

**Ministry of Higher Education and Scientific
Research
Scientific Supervision and Evaluation
Authority
Quality Assurance and Academic
Accreditation Department
Accreditation Section**



Academic Program and Course Description Guide for the Department of Business Administration

2024

Academic Program Description Form

University Name: Warith Al-Anbiya University

College/Institute: College of Management and Economics

Academic Department: Department of Business Administration

Academic or Professional Program Name: Bachelor's of Business Administration

Final Degree Name: Bachelor's of Business Administration

Academic System: Semester

Description Date: 1/10/2024

File Completion Date: 1/10/2024

:Signature

Name of Department Head: Asst. Prof.

Dr. Muhammad Majeed Al-Hamdani

Date: 1/10/2024

Signature:

Name of Academic Assistant: Asst. Prof.

Dr. Fahad Mughmeish Al-Shammari

Date: 1/10/2024

File reviewed by

Quality Assurance and University Performance Division

Name of Director of Quality Assurance and University Performance Division: Prof.

Dr. Talal Mohammed Ali Al-Jajawi

Date: 1/10/2024

Signature

Approval of the Dean

Prof. Dr. Awad Kazim Al-Khalidi

1/10/2024

1. Program Vision
The Department of Business Administration seeks to be a pioneer and distinguished locally and regionally in preparing leadership cadres who possess scientific knowledge and applied skills, and are able to innovate and make strategic decisions in a way that contributes to the development of the business environment and the promotion of sustainable development.

2. Program Mission
The academic program of the Department of Business Administration aims to graduate distinguished cadres scientifically and professionally, capable of optimal application of modern management concepts and methods, and equipped with the analytical and leadership skills necessary to make strategic decisions in the business environment. The program also seeks to promote the ethical and professional values of graduates, encourage innovation and scientific research, and contribute effectively to achieving sustainable development and the development of institutions and society.

3. Program Objectives
<ol style="list-style-type: none"> 1. Preparing scientifically and practically qualified graduates in various fields of management. 2. Develop leadership and analytical skills for strategic decision-making and problem-solving. 3. Promoting innovation, scientific research, and the use of modern administrative methods. 4. Instilling ethical, professional and social responsibility values. 5. Meeting the needs of the labor market and contributing to the development of institutions and society.

4. Program Accreditation
Work is underway to complete the requirements for obtaining accreditation.

5. Other External Influences
There isn't any

6. Program Structure				
Reviews*	Percentage	Study Unit	Number of Courses	Program Structure
Core Course	38%	13	5	Enterprise Requirements
Core Course	16%	32	5	College Requirements
Core Course	38%	104	40	Department Requirements
			Updated	Summer Training
				Other

* It is possible to include notes on whether the course is basic or elective.

7. Program Description				
Credit Hours		Course or course name	Course or course code	Year/Level
				The second
	3	Human Resources Management	WBA-21-01	
	3	Organization Theory	WBA-21-02	
	3	Marketing Management	WBA-21-03	
	3	Commercial Law	WBA-21-04	
2	1	Office Administrative Applications Using Computers (E) Excel Microsoft	WBA-21-05	
	2	Accounting Intermediate 1	WBA-21-06	
	2	Materials & Warehouses Management	WBA-21-07	
2	1	Computer 2	WBA-21-08	
	2	Arabic Language 2	WBA-21-09	
	2	Marketing Research	WBA-22-01	
	2	Intellectual Capital Management	WBA-22-02	
	3	Organizational Behavior	WBA-22-03	
	2	E-commerce	WBA-22-04	
	2	Supply Management	WBA-22-05	
	2	Accounting Intermediate 2	WBA-22-06	
2	1	Advanced Computer Management Applications (E) Excel Microsoft	WBA-22-07	
	2	English	WBA-22-08	
	2	Baath Party Crimes	WBA-22-09	
				The third
	3	Strategic Management	WBA-31-01	
	3	Financial Management 1	WBA-31-02	
	3	Banking Department	WBA-31-03	
	3	Cost Accounting 1	WBA-31-04	
	3	Project Management	WBA-31-05	
2	1	Quantitative Applications for Computer Business Management	WBA-31-06	
	2	Business Economics	WBA-31-07	
	3	Financial Management 2	WBA-32-01	
	2	Strategic Thinking	WBA-32-02	
	3	Insurance Department	WBA-32-03	
2	1	Operations Research	WBA-32-04	
	3	Cost Accounting 2	WBA-32-05	

2	1	Computer-based project management applications	WBA-32-06	
	2	Feasibility Studies	WBA-32-07	
	2	English	WBA-32-08	
	3	Production & Operations Management	WBA-41-01	Fourth
	3	International Business Administration	WBA-41-02	
	3	Management Information Technology	WBA-41-03	
	2	Methods and Ethics of Scientific Research	WBA-41-06	
	2	Government Contracts Department	WBA-41-04	
	2	Risk Management	WBA-41-05	
	3	Quality Management	WBA-42-01	
	3	knowledge management	WBA-42-02	
	2	Corporate Governance	WBA-42-03	
	1	Graduation Research Project	WBA-42-06	
	2	Negotiation Management	WBA-42-05	
	3	Portfolio Management	WBA-42-04	
	2	English	WBA-42-07	

8. Expected Learning Outcomes of the Program	
Knowledge	
	<p>A.1 - Possess in-depth and comprehensive knowledge of modern management concepts and theories in the fields of management, marketing, finance, and human resources.</p> <p>A.2 - Analyzing the business environment and assessing opportunities and challenges, while adhering to ethical and professional values and contributing to social responsibility and sustainable development.</p> <p>A.3 – Participation in community projects and practical training to enhance professional and practical experiences.</p> <p>A.4 – Be able to link theoretical knowledge with practical application and solve administrative problems in a scientific and systematic way.</p>
Skills	
	<p>B. 1 - Using modern administrative tools and methods in analyzing problems and making decisions.</p> <p>B.2 - Developing actionable management plans and strategies in various institutions.</p> <p>In. 3 - Managing teams and motivating individuals to achieve organizational goals.</p> <p>In. 4. Making strategic decisions based on data and critical analysis.</p>

Values	
	<p>C. 1. Adopting innovation and creativity methods to improve institutional processes and services.</p> <p>C. 2. Adhering to the highest ethical and professional standards in business practice and management.</p> <p>C. 3. Demonstrate integrity, social responsibility, and respect for the rights of individuals and institutions.</p> <p>C. 4 - Applying the principles of sustainable development and effective contribution to society through responsible management decisions.</p>

9. Teaching and Learning Strategies
<ul style="list-style-type: none"> - Encouraging students to actively participate in classroom discussions, brainstorming, and case studies. - Using group projects to develop collaboration and problem-solving skills. - Presenting realistic scenarios for administrative challenges to analyze and solve them in a scientific way. - Enhance critical thinking and strategic decision-making ability . - Organizing practical and field training within institutions and companies. - Engage students in practical projects, field studies, and management simulations. - Use e-learning platforms and LMS to provide diverse and interactive content. - Support self-paced learning through digital resources, recorded lectures, and online forums. - Encourage teamwork and solve common problems among students. - Use a variety of assessment methods (quizzes, reports, presentations, projects) to track student progress. - Integrate theoretical knowledge with its application in a real-world work environment to ensure the acquisition of practical and applicable skills. - Use case studies, business simulations, and examples from practical reality in teaching.

10. Evaluation Methods
<ol style="list-style-type: none"> 1. Surprise (daily) exams and monthly, quarterly, and final exams. 2. Homework. 3. Grades for outstanding and creative students in brainstorming questions. 4. Evaluating students' solutions to practical cases posed by professors in the field of management.

11. Faculty						
Faculty Members						
Preparing the teaching staff		Special requirements /skills (if applicable)		Specialization		Academic Rank
Lecturer	angel			special	year	
	angel			Banking Department	Banking and Finance	Assoc. Prof. Dr. Mohammed Majeed Jawad Al-Hamdani
	angel			Marketing Management & Strategy Management	Business Administration	Assoc. Prof. Dr. Hussein Mohamed Ali Kashkool
	angel			Organizational Behavior	Business Administration	Assoc. Prof. Dr. Diaa Faleh Al-Bannai
	angel			Arabic Language	Arts	Assoc. Prof. Dr. Saleh Majeed Ali
	angel			Strategy Management	Tourism Department	Eng. Ali Aziz Mohammed
	angel			Strategy Management	Business Administration	Eng. Fawaz Faiq Salibi
	angel			Strategy Management	Business Administration	Eng. Hussein Mohamed Radi
	angel			Organizational Behavior	Business Administration	Eng. Wahad Rahim Jihad

	angel			Financial Markets	Banking and Finance	Eng. Ayat Mohamed Najm
	angel			Financial Markets	Banking and Finance	Eng. Ayat Saleh Hussein
	angel			Strategy Management	Business Administration	Eng. Eng. Tayarek Rahim Nomas
	angel			language	English Language Methods	Eng. Mayada Aziz Obeid
	angel			Human Resource Management	Business Administration	Eng. Mariam Jamil Ahmed
lecturer				Human Resource Management + Strategy Management	Business Administration	Assoc. Prof. Dr. Salah Mahdi Abbas
lecturer				It	Business Administration	Assoc. Prof. Dr. Mohamed Nabil Hadi
lecturer				Marketing Management	Business Administration	A.M. Mawed Kazim

Professional Development
Mentoring new faculty members
<ul style="list-style-type: none"> – Training in modern teaching methods, course design, and preparation of effective teaching plans. – Learn student assessment strategies and measure learning outcomes. – Familiarity with modern scientific research methods and research methodologies in business administration. – Enhancing publishing skills in refereed journals and scientific conferences. – Providing workshops on academic innovation and applying research results in the work environment. – The use of modern technologies in e-learning and interactive lectures.

- Develop skills for preparing digital educational materials and using learning management systems.

Faculty Professional Development

- Designing and updating courses in line with academic developments and labor market requirements.
- Integrating the concepts of modern management, social responsibility and sustainable development into the educational content.
- Participation in research studies published in peer-reviewed journals and scientific conferences.
- To make innovative contributions in the fields of management, economics and entrepreneurship.
- Supervise the development of the department's strategic plans and participate in academic and administrative decision-making.
- Provide support and guidance to new faculty members and contribute to the transfer of practical and professional experiences.

12. Admission Criteria

The averages for the applicants according to the ministerial criteria set by the Ministry

13. Key sources of information about the program

- Methodological textbooks prescribed by the Ministry and the University.
- Textbooks for each course.
- Scientific journals and periodicals in administrative and economic sciences.
- E-learning website at Warith Al-Anbiya University.
- Distinguished local, Arabic and international websites.
- The central library of the university.

14. Program Development Plan

- Review all courses regularly to include the latest management theories and practices.
- Integration of sustainable management, corporate social responsibility, and ESG concepts
- Developing learning outcomes to be measurable and related to the skills and competencies of the labor market.
- Promoting the link between theoretical knowledge and practical skills through projects and training
- Integrate e-learning and interactive learning methods into the curriculum.
- Develop digital educational materials and learning management systems to facilitate the teaching and assessment process.
- Develop periodic evaluation mechanisms for the program to ensure the achievement of its goals and learning outcomes.
- Follow the latest trends in business management to ensure that the software is constantly updated.
- Focus on promoting innovation and sustainable development within all aspects of the academic program.

Program Skills Outline															
Learning Outcomes Required from the Program															
Values				Skills				Knowledge				Basic or Optional	Course Name	Course Code	Year/Level
C4	C3	C2	A1	B4	B3	B2	B1	A4	A3	A2	A1				
															2024-2025 / Second
*	*	*	*	*	*	*	*	*	*	*	*	fundamental	Human Resources Management	WBA-21-01	
*	*	*	*	*	*	*	*	*	*	*	*	fundamental	Organization Theory	WBA-21-02	
*	*	*	*	*	*	*	*	*	*	*	*	fundamental	Marketing Management	WBA-21-03	
*	*	*			*		*	*			*	fundamental	Commercial Law	WBA-21-04	
*	*			*	*	*			*	*	*	fundamental	Office Administrative Applications Using Computers (E) Excel Microsoft	WBA-21-05	
*	*	*		*	*		*	*	*	*	*	fundamental	Accounting Intermediate 1	WBA-21-06	
		*	*	*		*	*	*		*	*	fundamental	Materials & Warehouses Management	WBA-21-07	
*		*	*		*	*			*	*	*		Computer 2	WBA-21-08	

	*	*		*	*	*		*	*		*		Arabic Language 2	WBA-21-09	
*	*	*		*	*	*			*	*		fundame ntal	Marketing Research	WBA-22-01	
	*		*			*	*	*	*	*	*	fundame ntal	Intellectual Capital Management	WBA-22-02	
*	*	*	*	*	*	*	*	*	*	*	*	fundame ntal	Organizational Behavior	WBA-22-03	
	*	*		*	*			*	*	*	*	fundame ntal	E-commerce	WBA-22-04	
*	*	*	*	*		*	*		*		*	fundame ntal	Supply Management	WBA-22-05	
*	*	*	*	*	*	*	*	*	*	*	*	fundame ntal	Accounting Intermediate 2	WBA-22-06	
*	*	*		*	*		*	*	*			fundame ntal	Advanced Computer Management Applications (E) Excel Microsoft	WBA-22-07	
	*		*	*		*	*		*	*	*		English	WBA-22-08	
*		*		*	*	*			*	*			Crimes of the Baath Party	WBA-22-09	
															2024-2025 / Third
*	*	*	*	*	*	*	*	*	*	*	*	fundame ntal	Strategic Management	WBA-31-01	
*	*		*	*		*	*	*	*		*	fundame ntal	Financial Management 1	WBA-31-02	
*	*	*	*	*	*		*	*	*	*	*	fundame ntal	Banking Department	WBA-31-03	

*	*		*		*	*		*	*	*	*	fundame ntal	Cost Accounting 1	WBA-31-04	
*	*		*	*	*		*	*		*	*	fundame ntal	Project Management	WBA-31-05	
	*	*	*	*		*	*	*	*	*		fundame ntal	Quantitative Applications for Computer Business Management	WBA-31-06	
*		*		*	*	*		*	*		*	fundame ntal	Business Economics	WBA-31-07	
*	*	*	*	*		*	*	*		*	*	fundame ntal	Financial Management 2	WBA-32-01	
*	*	*		*	*	*		*	*	*	*	fundame ntal	Strategic Thinking	WBA-32-02	
	*	*	*	*	*	*	*	*	*	*		fundame ntal	Insurance Department	WBA-32-03	
*		*	*	*	*		*	*	*	*	*	fundame ntal	Operations Research	WBA-32-04	
*	*	*		*	*	*	*		*	*		fundame ntal	Cost Accounting 2	WBA-32-05	
*		*	*	*	*	*		*	*		*	fundame ntal	Computer-based project management applications	WBA-32-06	
	*	*	*	*		*	*	*	*	*		fundame ntal	Feasibility Studies	WBA-32-07	
*	*	*		*	*	*	*	*	*		*		English language	WBA-32-08	
															2024-2025 Fourth

	*	*	*	*		*	*	*	*		*	fundame ntal	Production & Operations Management	WBA-41-01	
*	*		*	*	*	*		*	*	*	*	fundame ntal	International Business Administration	WBA-41-02	
*	*	*		*	*	*	*		*	*	*	fundame ntal	Management Information Technology	WBA-41-03	
	*		*	*	*		*	*	*	*		fundame ntal	Methods and Ethics of Scientific Research	WBA-41-06	
*	*	*		*		*	*		*	*	*	fundame ntal	Government Contracts Department	WBA-41-04	
*		*	*	*	*	*	*	*	*	*		fundame ntal	Risk Management	WBA-41-05	
*	*	*	*	*		*	*		*	*	*	fundame ntal	Quality Management	WBA-42-01	
	*	*		*	*	*	*	*	*	*	*	fundame ntal	knowledge management	WBA-42-02	
*	*	*	*	*	*		*		*		*	fundame ntal	Corporate Governance	WBA-42-03	
*		*	*		*	*	*	*	*	*	*	fundame ntal	Graduation Research Project	WBA-42-06	
	*	*		*	*	*		*	*		*	fundame ntal	Negotiation Management	WBA-42-05	
*	*	*		*	*	*		*	*	*		fundame ntal	Portfolio Management	WBA-42-04	
*		*	*		*		*	*	*		*		English language	WBA-42-07	

Please indicate the boxes corresponding to the individual learning outcomes from the program being evaluated