journals	
Websites	Research, periodicals, and information technology via the Internet according to course topics	

Course Description Form Statistics for Business Administration (2025/2026)		
Subject Name	Statistics for Business Administration	Module Delivery

Unit Type	Basic learning activities		☒ Theoretical ☐ Lecture Laboratory ☐ ☐ Educational Program ☒ Practical Seminar ☐
Unit Code	BA1202		
Number of hours according to the ECTS system	6		
SWL (h/semester)	150		
Unit Level	1	Delivery Semester	
Department Code	BA110	College Code	
Head of Department	Prof. Dr. Mohammed Hassan Rashm	e-mail	muhammad.hasan@alfarabiuc.edu.iq
Academic Title of Head of Department	Professor	Unit Leader Qualifications	Ph.D
Course Instructor	Prof. Dr. Mohammed Hassan Rashm	e-mail	muhammad.hasan@alfarabiuc.edu.iq
Peer Reviewer Name		e-mail	
Scientific Committee Approval Date		Version Number	

Relationship with Other Subjects			
Prerequisite Unit	None	Semester	
Co-requisite Unit	None	Semester	None

Course Objectives, Learning Outcomes, and Indicative Content	
Course Objectives	1. Understanding basic statistical concepts. Students must be able to define and explain basic terminology 2. Mastering data collection methods. Students must be able to identify appropriate data collection methods 3. Presenting and summarizing data effectively. Students must be able to create different data visualizations

	4. Calculating and interpreting measures of central tendency. Students must be able to calculate and understand the meaning of the mean 5. Calculating and interpreting measures of dispersion. Students must be able to calculate and understand the meaning of range and variance 6. Understanding moments and their applications: 7. Defining and calculating ordinary and factorial moments and understanding their importance in statistical analysis. 8. Calculating absolute moments and interpreting their importance in describing the distribution of a data set. 9. Calculating and interpreting measures of absolute deviation and measures of relative deviation to evaluate the shape of the distribution. 10. Understanding the concept of kurtosis and how to use it to describe the flattening of the distribution relative to the normal distribution. 11. Understanding and calculating simple linear correlation to measure the strength and direction of the linear relationship between two variables.
Subject Learning Outcomes	1. Defining statistics and explaining its role in various fields. 2. Identifying different types of data (qualitative, quantitative, nominal, ordinal, interval, ratio). 3. Collecting data using appropriate methods (surveys, experiments, observations). 4. Organizing and summarizing data using frequency distributions, tables, and charts. 5. Calculating and interpreting measures of central tendency (mean, median, mode). 6. Explaining the characteristics of measures of central tendency and their appropriate use. 7. Calculating and interpreting measures of dispersion (range, variance, standard deviation). 8. Explaining the characteristics of dispersion measures and their relationship to central tendency. 9. Learning about the concept of moments in statistics and their importance in describing the shape of the distribution. 10. Defining factorial moments and distinguishing them from ordinary moments. 11. Interpreting moments in terms of mean, variance, skewness, and kurtosis. 12. Learning the concept of absolute moments and their role in measuring the dispersion of data. 13. Defining absolute deviation and applying it to measure the asymmetry of data distributions.

	14. Comparing different types of deviation measures and understanding their limitations. 15. Understanding the concept of relative deviation and using it to compare distributions with different scales. 16. Defining kurtosis and its importance in describing the peakedness or flatness of a data distribution. 17. Calculating and interpreting kurtosis values, and distinguishing between distribution shapes. 18. Calculating and interpreting simple correlation. 19. Calculating and interpreting attribute correlation. 19. Applying statistical concepts to real-world problems and analyzing data from different sources.
Indicative Content	1. The concept of statistics: definition and importance, applications of statistics in various fields 2. Types of data: qualitative and quantitative data, and levels of measurement (nominal, ordinal, interval, ratio) 3. Data collection methods: sampling techniques (simple random, stratified, systematic, cluster), census 4. Data quality: 5. Tables and charts: bar charts, graphs, pie charts, and 6. Graphical presentations: choosing the appropriate chart for different data 7. Measures of central tendency: mean, median, mode, characteristics, and interpretations 8. Measures of dispersion (variance): range, variance, standard deviation, coefficient of variation, characteristics, and interpretations 9. Ordinary moments: definition of moments, calculation of moments (raw and central), interpretation of moments in the distribution 10. Factorial moments: understanding factorial moments, differences between ordinary and factorial moments 11. Absolute moments: definition and importance of absolute moments, calculation of absolute moments, use in data 12. Measures of absolute deviation: understanding deviation (left, right, symmetric), calculating absolute deviation, applying 13. Measures of relative deviation: the difference between absolute and relative deviation, calculating relative deviation, interpretation

	14. Kurtosis: definition and importance of kurtosis, applications in risk management and financial modeling 15. Simple linear correlation: correlation coefficient, interpretation of correlation values, applications and limitations 16. Attribute correlation: types of attribute correlation coefficient by type of contingency table.
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Teaching and Learning Strategies	
Strategies	1. Active learning: ○ Classroom discussions: encouraging open discussions and debates about statistical concepts. ○ Case studies: using real-world examples to illustrate statistical applications. 2. Real-world applications: ○ Connecting to other topics: linking statistical concepts to other topics students are studying (e.g., ○ Real-world data: using real data sets for exercises. 3. Practical activities: ○ Data collection: ask students to collect their own data (e.g., a survey of classmates' ○ Data visualization: creating charts and graphs to represent data. 4. Problem-solving-based learning: ○ Presenting scenarios: providing students with real-world scenarios requiring statistical analysis. ○ Guided discovery: guiding students through the process of identifying relevant statistical concepts and techniques. 5. Integrating technology: ○ Online resources: making use of online resources for exercises and interactive simulations. 6. Assessment and feedback: Variety of assessments: use a mix of assessments, including quizzes and Providing feedback: provide constructive and timely feedback on student work. Student Learning Strategies 1. Active participation: participate in classroom discussions, group work, and practical activities. 2. Regular practice: solve problems and practical exercises to reinforce understanding. 3. Using resources: benefit from textbooks and online resources.

	4. Seeking help: do not hesitate to ask questions or seek help from the teacher or classmates.
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Student Workload calculated for 15 weeks			
4.2	Structured SWL (h/w) Structured student workload per week	63	Structured SWL (h/sem) Structured student workload per semester
5.8	Unstructured SWL (h/w) Unstructured student workload per week	87	Unstructured SWL (h/sem) Unstructured student workload per semester
150		Total SWL (h/sem)	
		Total student workload per semester	

Subject Assessment					
Relevant Learning Outcomes	Week Due	Weight (Marks)	Time/Number		
		20% (20)		Tests	Assessments
		10% (10)		Tasks	
		0% (0)		Projects / Laboratory.	
		10% (10)		Report	
		10% (10)		Mid-semester Exam	Tests
		50% (50)		Final Exam	
		100%(100 MARKS)		Final Assessment	

Weekly Theoretical Curriculum	
	Material Covered
Week 1	The Concept of Statistics
Week 2	Data Collection
Week 3	Samples
Week 4	Data Classification and Tabulation
Week 5	Data Classification and Tabulation
Week 6	Data Presentation
Week 7	Mathematical Terminology and Symbols
Week 8	Exam
Week 9	Measures of Central Tendency
Week 10	Measures of Central Tendency
Week 11	Measures of Dispersion
Week 12	Measures of Dispersion
Week 13	Measures of Absolute Skewness, Relative Skewness, and Kurtosis
Week 14	Simple Linear Correlation
Week 15	Attribute Correlation

Learning and Teaching Resources		
	Text	Available in the Library?
Required Texts	- Statistics, Mahmoud Al-Mashdani, Amir Hanna Hermiz, 1989	
Recommended Texts	Schaum's Series in Principles of Statistics	
Websites	None	

Course Description Form – Principles of Financial Accounting 2 (2025/2026)			
Subject Name	Principles of Accounting 2	Module Delivery	
Unit Type	Basic learning activities	☒ Theoretical ☐ Lecture ☐ Laboratory ☐ Educational Program ☒ Practical ☐ Seminar	
Unit Code	BA1203		
Number of hours according to the ECTS system	6		
SWL (h/semester)	150		
Unit Level		Delivery Semester	2

Department Code	BA110	College Code	
Head of Department	Prof. Dr. Mohammed Hassan Rashm	e-mail	muhammad.hasan@alfarabiuc.edu.iq
Academic Title of Head of Department	Professor	Unit Leader Qualifications	Ph.D
Course Instructor	Hassan Ali Kadhim	e-mail	hasan.ali5@alfarabiu
Peer Reviewer Name		e-mail	
Scientific Committee Approval Date		Version Number	

Relationship with Other Subjects			
Prerequisite Unit	None	Semester	
Co-requisite Unit	None	Semester	None

Course Objectives, Learning Outcomes, and Indicative Content	
Course Objectives	Teaching the student and equipping them with cognitive skills, theoretically and practically, on the concept of the principles of financial accounting and how
Subject Learning Outcomes	1- The concept, types, and characteristics of commercial papers. 2- Accounting treatments for issued and received checks 3- The concept of the bill of exchange (payable and receivable bills) 4- Cases of dealing with bills of exchange and accounting methods for them. 5- Learning about the concept of fixed assets and their characteristics. 6- Knowing the methods of accounting recording for fixed assets. 7- Learning how to calculate depreciation and methods of recording it.

	8- Knowing the cases of recording the sale of fixed assets. 9- Learning about the cases of replacing similar and dissimilar fixed assets. 10- The concept and nature of financial accounts. 11- The concept and nature of financial statements. 12- Preparing the trading account. 13- Preparing the profit and loss account. 14- Preparing the statement of financial position (balance sheet) 15- Explaining the concept and types of accounting errors. 16- Identifying the accounting treatments for correcting errors. 17- Preparing adjusting entries. 18- Preparing the adjusted trial balance			
Indicative Content	1- Applying the principle of fairness and equality: applying the principle of fairness and equality in dealing with everyone without discrimination. 2- Ethical commitment and integrity: promoting ethical values in work and promoting integrity and transparency.			
	<table border="1"> <thead> <tr> <th colspan="2" data-bbox="644 1111 1461 1167">Teaching and Learning Strategies</th></tr> </thead> <tbody> <tr> <td data-bbox="644 1167 895 2033">Strategies</td><td data-bbox="895 1167 1461 2033"> .1. Interactive classroom discussions and case studies from the real world 2. Linking accounting to other topics and using real data from financial markets 3. Working in groups within the lesson to encourage cooperation among students 4. Real-world scenarios for solving accounting problems and guided discovery to develop problem-solving skills 5. Assessment and feedback: • Commitment to attendance and completing assignments • Interaction within the lesson • Written exams • Daily assignments • Direct assessment within the lesson • Report submission 6. Student learning strategies </td></tr> </tbody> </table>	Teaching and Learning Strategies		Strategies
Teaching and Learning Strategies				
Strategies	.1. Interactive classroom discussions and case studies from the real world 2. Linking accounting to other topics and using real data from financial markets 3. Working in groups within the lesson to encourage cooperation among students 4. Real-world scenarios for solving accounting problems and guided discovery to develop problem-solving skills 5. Assessment and feedback: • Commitment to attendance and completing assignments • Interaction within the lesson • Written exams • Daily assignments • Direct assessment within the lesson • Report submission 6. Student learning strategies			

		• The interactive method in delivering lectures • Student participation in dialogue through direct question-and-answer.
	3- Promoting a culture of respect and appreciation: promoting values of respect and appreciation for others and encouraging individual and collective efforts. 4- Promoting team spirit and collective work: encouraging cooperation and teamwork to achieve shared goals and promoting	

Student Workload calculated for 15 weeks			
	Structured SWL (h/w) Structured student workload per week		Structured SWL (h/sem) Structured student workload per semester
	Unstructured SWL (h/w) Unstructured student workload per week		Unstructured SWL (h/sem) Unstructured student workload per semester
		Total SWL (h/sem)	
		Total student workload per semester	

Subject Assessment					
Relevant Learning Outcomes	Week Due	Weight (Marks)	Time/Number		
		20% (20)		Tests	Assessments
		10% (10)		Tasks	
		0% (0)		Projects / Laboratory.	
		10% (10)		Report	
		10% (10)		Mid-semester Exam	Tests
		50% (50)		Final Exam	
		100%(100 MARKS)		Final Assessment	

Weekly Theoretical Curriculum	
	Material Covered
Week 1	• Commercial papers
Week 2	○ Commercial papers
Week 3	• Commercial papers
Week 4	○ Commercial papers
Week 5	Fixed assets: purchase, depreciation, sale, and replacement
Week 6	Fixed assets: purchase, depreciation, sale, and replacement
Week 7	Fixed assets: purchase, depreciation, sale, and replacement
Week 8	Fixed assets: purchase, depreciation, sale, and replacement
Week 9	Final accounts and financial statements
Week 10	Final accounts and financial statements
Week 11	Final accounts and financial statements
Week 12	Final accounts and financial statements
Week 13	Correcting errors, adjusting entries, and the adjusted trial balance
Week 14	Correcting errors, adjusting entries, and the adjusted trial balance
Week 15	Correcting errors, adjusting entries, and the adjusted trial balance

Learning and Teaching Resources		
	Text	Available in the Library?
Required Texts	- Principles of Financial Accounting by Prof. Dr. Saad Ahmed Mohammed Al-Ani and Asst. Prof. Dr. Hakeem Hammoud Flayyih Al-Sa supporting books and other references Other references	
Recommended Texts		
Websites	None	

English Reading in Business (2026 / 2025)			
Material Name	English Reading in Business		Module Delivery
Unit Type	C		☐ Theory ☒ Lecture ☐ laboratory ☒ Tutorial ☐ practical ☐ Symposium
Unit Code	BA1101		
Number of hours according to the ECTS system	5.00		
SWL Hour/Semester	125		
Unit level	UGI 2	Delivery Semester	2
Scientific Department Code	BA1204	College Code	
Head of Department	Prof. dr. Mohammad.H.Rashem	e-mail	muhammad.hasan@alfarabiuc.edu.iq
Scientific title of the head of the department		m	
Subject lecturer	Prof. dr.HanaaAbedughafar	e-mail	hanaa.abedughafar@alfarabiuc.edu.iq
Name of peer references		e-mail	
Date of approval of the Scientific Committee		Version number	

Relationship with other subjects			
Prerequisites Unit	None	Semester	
Common Requirements Unit		Semester	

Course objectives, learning outcomes and instructional contents

Course Objectives	• Introducing students to the basic concepts and principles of management: Students learn about the main concepts and basic principles that form the basis for understanding management as a science and as a practice. • Enhancing decision-making ability: This course helps students develop the ability to make effective and informed decisions in the context of management and organization. • Motivating students to think critically and creatively in the field of management: This course encourages students to think critically and creatively in solving management problems and developing new strategies to achieve institutional goals.
Learning outcomes of the course	Understanding the basic concepts in management: • Identify the concept of management and its importance in achieving organizational goals. • Understand basic management terms such as planning, organizing, leading, and controlling. Familiarity with management functions: • Learn the basic steps and functions of management (planning, organizing, directing, and controlling). • Understand how to apply each function in different work environments. Familiarity with management theories: • Identify major management theories (such as classical theory, human relations theory, modern theory). • Understand how management thought has evolved over time. Understanding the work environment and Organizing: • Understand the factors that affect the internal and external work environment. • Familiarity with the importance of organizational culture and its impact on institutional performance. Understanding leadership skills and decision-making: • Identify the characteristics of effective leadership and its role in management. • Understand the decision-making process and its various stages.
Indicative Contents	1. Commitment to work ethics: • Develop a deep understanding of work ethics and how to apply them in daily administrative decisions. • Promote integrity and transparency in administrative decision-making. 2. Commitment to justice and equality:

	• Promote the principle of justice in dealing with employees, colleagues and customers without discrimination. • Establish the principle of equal opportunities and fair treatment within the work environment. 3. Respect and appreciation: • Develop students' ability to respect others, including colleagues, customers and stakeholders. • Promote the values of appreciation for individual and collective efforts in the work environment. 4. Teamwork: • Encourage cooperation and teamwork to achieve common goals. • Enhance mutual trust and respect among team members.
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Learning and Teaching Strategies	
Strategies	1. Lectures: The course materials are delivered through lecture sessions given by the instructor in the subjects. The lectures aim to guide the students and provide the basic concepts and necessary knowledge. 2. Group discussions: Interactive discussion sessions are organized among the students on different a topic, which enhances interaction, exchange of ideas and opinions, and enhances the students' understanding of the material. 3. Case studies: Case studies are used as a teaching tool to illustrate the practical applications of theoretical concepts and motivate students to think analytically and make decisions. 4. Continuous assessment: a variety of assessment methods are used to measure students' progress and understanding of the material, including tests, projects, and group activities. 5. The material is presented using Power point to explain the material to the students.

The student's academic load is calculated for 15 weeks			
	Structured SWL (h/w) Regular student load per week		Structured SWL (h/sem) Regular academic load of the student during the semester
	Unstructured SWL (h/w) Irregular student academic load per week		Unstructured SWL (h/sem) Irregular academic load of the student during the semester
			Total SWL (h/sem)
			The student's total academic load during the semester

Course Evaluation					
Related learning outcomes	Week due	Weight (marks)	Time/N umber		
LO #2 and #14		20% (20)		auditions	evalua tions
LO #3 and #13		10% (10)		Tasks	
All		0% (0)		Projects/Laboratory.	
LO #5 and #10		10% (10)		Report	
LO #1 - #6		10% (10)		Mid-term Exam	auditi ons
All		50% (50)		Final Exam	
		100%(100 MARKS)		Final Assessment	

Theoretical Weekly Curriculum		
	Material Covered	
First week	Definition of management and the functions of the organization (a conceptual introduction to management and the manager, the concept of management and the manager, approaches to studying management, the activities of the facility, the challenges facing contemporary management)	
Second week	Understanding the role of the manager and the duties he performs and how he manages them (the tasks and skills of the manager, administrative skills, the roles of the manager, the functions of the manager)	
Third week	The development of management thought/ understanding the development of the concept of management over time and which of those schools can be adopted (the development of management thought: the classical school, the scientific management school, the school of management divisions, the bureaucratic school)	
Fourth week	Understanding the development of the concept of management over time and which of these schools can be adopted (the humanistic school, the studies of Hawthorne and Elton Mayo, the study of Follett, the study of Chester Barnard, Douglas McGregor and the theory of (x) and (y))	
Fifth week	Understanding modern management approaches and models that can be applied in practical settings (Contemporary School, Open Systems Theory, Quantitative Management, and Japanese Management)	
Week Six	Management in the changing environment/ Environmental surface composition Identifying the general and specific environment and how to separate them and the relationship between them (management environment, concept of environment and its types, specific environment and its components, general environment and its components, mutual impact between the organization and the work environment)	

Week seven	Exploring organizational boundaries: the nature of environmental scanning or foresight, dynamic versus stable environments, environmental scanning procedures, and addressing and managing change: adaptive management, and the positive attributes of organizations and their management.	
Week eight	Understanding how objectives are defined and their requirements (organizational goals and managerial planning, organizational purpose and mission, objectives and aims, types of organizational goals, the importance of goals, and the requirements for goal setting).	
Week Nine	Management by Objectives: the key steps in the Management by Objectives process, and the advantages and disadvantages of the Management by Objectives approach.	
Week Ten	Learning how to plan at the individual level, then at the organizational level, and how to develop a strategic plan. Strategic planning (the concept of strategy, key factors in determining strategy, components of corporate strategy, uncertainty, and Diligence).	
Week Eleven	Steps to making strategic decisions Strategy levels	
Twelfth week	Learn how to prepare operational plans and what tools are used in that (defining and mastering the nature of planning, why management tends towards planning, types of operational plans, activity and time)	
Thirteenth week	Types of plans according to their action (tactical plans, existing plans, single-use plans)	
Fourteenth week	Organizing the planning function Organizational components and planning practice Planning introductions, planning obstacles and treatments, situational planning.	
Fifteenth week	Cost of goods sold	

Learning and Teaching Resources		
	Text	Available in the Library?

Required Texts	Course Book: Principles of Management with a Focus on Business Administration, Prof. Dr. Khalil Al-Shamaa, 2007, 2010. Business Administration Book/ Principles, Skills and Functions Muhammad Mustafa Al-Khashrom/ 2005	
Recommended Texts	Iraqi Academic Journals	
Websites	Research, Periodicals and Information Technology via the Internet according to the course topics.	

Course Description Form – Fundamentals of Computer Science (2025/2026)			
Subject Name	Fundamentals of Computer Science		Module Delivery
Unit Type	B		Theoretical ☐ ☐ Lecture ☐ Laboratory ☐ Educational Program ☐ Practical Seminar ☐
Unit Code	UN125		
Number of hours according to the ECTS system	3		
SWL (h/semester)	48		
Unit Level	UGI	Delivery Semester	Course 1
Department Code	BA1201	College Code	
Head of Department	Prof. Dr. Mohammed Hassan Rashm	e-mail	muhammad.hasan@alfarabiuc.edu.iq
Academic Title of Head of Department	Professor	Unit Leader Qualifications	
Course Instructor	Asst. Prof. Dr. Sinan Ali	e-mail	muhammad.hasan@alfarabiuc.edu.iq
Peer Reviewer Name		e-mail	
Scientific Committee Approval Date		Version Number	

Relationship with Other Subjects			
Prerequisite Unit	None	Semester	
Co-requisite Unit		Semester	

Course Objectives, Learning Outcomes, and Indicative Content	
Course Objectives	- Introducing the student to the Windows 10 operating system: students learn about the key concepts and fundamental principles of the system - Introducing students to the basic concepts and principles of Microsoft Word: students learn about the key concepts and fundamental principles - Enhancing typing ability: this subject helps students develop the ability to type in Microsoft Word

	Motivating students toward creativity in typing operations: this subject encourages students toward creativity in typing
Subject Learning Outcomes	0. Developing the student's computer skills. 1. To enhance students' understanding of the role of technology in learning processes and to use it effectively in development 2. Developing the ability to type in Microsoft Word.
Indicative Content	• Introduction to Windows 10 • The Start Menu • Microsoft Word 2010 • File Tab • Insert Tab • Header & Footer Group • Text Group • References Tab • Mailings Tab • Review Tab

Teaching and Learning Strategies	
Strategies	1. Enhancing the use of technology in learning: the program aims to enhance students' understanding of the role of technology in 2. Lectures: course materials are delivered in the form of lectures by the instructors. 3. Discussions: discussions about the lecture take place between instructors and students. 4. Laboratory: practical application for students to develop their computer skills, diagnose errors, and work on 5. Continuous assessment: for students in the form of oral or written questions and answers. 6. Material review: explanation on the board to clarify some items, as well as reviewing the material via POWER POINT

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Student Workload calculated for 15 weeks			
3	Structured SWL (h/w) Structured student workload per week	48	Structured SWL (h/sem) Structured student workload per semester
1	Unstructured SWL (h/w) Unstructured student workload per week	27	Unstructured SWL (h/sem) Unstructured student workload per semester
75		Total SWL (h/sem)	
		Total student workload per semester	

Weekly Curriculum	
	Material Covered
Week 1	Introduction: introduction to the computer (definition of the computer, operating system, program)
Week 2	Algorithm, data and information, the binary number system, units of digital data representation
Week 3	A brief historical overview of computer development (mechanical, digital electronic, personal)
Week 4	Types of computers (laptop, tablet, wearable, server) and the companies that make them
Week 5	Computer components: Hardware components and Software components
Week 6	Physical parts of the computer: input devices (keyboard, mouse, touchpad, scanner)
Week 7	Exam
Week 8	Output devices (monitor, speakers, data projector, printer)
Week 9	The computer case / system unit: motherboard, central processing unit, fan
Week 10	Memory (permanent, RAM, secondary), power supply, video card, ports
Week 11	Software entity: operating system, programming languages, application software, smart systems
Week 12	Ethics of the digital world: etiquette, digital citizenship
Week 13	Legal violations in the digital world and risks (viruses, espionage, hacking)
Week 14	Protection in the digital world: protection steps and cybersecurity
Week 15	Computer health hazards and methods of prevention

Subject Assessment

Relevant Learning Outcomes	Week Due	Weight (Marks)	Time/Number		
		20% (20)		Tests	Assessments
		10% (10)		Tasks	
		0% (0)		Projects / Laboratory.	
		10% (10)		Report	
		10% (10)		Mid-semester Exam	Tests
		50% (50)		Final Exam	
		100%(100 MARKS)		Final Assessment	
		100%(100 MARKS)		Final Assessment	

Learning and Teaching Resources		
	Text	Available in the Library?
Required Texts	Computer Fundamentals and Office Applications (Part Two)	
Recommended Texts		
Websites		

Course Description Form – Democracy and Human Rights (2025/2026)			
Subject Name	Democracy and Human Rights		Module Delivery
Unit Type	S		Theoretical ☐ ☐ Lecture ☐ Laboratory ☐ Educational Program ☐ Practical Seminar ☐
Unit Code	UN126		
Number of hours according to the ECTS system	2		
SWL (h/semester)	50		
Unit Level	UGI	Delivery Semester	Course 2
Department Code	BA12	College Code	
Head of Department	Prof. Dr. Mohammed Hassan Rashm	e-mail	muhammad.hasan@alfarabiuc.edu.iq

Academic Title of Head of Department	Professor	Unit Leader Qualifications	
Course Instructor	Asst. Lect. Issa Ayyal Salih	e-mail	isa.ayal@alfarabiuc.edu.iq
Peer Reviewer Name		e-mail	
Scientific Committee Approval Date		Version Number	

Relationship with Other Subjects			
Prerequisite Unit	None	Semester	
Co-requisite Unit		Semester	

Course Objectives, Learning Outcomes, and Indicative Content	
Course Objectives	- Developing the desire to learn - Instilling a spirit of initiative - Promoting cooperation and perseverance - The ability to understand correct information - The ability to retrieve information Self-confidence and verifying information sources
Subject Learning Outcomes	A consistent set of knowledge, skills, and values acquired by the student after successfully completing the academic program
Indicative Content	

Teaching and Learning Strategies	
Strategies	1. Lectures: Course materials are delivered through lecture sessions presented by the instructor on the topics. Lectures aim to guide students and introduce basic concepts and necessary knowledge. 2. Group discussions: Interactive discussion sessions are organized among students on various topics, enhancing

	interaction and exchange of ideas and opinions, and deepening students' understanding of the materials. 3. Applied examples: Applied examples are used as a teaching tool to clarify 4. Continuous assessment: A variety of assessment tools are used to measure student progress and understanding 5. The material is reviewed via PowerPoint to clarify it for students.
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Student Workload calculated for 15 weeks			
	Structured SWL (h/w) Structured student workload per week		Structured SWL (h/sem) Structured student workload per semester
	Unstructured SWL (h/w) Unstructured student workload per week		Unstructured SWL (h/sem) Unstructured student workload per semester
50		Total SWL (h/sem)	
		Total student workload per semester	

Subject Assessment					
Relevant Learning Outcomes	Week Due	Weight (Marks)	Time/Number		
		20% (20)		Tests	Assessments
		10% (10)		Tasks	
		0% (0)		Projects / Laboratory.	
		10% (10)		Report	
		10% (10)		Mid-semester Exam	Tests
		50% (50)		Final Exam	
		100%(100 MARKS)		Final Assessment	
		100%(100 MARKS)		Final Assessment	

Weekly Theoretical Curriculum	
	Material Covered
Week 1	The Conceptual Framework of Human Rights
Week 2	Human Rights
Week 3	Violation of Rights
Week 4	International Covenants
Week 5	Covenants
Week 6	Exam
Week 7	The Principle of Separation of Powers
Week 8	Generations of Human Rights
Week 9	The Internet and Human Rights
Week 10	Exam
Week 11	Means of Protecting Human Rights
Week 12	Refugees
Week 13	Fundamental Rights
Week 14	Corruption
Week 15	Elections

Learning and Teaching Resources		
	Text	Available in the Library?
Required Texts	Textbook: Democracy and Human Rights, 2023	
Recommended Texts		
Websites	Research, periodicals, and information technology via the Internet according to course topics	