



**Ministry of Higher Education and Scientific Research
Supervision and the calendar
circle a guarantee the quality And accreditation Academic
to divide Accreditation**

Academic program and course

2024

the introduction:

The educational program is considered a coordinated and organized package of academic courses that include procedures and experiences organized in the form of academic vocabulary, the main purpose of which 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 description of the academic program provides a brief summary of the main features of the program and its courses, indicating the skills that students are working to acquire based on the objectives of the academic program. The importance of this description is evident because it represents the cornerstone of obtaining program accreditation, and the teaching staff participates in writing it under the supervision of the scientific committees in the scientific departments.

This guide, in its second edition, includes a description of the academic program after updating the vocabulary and paragraphs of the previous guide in light of the latest developments in the educational system in Iraq, which included a description of the academic program in its traditional form (annual, quarterly), in addition to adopting the description of the academic program circulated according to the book of the Department of Studies T.M.3/2906 on 5/3/2023 regarding programs that adopt the Bologna Process as a basis for their work.

In this area, we can only emphasize the importance of writing descriptions of academic programs and courses to ensure the smooth conduct of the educational process.

Concepts and terminology:

Description of the academic program:The academic program description provides a brief summary of its vision, mission, and objectives, including an accurate description of the targeted learning outcomes according to specific learning strategies.

Course description:It provides a necessary summary of the most important characteristics of the course and the learning outcomes that the student is expected to achieve, demonstrating whether he has made the most of the learning opportunities available. It is derived from the program description.

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

Program message:It briefly explains the objectives and activities necessary to achieve them, and also identifies the program's development paths and directions.

Program Goals: They are statements that describe what the academic program intends to achieve within a specific period of time and are measurable and observable.

Curriculum structure: All courses/study subjects included in the academic program according to the approved learning system (semester, annual, Bologna track), whether it is a requirement (ministry, university, college, or scientific department), along with the number of study units.

Learning Outcomes: A compatible set of knowledge, skills and values that the student has acquired after successfully completing the academic program. The learning outcomes for each course must be determined in a way that achieves the program objectives.

Teaching and learning strategies: They are the strategies used by the faculty member to develop the student's teaching and learning, and they are plans that are followed to reach the learning goals. That is, it describes all curricular and extracurricular activities to achieve the learning outcomes of the programme.

Academic program description form

University Name:university(Kut University College)

the college/Institute:Kut University College)

scientific department:to divide(Business Management)

Name of the academic or professional program: Bachelor's

Name of the final certificate: Bachelor's degree in Business

Administration

School system: courses

Date the description was prepared: 1/29/2024

File filling date: 1/29/2024

the signature:

Name of department

head:

the date:

the signature:

Name of scientific

assistant:

the date:

Check the file before

Division of Quality Assurance and University Performance

**Name of the director of the Quality Assurance and University
Performance Division:**

the date

the signature

Authentication of the Dean

See the program.1

Remember to see the program as stated in the university prospectus and website.

Program message.2

State the program's mission as stated in the university's bulletin and website.

Program Goals.3

General statements that describe what the program or institution intends to achieve.

Program accreditation.4

Does the program have program accreditation? From which side?

Other external influences.5

Is there a sponsor for the program?

Program structure.6

comments *	percentage	Study unit	Number of courses	Program structure
				Enterprise requirements
				College requirements
				Department requirements
				summer training
				Other

* Notes may include whether the course is core or elective.

Program description .7

Credit hours		Name of the course or course	Course or course code	Year/level
practical	theoretical			

Expected learning outcomes of the programme .8

Knowledge

Statement of learning outcomes1	Learning Outcomes1
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Skills

Statement of learning outcomes2	Learning Outcomes2
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Statement of learning outcomes3	Learning Outcomes3
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Value

Statement of learning outcomes4	Learning Outcomes4
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Statement of learning outcomes5	Learning Outcomes5
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Teaching and learning strategies.9

Teaching and learning strategies and methods adopted in implementing the program in general.

Evaluation methods .10

Implementing it in all stages of the program in general.

education institution .11

Faculty members

Preparing the teaching staff		Special requirements/skills (if any)	Specialization		Scientific rank
lecturer	angel		private	general	

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Professional development

Orienting new faculty members

Briefly describes the process used to orient new, visiting, full-time, and part-time faculty at the institution and department levels.

Professional development for faculty members

Briefly describe the academic and professional development plan and arrangements for faculty members such as teaching and learning strategies, assessment of learning outcomes, professional development, etc.

Acceptance standard.12

(Establishing regulations related to admission to the college or institute, whether central admission or others mentioned)

The most important sources of information about the program.13

Remember briefly.

Program development plan .14

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Program skills chart															
Outputs Learning required from the program												Essential or optional?	name The decision	Code The decision	the year / the level
Value				Skills				Knowledge							
C4	C3	C2	C1	B4	B3	B2	B1	a4	a3	a2	a1				

Please situation Signal in Squares the interview For outputs Learning Individuality from the program Submissive For evaluation ●

Course description form

Name The decision .1					
Calculators QSB					
Date The decision .2					
QSB					
Page chapter / the year .3					
The first course					
Date Preparation this the description .4					
29/2024					
Available attendance forms .5					
Lectures immanence					
Number of study hours (total)/number of units (total) .6					
/3					
Name of the course administrator (if more than one name is mentioned) .7					
Name: M.M Mahdi on slave ELHussein Email: Mehdi.ali@alkutcollege.edu.iq					
Course objectives .8					
Identification Students Understandably And its importance Research Processes And apply it using programs Ready made			Objectives of the study subject		
Teaching and learning strategies .9					
was completed Use road the explanation Theoretical And practical from before Teaching					strategy
Course structure.10					
Evaluation method	Learning method	Name of the unit or topic	Required learning outcomes	hours	the week
	theoretical	Introduction to the program QSB			
	theoretical	importance of program QSB			
	theoretical	Introduction to research			

	theoretical	ear gramming			
	theoreti	phical method			
	theoretical	formulate a linear gramming model			
	theoreti	the examples of linear gramming and the phical method			
	exam	1st month exam			
	theoreti	simplified method			
	practical	application to the simplified method			
	practical	solve problems using the method			
	practical	solve problems using the simplified method			
	practical	use the optimization table			
	theoretical	the Big M			
	exam2	2nd month exam			

Course evaluation .11

distribution Class from 100 on according to mission Assigned With it requester like Preparation Daily And exams Daily And oral And monthly And editorial And reportsetc

You swear Class (40 for pursuit +60 for the exam Final)

Learning and teaching resources .12

Access to Research Processes named Al-Shamrati	Required textbooks (methodology, if any)
	in references (sources)
	Recommended supporting books and references (scientific journals, reports....)
	Electronic references, Internet sites

