Ministry of Higher Education and Scientific Research
Scientific Supervision and Scientific Evaluation Apparatus
Directorate of Quality Assurance and Academic Accreditation
Accreditation Departmenta

Academic Program and Course Description Guide

2025

Academic Program Description Form

University Name: Al Kitab University
Faculty/Institute: Financial and Administrative Sciences
Scientific Department: Department of Business Administration
Academic or Professional Program Name: Bachelor of Business Administration
Final Certificate Name: Bachelor of Business Administration
Academic System: Annual
Description Preparation Date: 1-9-2025
File Completion Date: 15--92024

Signature:
Head of Department Name:
Prof. Dr. Hussein Al-Sayad
Date:

Signature:
Scientific Associate Name: Prof.
Dr. Hesho Rebwar
Date:

The file is checked by:
Department of Quality Assurance and University Performance
Director of the Quality Assurance and University Performance
Department: Dr.Amer Abdullah Majeed
Date: : 16-12-2025
Signature:

Approval of the Dean

1. Program Vision

The department seeks to meet the needs of the various economic sectors for outputs represented by qualified and well-prepared staff who are 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, as these staff have the ability to provide scientific, modern and advisory services. Education in light of the needs of current and future society

2. Program Mission

The department is preparing to provide education of a global nature and in a distinguished manner by employing learning curriculum and application mechanisms appropriate to society in the Middle East within the framework of sustainable development, towards creating high level professional leaders who enhance the chances of success in the business environment and in a way that achieves leadership in it, based on the core capabilities. The department consists primarily of faculty members and employees and builds long term partnerships with other institutions in the community on high professional ethical foundations.

3. Program Objectives

1. Attracting and developing the college's intellectual capital from qualified faculty members and employees in an effort to achieve the department's mission.
2. Preparing graduates with initial degrees who are highly competent and effective in the field of business administration to meet the requirements and needs of the global labor market.
3. Providing students with skills to practice the management profession and skills to use information technologies and quantitative methods in the field of business administration.
4. Developing the critical and innovative thinking skills of students of the Department of Business Administration in a way that helps in dealing in a scientific manner in making administrative decisions to solve business problems.
5. Striving to develop and update educational curriculum to be compatible with the modern requirements of the labor market in the government and private sectors.
6. Preparing administrative research according to scientific research methods and providing consultations to government departments and the private sector that contribute to achieving economic development.

4. Program Accreditation

No

5. Other external influences

Ministry of Finance - Private Sector

6. Program Structure

Program Structure	Number of Courses	Credit hours	Percentage	Reviews*
Institution Requirements	4	8	9.1%	Basic
College Requirements	6	12	%14.3	Basic
Department Requirements	44	132	76.7%	Basic
Summer Training				
Other				

* This can include notes whether the course is basic or optional.

7. Program Description

Year/Level	Course Code	Course Name	Credit Hours	
			theoretical	practical
First	DBA21101	Principles of Business Administration (1).	3	
First	DBA11102	Principles of Economics (1).	2	
First	DBA11103	Accounting Principles (1).	3	
First	KTB01104	Computer (1) Microsoft Office	1	2
First	KTB01105	Mathematics	3	
First	KTB01106	Arabic	2	
First	DBA11107	Administrative Readings E	2	
Second	DBA21215	Marketing Management	3	
Second	DBA21216	Human Resource Management	3	
Second	DBA21217	Organization theory	3	
Second	DBA11218	Intermediate Accounting	2	
Second	DBA11219	Commercial Law	3	

Second	DBA21220	Stock and Warehouse Management	2	
Second	KTB01221	Computer Applications Microsoft Excel	1	2
Third	DBA21329	Financial Management (1).	3	
Third	DBA21330	Strategic Management	3	
Third	DBA21331	Bank Management	3	
Third	DBA11332	Cost Accounting (1).	3	
Third	DBA11333	Quantitative Applications for Business Management Using Computers	3	
Third	DBA21334	Project Management	3	
Third	DBA11335	Business Economics	2	
Forth	DBA21443	Production and Operations Management	3	
Forth	DBA21444	International Business Administration	3	
Forth	DBA11445	Administrative Information Technology (IT)	3	
Forth	KTB01446	Methods and Ethics of Scientific Research	2	
Forth	DBA11447	Government Contracts Management	2	
Forth	DBA11448	Risk Management	2	

1. Program Description

Year/Level	Course Code	Course Name	Credit Hours	
			theoretical	practical
First	DBA22108	Principles of business administration (2).	3	
First	DBA12109	Principles of economics (2).	3	
First	DBA12110	Accounting principles (2).	3	

First	KTB02111	Computer (2) Microsoft Office	1	2
First	KTB02112	Statistics	3	
First	KTB02113	Rights and freedoms	2	
First	DBA12114	Commercial correspondence E	2	
Second	DBA22222	Marketing research	3	
Second	DBA21223	Intellectual capital management	3	
Second	DBA21224	organizational behavior	3	
Second	DBA11225	Financial Accounting	2	
Second	DBA11226	Electronic commerce	3	
Second	DBA21227	Supply management	2	
Second	KTB01228	Computer applications Excel Microsofte	1	2
Third	KTB01229	Baath Political Party crimes	2	
Third	DBA22336	Financial management (2).	3	
Third	DBA22337	Strategic thinking	2	
Third	DBA22338	Insurance management	3	
Third	DBA12339	Operations research	1	2
Third	DBA12340	Cost accounting (2).	3	
Third	DBA12341	Project management applications using computers	1	2
Forth	DBA12342	Feasibility studies	2	
Forth	DBA22449	Quality Management	3	
Forth	DBA22450	knowledge management	3	
Forth	DBA12451	Corporate governance	2	
Forth	DBA12452	Graduation research project	2	

Forth	DBA12453	Negotiation management	2	

2. Expected learning outcomes of the program

Knowledge	
1- Knowledge: preparing competent staff who are capable of managing government and commercial institutions to serve society and the country's economy. 2- Comprehension: enabling the student to understand administrative principles and assumptions and the ability to prepare qualified cadres capable of serving the government sector. 3- Application, enabling the student to plan, organize and control in institutions and companies 4- Analysis, enabling the student to know strategic plans and how to deal with future business	1- Knowledge, preparing competent staff who are capable of managing government and commercial institutions to serve society and the country's economy. 2- Comprehension, enabling the student to understand administrative principles and assumptions and the ability to prepare qualified cadres capable of serving the government sector. 3- Application, enabling the student to plan, organize and control in institutions and companies 4- Analysis, enabling the student to know strategic plans and how to deal with future business
Skills	
Learning outcomes 2 Appropriate and sufficient qualification to bear responsibility for the burdens of the profession as administrators, whether in the government or private sector.	Statement of learning outcomes 2 Practice enables the student to apply the administrative systems in force in government institutions within the specialty.
Learning outcomes 3 Mastering, developing and advancing the financial and administrative skills and capabilities of the department's graduates	Statement of learning outcomes 3 Creativity: the student's ability to provide administrative and organizational services and make plans in government sectors and society in particular.
Ethics	
Learning outcomes 4 - Giving the student the values of work, love of the country, and defending its administrations and economy.	Statement of learning outcomes 4 Raising the student to love serving the country
Learning outcomes 5 Providing the student with business management skills	Statement of learning outcomes 5 Recognizing the value of work and enterprise management

3. Teaching and Learning Strategies

The method of giving lectures, the method of solving problems, brainstorming, the method of measurement and induction, the method of dialogue and discussion, and drawing mind maps. By presenting the lecture through the available means of presentation, such as the data show and the blackboard, or by assigning students to write reports to solve the existing problems.

4. Evaluation methods
Daily tests Class discussion Class assignments Monthly tests to determine quarterly pursuit Final exams

5. Faculty						
Faculty Members						
Academic Rank	**Specialization**		**Special Requirements/Skills (if applicable)**		**Number of the teaching staff**	
	General	**Special**			**Staff**	**Lecturer**
Prof. Dr. Sami Dhiyab Mahal	Business Management	International Marketing			Staff	
Prof. Dr. Hussein Muhammad Al-Sayyad	Business Management	Human Resources Management			Staff	
Prof. Dr. Nusrat Abdel Rahim Maddah	Business Management	Production Management			Staff	
Prof. Dr. Elias Khudair Fanoush	Business Management	Financial Management			Staff	
Dr. Shamil Muhammad Mahmoud	Business Management	Strategic Management			Staff	
A.M. Ghassan Faisal Abd	Business Management	Marketing Management			Staff	
Dr. Ali Muzahim Habib	Economy	Economy			Staff	
Dr. Saad Jadallah	Law	Commercial Law				Lecturer
M.D. Ahmed Shamar Yadkar	Statistics	Statistics				Lecturer
M. Kawa Ali Khurshid	Business Management	Marketing Management			Staff	
M.M. Imad Ismail Ibrahim	Business Management	Marketing Management			Staff	
M.M. Samir Nazim Mustafa	Business Management	Strategic Management			Staff	
Prof. Dr. Sami Dhiyab Mahal	Business Management	International Marketing			Staff	

Professional Development
Mentoring new faculty members
Training and development of professors: by providing training programs and workshops for faculty members to develop their educational skills and update their academic knowledge in the

field of business administration. Which enhances the quality of teaching and learning in the specialty
Professional development of faculty members
1- Gaining research and dialogue skills in deploying administrators to lead government and private institutions

6. **Acceptance Criterion**
(Central admission). 1- Approving admission conditions for students in accordance with the regulations of the Ministry of Higher Education and Scientific Research 2- Personal interview for the student 3- The student's average in middle school 4- The college's absorptive capacity

7. **The most important sources of information about the program**
Curriculum adopted by the Ministry and corresponding colleges According to the twinning of the department with the Department of Business Administration at the University of Mosul

8. Program Development Plan
Analyze the current situation: by evaluating the current curriculum and analyzing its strengths and weaknesses. Searching for opportunities for improvement and identifying areas that need development Setting goals: Setting the main goals for developing the academic curriculum is considered one of the most important steps in developing any program, as the goals can include increasing educational quality, improving the student experience, and enhancing academic and personal development. Continuous evaluation and review: by conducting periodic evaluation and review of the curriculum and teaching methods and communicating with students and professors to collect observations and comments. Use this feedback to improve and enhance the academic curriculum.

Program Skills Outline

Year/Level	Course Code	Course Name	Basic or optional	Required program Learning outcomes											
				Knowledge				Skills				Ethics			
				A1	A2	A3	A4	B1	B2	B3	B4	C1	C2	C3	C4
The First - stage The First - course	DBA21101	Principles of Business Administration (1).	Mandatory	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	DBA11102	Principles of Economics (1).	Optional	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	DBA11103	Accounting Principles (1).	Mandatory	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	KTB01104	Computer (1) Microsoft Office	Optional	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	KTB01105	Mathematics	Mandatory	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	KTB01106	Arabic	Optional	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	DBA11107	Administrative Readings E	Optional	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	DBA22108	Principles of Business Administration (1).	Mandatory	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

The First stage The Second - course	DBA12109	Principles of Economics (1).	Optional	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	DBA12110	Accounting Principles (1).	Mandatory	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	KTB02111	Computer (1) Microsoft Office	Optional	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	KTB02112	Mathematics	Mandatory	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	KTB02113	Arabic	Optional	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	DBA12114	Administrative Readings E	Optional	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
The Second-stage The first - course	DBA21215	Marketing Management	Mandatory	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	DBA21216	Human Resource Management	Mandatory	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	DBA21217	Organization theory	Mandatory	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	DBA11218	Intermediate Accounting	Mandatory	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	DBA11219	Commercial Law	Optional	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	DBA21220	Stock and Warehouse management	Mandatory	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

	KTB01221	Computer applications Microsoft Excel	Optional	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
The Second stage The Second - course	DBA22222	Marketing Research	Mandatory	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	DBA21223	Intellectual Capital Management	Mandatory	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	DBA21224	Organizational Behavior	Mandatory	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	DBA11225	Financial Accounting	Mandatory	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	DBA11226	Electronic Commerce	Optional	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	DBA21227	Supply Management	Mandatory	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	DBA21228	Computer Administrative Applications	Optional	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	DBA21229	Baath political Party crimes	Optional	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
The Third stage	DBA21329	Financial Management (1).	Mandatory	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	DBA21330	Strategic Management	Mandatory	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	DBA21331	Bank Management	Mandatory	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

The First - course	DBA11332	Cost Accounting (1).	Mandatory	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	DBA11333	Quantitative Applications for Business Management using Computers	Mandatory	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	DBA21334	Project Management	Mandatory	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	DBA11335	Business Economics	Mandatory	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
The Third stage The Second - course	DBA22336	Financial Management (2).	Mandatory	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	DBA22337	Strategic Thinking	Mandatory	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	DBA22338	Insurance Management	Mandatory	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	DBA12339	Operations Research	Optional	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	DBA12340	Cost Accounting (2).	Mandatory	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	DBA12341	Project Management Applications using computers	Mandatory	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

	DBA22336	Financial Management (2).	Mandatory	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
The Forth stage The First - course	DBA21443	Production and operations management	Mandatory	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	DBA21444	International Business Administration	Mandatory	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	DBA11445	Administrative Information Technology (IT)	Mandatory	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	KTB01446	Methods and Ethics of Scientific research	Optional	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	DBA11447	Government Contracts Management	Mandatory	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	DBA11448	Risk Management	Mandatory	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Quality Management	Quality Management	Mandatory	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Knowledge Management	knowledge management	Mandatory	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

The Forth stage The Second - course	Corporate Governance	Corporate governance	Mandatory	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Graduation Research project	Graduation research project	Optional	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Negotiation management	Negotiation management	Mandatory	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

- **Please tick the boxes corresponding to the individual program learning outcomes under evaluation.**