

Ministry of Higher Education and Scientific Research
Scientific Supervision and Evaluation Organization
Department of Quality Assurance and Academic Accreditation
Accreditation Department



**Guide to the Academic
Program and Course
Descriptions –
Department of Business
Administration**

2026/2025

the introduction:

The educational program is a coordinated and organized package of courses that includes procedures and experiences organized into course vocabulary. Its main purpose is to build and refine the skills of graduates, making them qualified to meet the requirements of the labor market. It is reviewed and evaluated annually through internal or external audit procedures and programs, such as the external examiner program.

The academic program description provides a brief summary of the program's main features and courses, indicating the skills that students are working to acquire based on the academic program's objectives. The importance of this description is evident in that it represents the cornerstone for obtaining program accreditation, and it is written by the teaching staff under the supervision of the scientific committees in the academic departments.

This second edition of the guide includes a description of the academic program after updating the vocabulary and paragraphs of the previous guide in light of the developments and changes in the educational system in Iraq, which included a description of the academic program in its traditional form (annual, semester system), as well as adopting the generalized academic program description according to the Department of Studies' letter TM2906/3 dated 5/3/2023 with regard to programs that adopt the Bologna Process as the basis for their work.

In this regard, we cannot but emphasize the importance of writing descriptions of academic programs and courses to ensure the smooth running of the educational process.

Concepts and terminology:

Academic Program Description: The academic program description provides a concise summary of its vision, mission, and objectives, including:

A precise description of the targeted learning outcomes according to specific learning strategies.

Course Description: This provides a concise summary of the course's key features and the expected learning outcomes for the student.

Demonstrating whether he/she has made the most of the available learning opportunities. This is derived from the program description.

Program Vision: An ambitious vision for the future of the academic program, aiming to be advanced, inspiring, motivating, and realistic.

And applicable.

Program Mission: Briefly outlines the goals and activities necessary to achieve them, and identifies the program's development paths and directions.

Program objectives: These are statements that describe what the academic program intends to achieve within a specific timeframe.

Measurable and observable.

Curriculum structure: All courses/study materials included in the academic program according to the system

Accredited learning (semester, yearly, Bologna process) whether required (ministry, university, college and academic department) with the number of study units.

Learning outcomes: A coherent set of knowledge, skills, and values acquired by the student upon completion of the program.

The academic must successfully define the learning outcomes for each course in a way that achieves the program objectives. Teaching and learning strategies are the strategies used by faculty members to enhance teaching.

Student learning involves plans followed to achieve learning objectives. This describes all classroom and extracurricular activities designed to achieve the program's learning outcomes.

Academic Program Description Template

University Name: University of College/

Institute: Sadr Al-Iraq University College Academic

Department: Department of Business Administration

Academic or professional program name: Bachelor's

Final Degree Title: Bachelor of Science in Business Administration;

Academic System: Semester-based

Date the description was prepared: / 2025

Date the file was filled out: / 2025

the signature :

Name of the Head of Department: Dr. Raji Muhail Halil

the date : / /2025

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The file was reviewed by

Quality Assurance and University Performance Division

Name of the Director of the Quality Assurance and University

Performance Division: Date

the signature

1. Program Vision

Excellence in academic performance and business leadership

2. Program Message

Scientific advancement to achieve a competitive advantage in education and business leadership

3. Program Objectives

- Preparing specialized administrative staff to manage and lead various administrative functions in the public and private sectors.
- Twinning with government universities regarding the academic program curriculum and ensuring its scientific integrity.
- Preparing workshops, seminars and training courses in the field of specialization that combine theory and practical reality.
- Adherence to the quality policy specified by the Ministry of Higher Education.
- Developing the teaching staff through participation in scientific conferences and publishing scientific research in accredited journals.

4. Program accreditation

nothing

5. Other external influences

nothing

6. Program Structure

Program structure	Number of courses	Study unit	Percentage	comments *
Institutional requirements				First stage
College requirements	4	8	11%	Second stage
Department requirements	38	61	86%	First stage
Summer training		2	3%	Third stage
Other				

7. Program Description						
Year / Level	Course code	Course name	Credit Hours			
First stage / Chapter First (Bologna)			theoretical	practical	laboratory	exercises
		Fundamentals of Business Administration	4			1
		Principles of Economics	3			1
		Accounting basics	3		1	
		Mathematics for Business Administration	3		1	
		English language	2			
		Arabic	2			
		the total	17		2	2
First stage / Chapter Second (Bologna)		Principles of Business Administration	4			1
		Statistics for Business Administration	3		1	
		Principles of Accounting	3		1	
		English Administrative Readings	2			1
		Computer Science Fundamentals	1	2		
		Democracy and human rights	2			
		the total	15	2	2	2
Phase Two / Chapter First (Bologna)		Marketing Department	3		1	
		Organization theory	3		1	
		Human Resources Management	3			
		Intermediate Accounting	2			1
		Commercial Law	3			
		Administrative applications using computer	1	2		
		Ba'ath Party crimes	2			
		the total	17	2	2	1
Phase Two / Chapter Second (Bologna)		Digital Marketing	3		1	
		Human Resources Management	3			
		Contemporary				
		organizational behavior	3		1	
		Operations Research QSB	1	2		
		Logistics Management	3			
		Arabic	2			
		English language	2			
		the total	17	2	2	
			theoretical		practical	
		Organizational Behavior 1	3			

Phase Three / Chapter the first		Financial Management 1	3	
		Strategic Management 1	3	
		Cost Accounting 1	2	
		Business Economics 1	2	
		Operations Research 1	2	
		Management Information Systems	2	
		English language	2	
		the total	19	
Phase Three / Chapter the second		Organizational Behavior 2	3	
		Financial Management 2	3	
		Strategic Management 2	3	
		Cost Accounting 2	2	
		Business Economics 2	2	
		Operations Research 2	2	
		Management Information Technology	2	
		Scientific research methods	2	
		the total	19	

8.Expected learning outcomes of the program	
Knowledge	
Learning Outcomes 1	The student gains specialized knowledge in business administration
Learning Outcomes 2	Enabling the student to diagnose and solve problems
Learning Outcomes 3	Understanding the basic applications of the material
Learning Outcomes 4	Understanding how decisions are made in it
Skills	
Learning Outcomes 1	The ability to analyze and generate new knowledge
Learning Outcomes 2	Strategic planning skills
Learning Outcomes 3	Scientific analysis skills
Learning Outcomes 4	Scientific research skills
Values	
Learning Outcomes 1	Team spirit, discussion, and positive dialogue
Learning Outcomes 2	Innovative Initiative
Learning Outcomes 3	Continuous development and improvement
Learning Outcomes 4	creative thinking

9. Teaching and learning strategies

1. Giving lectures.
2. The style of dialogues and discussions.
3. Brainstorming technique
4. Practical guidance
5. Dividing the students into groups to study an applied case.

10. Assessment Methods

1. Scientific reports and research
2. Practical tests
3. Intellectual questions
4. Oral and written examinations
5. Assignments and case studies

11. Faculty

Faculty members

academic rank	Specialization		Requirements/Skills Private (if applicable)		Faculty preparation	
	general	private			angel	lecturer
Dr. Raji Muhail Halil	Economy	Microeconomics			✓	
Dr. Nidal Raouf Ahmed	accounting	Certified Public Accountant			✓	
Dr. Zeina Raed Abdul Zahra	Business Administration	Strategic Management			✓	
M.M. Arouba Khaled Rashid	Business Administration	Human Resources Management			✓	
M.M. Mays Muthanna Muwaffaq	Business Administration	Quality Management			✓	
M.M. Karrar Jaafar Kadhim	business management	organizational behavior			✓	
M.M. Saja Abbas Qasim	business management	Strategic Management			✓	
Prof. Dr. Abdul Aziz Mahdi Makki	Political Science	International relations				✓

Dr. Adnan Muhammad Ali	Cybersecurity	Digital image encryption				✓
Dr. Saif Ahmed Hussein	Mathematics	Mathematics				✓
M.M. Insaf Jassim Alwan	sociology	sociology				✓
M.M. Maan Mazal Shehab	Arabic language	literature				✓
M.M. Dania Hussein Abdel Moneim	English language	literature				✓
M.M. Diana Mohammed	Computer Science	Computer Science				✓

Professional Development
Orienting new faculty members
1. Training in the use of modern teaching methods, including interactive learning. 2. Preparing online and in-person workshops in the fields of teaching strategies and curriculum design
Professional development of faculty members
1. Encouraging participation in scientific conferences 2. Classroom management and the use of modern technology in education 3. Continuously staying informed about modern teaching strategies 4. Participating in workshops specializing in learning objectives and outcomes 5. Participating in development workshops held by the Ministry concerning the preparation of scientific research and publication in international journals. Approved with influence

12. Admission Criteria

- Central admission by the Ministry of Higher Education (graduates of preparatory studies in its scientific and literary branches and graduates of preparatory schools)
- commerce)

13. Key sources of information about the program

- Iraqi and international public universities with advanced rankings

- Scientific sources approved by the specialized sectoral body

14.

Program development plan

- Twinning with Iraqi public universities

- The competency exam, the joint exam, and the ministerial assessment exams

	Learning outcomes required from the program																		
	Year / Level	Course Name	essential or to choose Y	Knowledge and understanding				Special skills On the subject				thinking skills				General and transferable skills (or) other skills related to employability Personal development			
				A1	A2	A3	A4	for 1	for 2	for 3	for 4	Part 1	Part 2	Part 3	Q4	D1	D2	d3	D4
First stage																			
	Bologna	Fundamentals of Business Administration	essential	✓	✓	✓	✓	✓	✓			✓	✓			✓	✓		
	Bologna	Principles of Economics	essential	✓	✓			✓	✓			✓	✓			✓	✓		
	Bologna	Accounting basics	essential	✓	✓	✓	✓	✓	✓			✓	✓			✓	✓		
	Bologna	Mathematics for Business Administration	essential	✓	✓			✓	✓			✓	✓			✓	✓		
	Bologna	English language	essential	✓	✓			✓	✓			✓	✓			✓	✓		
	Bologna	Arabic	essential	✓	✓			✓	✓			✓	✓			✓	✓		
	Bologna	Principles of Business Administration	essential	✓	✓	✓	✓	✓	✓			✓	✓			✓	✓		
	Bologna	Statistics for Business Administration	essential	✓	✓	✓	✓	✓	✓			✓	✓			✓	✓		
	Bologna	Principles of Accounting	essential	✓	✓	✓	✓	✓	✓			✓	✓			✓	✓		
	Bologna	English Management Readings	essential	✓	✓			✓	✓			✓	✓			✓	✓		
	Bologna	Computer Science Fundamentals	essential	✓	✓			✓	✓			✓	✓			✓	✓		
	Bologna	Democracy and human rights	essential	✓	✓			✓	✓			✓	✓			✓	✓		
Phase Two																			
	Bologna	Marketing Department	essential	✓	✓	✓	✓	✓	✓			✓	✓			✓	✓		
	Bologna	Organization theory	essential	✓	✓	✓	✓	✓	✓			✓	✓			✓	✓		
	Bologna	Human Resources Management	essential	✓	✓	✓	✓	✓	✓			✓	✓			✓	✓		
	Bologna	Intermediate Accounting	essential	✓	✓	✓	✓	✓	✓			✓	✓			✓	✓		
	Bologna	Commercial Law	essential	✓	✓			✓	✓			✓	✓			✓	✓		
	Bologna	Administrative applications using	essential	✓	✓			✓	✓			✓	✓			✓	✓		

		computer																	
	Bologna	Ba'ath Party crimes	essential	✓	✓			✓	✓			✓	✓			✓	✓		
	Bologna	Digital Marketing	essential	✓	✓	✓	✓	✓	✓			✓	✓			✓	✓		
	Bologna	Modern Human Resource Management	essential	✓	✓	✓	✓	✓	✓			✓	✓			✓	✓		
	Bologna	organizational behavior	essential	✓	✓	✓	✓	✓	✓			✓	✓			✓	✓		
	Bologna	Operations ResearchQSB	essential	✓	✓	✓	✓	✓	✓			✓	✓			✓	✓		
	Bologna	Logistics Management	essential	✓	✓	✓	✓	✓	✓			✓	✓			✓	✓		
	Bologna	Arabic	essential	✓	✓			✓	✓			✓	✓			✓	✓		
	Bologna	English language	essential	✓	✓			✓	✓			✓	✓			✓	✓		
	Phase Three																		
	quarterly	Organizational Behavior 1	essential	✓	✓	✓	✓	✓	✓			✓	✓			✓	✓		
	quarterly	Financial Management 1	essential	✓	✓	✓	✓	✓	✓			✓	✓			✓	✓		
	quarterly	Strategic Management 1	essential	✓	✓	✓	✓	✓	✓			✓	✓			✓	✓		
	quarterly	Cost Accounting 1	essential	✓	✓	✓	✓	✓	✓			✓	✓			✓	✓		
	quarterly	Business Economics 1	essential	✓	✓			✓	✓			✓	✓			✓	✓		
	quarterly	Operations Research 1	essential	✓	✓			✓	✓			✓	✓			✓	✓		
	quarterly	Management Information Systems	essential	✓	✓			✓	✓			✓	✓			✓	✓		
	quarterly	English language	essential	✓	✓			✓	✓			✓	✓			✓	✓		
	quarterly	Organizational Behavior 2	essential	✓	✓	✓	✓	✓	✓			✓	✓			✓	✓		
	quarterly	Financial Management 2	essential	✓	✓	✓	✓	✓	✓			✓	✓			✓	✓		
	quarterly	Strategic Management 2	essential	✓	✓	✓	✓	✓	✓			✓	✓			✓	✓		
	quarterly	Cost Accounting 2	essential	✓	✓	✓	✓	✓	✓			✓	✓			✓	✓		
	quarterly	Business Economics 2	essential	✓	✓			✓	✓			✓	✓			✓	✓		
	quarterly	Operations Research 2	essential	✓	✓			✓	✓			✓	✓			✓	✓		
	quarterly	Management Information Technology	essential	✓	✓			✓	✓			✓	✓			✓	✓		
	quarterly	Scientific research methods	essential	✓	✓			✓	✓			✓	✓			✓	✓		

-Please check the boxes corresponding to the individual learning outcomes from the program that are being assessed.