

Republic of Iraq
Ministry of Higher Education & Scientific Research
Supervision and Scientific Evaluation Directorate
Quality Assurance and Academic Accreditation
International Accreditation Dept.





Academic Program Specification Form for the Academic Year 2023-2022

University: Al-Kitab University
College: Administrative and Financial Sciences
Number of Departments in the College: 3

Date of Form Completion: 2022/10/18

Dean's Name
Prof. Dr. Sami tTh.mehel
Date
Signature


Dean's Assistant for
Scientific Affairs
Dr. Shamel Mahmood
Mohammed
Date:
Signature

The College Quality Assurance
and University Performance
Manager Dr. Ahmed Shouan
Date: 7/11/2023
Signature 

Quality Assurance and University Performance Manager
Date: / / 2022
Signature





TEMPLATE FOR PROGRAMME SPECIFICATION

Higher education institutions performance review

PROGRAMME SPECIFICATION

The Department of Business Administration is one of the departments in the College of Administrative and Financial Sciences, and its academic program provides students with knowledge, administrative, financial and accounting sciences that will prepare graduates to be capable of working in production and service business organizations. In addition, providing them with auxiliary skills in the field of computer, English language, quantitative, statistical and research methods. Moreover, ensuring a period of Practical training for state agencies during the summer vacation.

1. Teaching Institution	Al-Kitab University
2. University Department/Centre	Business Administration
3. Program Title	Business Administration
4. Title of Final Award	Bachelor
5. Modes of Attendance offered	Courses
6. Accreditation	Ministry of higher education and scientific research
7. Other external influences	Library
8. Date of production/revision of this specification	1811012022
9. Aims of the Programme	
The department seeks to meet the needs of various economic sectors in terms of outputs represented by qualified, well-prepared staff and familiar with the use of administrative systems and the application of modern theories in practical reality and through the use of modern technologies in commercial, economic and banking work. Those people will have the ability to provide scientific, modern, advisory	

and educational services in light of the needs of the current and future society. The department also aims to:

- 1- Preparing an administrative staff who are capable of performing tasks assigned to them in the future.
- 2- Maintaining the scientific level of the department through attracting and maintaining the scientific competencies.
- 3- Ensuring the deepening of the scientific aspect to support the theoretical study and providing requirements for that.
- 4- Encouraging the educational staff to conduct research in the field of specialization.

10. Learning Outcomes, Teaching, Learning and Assessment Methods

A. Knowledge and Understanding

- A1. Knowledge, preparing efficient Staff capable of managing government and commercial institutions to serve society and the economy.
- A2. Assimilation, enabling the student to understand the principles and administrative assumptions and the ability to prepare qualified staff capable of serving the government sector.
- A3. Application, enabling the student to plan, organize and control institutions and companies.
- A4. Analysis, enabling the student to know strategic plans and how to deal with future business.

B. Subject-specific skills

- B1. Appropriate and sufficient qualification to assume the responsibility of the profession as administrators, whether in the public or private sector.
- B2. Practice that enables the student to apply the administrative regulations in force in government institutions within the jurisdiction.
- B3. Proficiency, developing and developing the financial and administrative skills and capabilities of the graduates of the department.
- B4. Creativity, the student's ability to provide administrative and organizational services and make plans in government sectors and society in particular.

Teaching and Learning Methods

- Lectures
- Assignments

Assessment methods

- Quizzes
- Monthly Exams
- Mid-term and Final Exams

C. Thinking Skills

C1. Receiving, attracting the student's attention to the department and his desire to join, through seminars introducing the importance of the department and the role of the philanthropists in the practical trick.

C2. Response, the student's admiration for the oath and his desire to join it, conviction and complete satisfaction with his choice and preference over another department.

C3. Evaluation and value judgment, the student's compliance with the department's instructions and the development of his relationships with his colleagues in order to maintain the department's reputation and level, and making the necessary efforts by the student to understand the course.

C4- Seeking to invest in the relations of joint cooperation between the corresponding scientific departments.

Teaching and Learning Methods

- Continuous Guidance
- Open and on-going discussions.

Assessment methods

- Continuous observation of the student by lectures
- On-going student interviews
- Continuous open discussions with students

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

D1. The student's skills in organization and planning in public and private institutions.

D2. Teamwork skills

D3. Skills in preparing strategic plans and all kinds of reports that serve project management and society.

D4. Skills in writing scientific reports, and discussing them for the purpose of evaluation.

D5. Skills of dividing time according to the problem to be solved.

D6. Field skills through the (summer training program), which is implemented by students at the end of the third stage.

Teaching and Learning Methods

- The student should conduct the summer training curriculum,
- Scientific reports, and
- Open discussions.

Assessment Methods

- The student should conduct the summer training curriculum,
- Scientific reports, and
- Open discussions.

11. Programme Structure					12. Awards and Credits
Level/ Year	Course or Module Code	Course or Module Title	Credit rating		
			T	P	
First-1st semester	DBA21101	Principles of business administration I	3	-	Bachelor Degree Requires (x) credits
	DBA11102	Principles of economics I	2	-	
	DBA11103	Principles of accounting I	3	-	
	KTB01104	Computer I (Microsoft office)	1	2	
	KTB01105	Mathematics for Business	3	-	
	KTB01106	Arabic language	2	-	
	DBA11107	English Readings uin Bsiness	2	-	
First-2nd Semester	DBA22108	Principles of business administration II	3	-	
	DBA12109	Principles of economics II	3	-	
	DBA12110	Principles of accounting II	3	-	
	KTB02111	Computer II (Microsoft office)	2	2	
	KTB02112	Statistics for Business	3	-	
	KTB02113	Human Rights and Democracy	2	-	
	DBA12114	Commercial corresponding E	2	-	

Second-1st semester	DBA21215	Marketing management	3	-	
	DBA21216	Human resource management	3	-	
	DBA21217	Organization theory	3	-	
	DBA11218	Intermediate accounting	2	-	
	DBA11219	Commercial law	3	-	
	DBA21220	Inventory and materials management	2	-	
	KTB01221	Computer practical I (Microsoft Excel)	1	2	
Second-2nd semester	DBA22222	Marketing research	2	-	
	DBA21223	Intellectual capital management	2	-	
	DBA21224	Organizational behaviour	3	-	
	DBA11225	Financial Accounting	2	-	
	DBA11226	Electronic commerce	2	-	
	DBA21227	Supply chain management	2	-	
	KTB01228	Computer practical II (Microsoft Excel)	1	2	
Third-1st semester	DBA21329	Financial management I	3	-	
	DBA21330	Strategic management	3	-	
	DBA21331	Banking Management	3	-	
	DBA11332	Cost accounting I	3	-	
	DBA11333	Quantitative methods by QSB	1	2	

	DBA21334	Project management	3	-	
	DBA11335	Business economics	2	-	
Third-2nd semester	DBA22336	Financial management II	3	-	
	DBA22337	Strategic thinking	2	-	
	DBA22338	Insurance management	3	-	
	DBA12339	Operation research	1	2	
	DBA12340	Cost accounting II	3	-	
	DBA12341	Microsoft Project	1	2	
	DBA12342	Feasibility Study	2	-	
Fourth-1st semester	DBA21443	Production and operation management	3	-	
	DBA21444	International business management	3	-	
	DBA11445	Managerial Information Technology	3	-	
	KTB01446	Research methodology	2	-	
	DBA11447	Governmental Contracts management	2	-	
	DBA11448	Risk management	2	-	
Fourth-2nd semester	DBA22449	Quality Management	3	-	
	DBA22450	Knowledge management	3	-	
	DBA12451	Corporate governance	2	-	
	DBA12452	Graduation Project	-	2	

	DBA12453	Negotiation management	2	-	
	DBA12454	Investment portfolio management	3	-	

13. Personal Development Planning

Following the college's policy and plans for development.

14. Admission criteria.

Associated with the Ministry of Higher Education and Scientific Research

15. Key sources of information about the programme

Iraqi governmental universities and Arabic and international universities related to the specialization of financial and banking sciences

Curriculum Skills Map

please tick in the relevant boxes where individual Programme Learning Outcomes are being assessed

				Programme Learning Outcomes															
Year / Level	Course Code	Course Title	Core (C) Title or Option (O)	Knowledge and understanding				Subject-specific skills				Thinking Skills				General and Transferable Skills (or) Other skills relevant to employability and personal development			
				A1	A2	A3	A4	B1	B2	B3	B4	C1	C2	C3	C4	D1	D2	D3	D4
First-1st semester	DBA21101	Principles of business administration I	C	✓	✓	✓	✓	✓	✓	✓		✓	✓			✓	✓	✓	✓
	DBA11102	Principles of economics I	O	✓	✓	✓	✓	✓	✓	✓		✓	✓			✓	✓	✓	✓
	DBA11103	Principles of accounting I	C	✓	✓	✓/		✓	✓	✓	✓	✓	✓			✓	✓	✓	✓
	KTB01104	Computer I (Microsoft office)	O	✓	✓	✓	✓	✓	✓	✓		✓	✓			✓	✓	✓	✓
	KTB01105	Mathematics for Business	C	✓	✓	✓	✓	✓	✓	✓		✓	✓			✓	✓	✓	✓

	KTB01106	Arabic language	0	✓	✓	✓	✓	✓	✓	✓		✓	✓			✓	✓	✓	✓	
	DBA11107	English Readings in Business	0	✓	✓	✓		✓	✓	✓		✓	✓			✓	✓	✓	✓	
First-2nd Semester	DBA22108	Principles of business administration II	C	✓	✓	✓	✓	✓	✓	✓		✓	✓			✓	✓	✓	✓	
	DBA12109	Principles of economics II	O	✓	✓	✓	✓	✓		✓	✓			✓	✓	✓	✓	✓	✓	✓
	DBA12110	Principles of accounting II	C	✓	✓	✓	✓	✓		✓	✓			✓	✓	✓	✓			
	KTB02111	Computer II (Microsoft office)	O	✓		✓	✓	✓	✓	✓	✓			✓	✓	✓	✓			
	KTB02112	Statistics for Business	C	✓	✓	✓	✓	✓		✓	✓			✓	✓	✓	✓			
	KTB02113	Human Rights and Democracy	O	✓	✓	✓	✓	✓		✓	✓			✓	✓	✓	✓			
	DBA12114	Commercial corresponding E	O	✓	✓	✓	✓	✓		✓	✓			✓	✓	✓	✓			

Second-1st semester	DBA21215	Marketing management	C	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	DBA21216	Human resource management	C	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	DBA21217	Organization theory	C	✓	✓	✓		✓	✓	✓	✓	✓	✓			✓	✓	✓	✓
	DBA11218	Intermediate accounting	C	✓	✓	✓	✓	✓		✓	✓			✓	✓	✓	✓	✓	✓
	DBA11219	Commercial law	O	✓	✓	✓	✓	✓	✓	✓		✓	✓			✓	✓	✓	✓
	DBA21220	Inventory and materials management	C	✓	✓	✓	✓	✓	✓	✓		✓	✓			✓	✓	✓	✓
	KTB01221	Computer practical I (Microsoft Excel)	O	✓	✓	✓	✓	✓	✓	✓		✓	✓			✓	✓	✓	✓
Second-2nd Semester	DBA22222	Marketing research	C	✓	✓	✓	✓	✓	✓	✓		✓	✓			✓	✓	✓	✓
	DBA21223	Intellectual capital management	C	✓	✓	✓		✓	✓	✓	✓	✓	✓			✓	✓	✓	✓

	DBA11333	Quantitative methods by QSB	C	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	DBA21334	Project management	C		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	DBA11335	Business economics	C	✓															
Third-2 nd semester	DBA22336	Financial management II	C	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	DBA22337	Strategic thinking	C	✓	✓	✓		✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓
	DBA22338	Insurance management	C	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓
	DBA12339	Operation research	O	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓
	DBA12340	Cost accounting II	C	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓
	DBA12341	Microsoft Project	C	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓

	DBA12342	Feasibility Study	C	✓	✓	✓	✓	✓	✓	✓		✓	✓			✓	✓	✓	✓
Fourth-1st semester	DBA21443	Production and operation management	C	✓	✓	✓	✓	✓	✓	✓		✓	✓			✓	✓	✓	✓
	DBA21444	International business management	C	✓	✓	✓		✓	✓	✓	✓	✓	✓			✓	✓	✓	✓
	DBA11445	Managerial Information Technology	C	✓	✓	✓	✓	✓	✓	✓		✓	✓			✓	✓	✓	✓
	KTB01446	Research methodology	O	✓	✓	✓	✓	✓	✓	✓		✓	✓			✓	✓	✓	✓
	DBA11447	Governmental Contracts management	C	✓	✓	✓	✓	✓	✓	✓		✓	✓			✓	✓	✓	✓
	DBA11448	Risk management	C	✓	✓	✓	✓	✓	✓	✓		✓	✓			✓	✓	✓	✓
Fourth-2nd semester	DBA22449	Quality Management	C	✓	✓	✓	✓	✓	✓	✓		✓	✓			✓	✓	✓	✓
	DBA22450	Knowledge management	C	✓	✓	✓		✓	✓	✓	✓	✓	✓			✓	✓	✓	✓

	DBA12451	Corporate governance	C	✓	✓	✓	✓	✓	✓	✓		✓	✓			✓	✓	✓	✓
	DBA12452	Graduation Project	O	✓	✓	✓	✓	✓	✓	✓		✓	✓			✓	✓	✓	✓
	DBA12453	Negotiation management	C	✓	✓	✓	✓	✓	✓	✓		✓	✓			✓	✓	✓	✓
	DBA12454	Investment portfolio management	C	✓	✓	✓	✓	✓	✓	✓		✓	✓			✓	✓	✓	✓

