



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

Academic Program and Course Description Guide

2024

the introduction:

The educational program is a well-planned set of courses that include procedures and experiences arranged in the form of an academic syllabus. Its main goal is to improve and build graduates' skills so they are ready for the job market. The program is reviewed and evaluated every year through internal or external audit procedures and programs like the External Examiner Program.

The academic program description is a short summary of the main features of the program and its courses. It shows what skills students are working to develop based on the program's goals. This description is very important because it is the main part of getting the program accredited, and it is written by the teaching staff together under the supervision of scientific committees in the scientific departments.

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

In this regard, we can only emphasize the importance of writing an academic programs and course description to ensure the proper functioning 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 available learning opportunities. 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:

Faculty/Institute:

Scientific Department:

Academic or Professional Program Name:

Final Certificate Name:

Academic System:

Description Preparation Date:

File Completion Date:

Signature:

Head of Department Name:

Date:

Signature:

Scientific Associate Name:

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.

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

Program message.

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

Program Goals.

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

Program accreditation.

Does the program have program accreditation? From which side?

Other external influences.

Is there a sponsor for the program?

Program structure.

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
Skills	
Statement of learning outcomes2	Learning Outcomes2
Statement of learning outcomes3	Learning Outcomes3
Value	
Statement of learning outcomes4	Learning Outcomes4
Statement of learning outcomes5	Learning Outcomes5

Teaching and learning strategies.
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 .1			
Faculty members			
Preparing the teaching staff	Special requirements/skills (if any)	Specialization	Scientific rank

lecturer	angel		private	general	

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

The most important sources of information about the program.
Remember briefly.

Program development plan .14

Program skills chart							
Outputs Learning required from the program							
Value	Skills	Knowledge	Essenti	name	Code	the	

C4	C3	C2	C1	B4	B3	B2	B1	a4	a3	a2	a1	al or optiona l?	The decisi on	The decisi on	year / the level	

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

Course description form

name The decision	.1
principles administration Business 1 + Principles administration Business 2/	
Code The decision	.2
the chapter / the year	.3
course 1 + chorus 2	
date Preparation this the description	.4
1/2/2024	
shapes the audience Available	.5
My presence	
number hours Scholarship (total)/number Units (total)	.6
5 hours for every Season Study from Quarterly academics) during General Academic	
Name of the course administrator (if more than one name is mentioned)	.7
Name: M.D on Saad Alwan Email :ali.s.al-musawi@alkutcollege.edu.iq	
Course objectives	
.8	
<p>to understand Concept Management: definition the students Understandably Administration As a field Study And as a practice practical in Institutions different. development skills Leadership: Provide Understanding Basic For principles Leadership And how Apply it in environment the job.</p> <p>development skills Planning Organization: education the students How situation Objectives And determine Priorities And organization Resources To achieve This is amazing Objectives.</p> <p>to understand relations Administrative: a study relations between Different levels Administration And between Individuals inside Enterprise.</p>	<ul style="list-style-type: none"> ● ectives of the study subject ● ● ●

<p>Guidance the students Toward Ethics Administrative: definition the students With ethics the job And responsibility Social For companies And its impact on Operations Administration. •</p> <p>incentivize the students For creativity And innovation: enhancement Thought Creative And ability on take Decisions Administrative Effective And innovative. •</p>	
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Teaching and learning strategies .9

	The strategy
<p>Strategies education And learning in material principles Administration Play Turn vitally in facilitation to understand the students For concepts And principles the basic For management. Include This is amazing Strategies group miscellaneous from Methods And tools that Aims to incentivize Understanding the deep And enhance Interaction Effective While between the students. And from Highlight Strategies education And learning in This is amazing Subject:</p> <p>Discussions Collectivism: encouraged the students on Interaction And discussion around Concepts And topics Asked in Subject, And exchange Views And ideas, Than constribte in expansion Their prospects And understand them For topics. •</p> <p>study Cases Realism: Introduction cases Realistic To discuss it And analyze it from during the job collective, Than constribte in application Concepts the theory on Scenarios Realistic. •</p> <p>Use Technology in Learning: use means Technology like Offers presentation, And platforms Educational via Internet, and resources Interactive To provide the information In a way simplified And interactive. •</p> <p>Learning Al-Qaim on Projects: Organizing Projects Applied Involved In which the students To apply Concepts And skills that Learn it in Subject on Scenarios realistic, Than enhances Interaction Practical And the application Practical. •</p>	

Evaluation Immediate And nutrition Review: Submission
 nutrition The return For students on Their performance And
 their contributions during lessons, And saving Opportunities
 To correct Errors And improvement the performance.

incentivize Students: Use Techniques Motivational like
 challenge ideas, And games educational, And competitions To
 attract attention the students And enhance Their
 participation in practical Learning.

Course structure.

Evaluation method	Learning method	Name of the unit or topic	Required learning outcomes	hours	the week
Quick and intellectual exams with discussion	Scientific discussions and intellectual, interactive and subjective examples	A conceptual introduction to management and manager The concept of management and manager Introductions to the study of management Facility activities Challenges facing contemporary management	Examples and case studies	3	the first
=	=	Manager tasks and skills management skills Manager roles Manager jobs	Understand the role of a manager, the duties he performs, and how he manages them	3	the second
=	=	The development of administrative thought: the classical	Understanding the evolution of the concept of	3	the third

		school	management over time and which of these schools can be adopted		
=	=	Humanitarian school Hawthorn Walton Mayo Studies Volt study Study of Jester Barnard Douglas McCrecker and the theory (X) and (Y)	=	3	the fourth
=	Understanding the modern management trend and the models that can be used in practice	Contemporary school	Understanding the modern management trend and the models that can be used in practice	3	Fifth
=	Identify the public and private environment, how to separate them, and the relationship between them	Management environment	Identify the public and private environment, how to separate them, and the relationship between them	3	VI
		the first exam		3	Seventh
=	Understand how goals are determined	Organizational goals and administrative planning	Understand how goals are determined and what their	3	VIII

	and what their requirements are		requirements are		
=	=	Management by objectives	=	3	Ninth
=	Scientific discussions, real-life cases and examples	Strategic Planning Strategy concept Important factors in determining strategy Components of the organization's strategy	Learn how to plan at the individual level and then at the organization level and how to prepare a strategic plan	3	The tenth
=	Case studies	Steps for making strategic decisions Strategy levels	=	3	eleven th
=	Learn how to prepare operational plans and what tools are used in doing so	Management functions: planning The nature of planning Types of operational planning	Learn how to prepare operational plans and what tools are used in doing so	3	twelvet h
=	Practical, realistic scientific discussions	Organizing the planning function Organizational components and planning practice Planning obstacles and treatments	Learn how to prepare operational plans and what tools are used in doing so	3	Thirtee nth
=	Scientific discussions	Making administrative	Determine the appropriate	3	fourtee nth

	and case studies	<p>decisions</p> <p>The concept of decision making</p> <p>Types of decisions</p> <p>Basic models for decision making, information needed to make decisions</p> <p>Systems supporting decision making</p> <p>Steps for making decisions</p> <p>Methods of developing organizational creativity</p>	<p>alternatives and options for a particular administrative situation and how to make a decision regarding it, how to use information in decision-making</p>		
		Second exam		3	Fifteenth
Chapter II					
	Present and interactive lectures	<p>Job design, organization and forces affecting the organizational structure</p>	<p>Understanding career design, and what are the forces affecting the organizational structure</p>	3	the first
Tests and discussion	Lectures, interaction and discussions	<p>Organizational design patterns, human aspects related to formulating the organizational structure</p>		3	the second
=	=	Authority, chain of		3	the third

		command, scope of control, delegation of authority, decentralization			
=	=	Internal organizational relations		3	the fourth
	=	Committees and councils, conflict between divisions		3	Fifth
Discussions and questions	Interactive in-person lectures	Nature of motivation, theories of motivation		3	VI
		the first exam		3	Seventh
Electronic tests and discussion	Interactive in-person lectures	The leadership function of the manager, participatory management		3	VIII
=	=	Nature of communication, communication channels, communication obstacles, effective communication		3	Ninth
Discussions and questions	=	Groups in the organization, basic characteristics of the group, meeting management		3	The tenth
=	=	The nature and types of supervision		3	eleventh
=	=	Oversight in its strategic and social		3	twelfth

		framework			
Discussions and questions	=	Social responsibility of organizations and management ethics		3	Thirteenth
=	=	Control tools and methods		3	fourteenth
		Second exam		3	Fifteenth
Course evaluation .1					
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					
Learning and teaching resources .1					
book The decision : Principles administration Business _ righteous Mahdi Al Amri	Required textbooks (methodology, if any)				
principles Administration With focus on administration Business , Dr.. Khalil The hanger 2010					
book The decision : Principles administration Business _ righteous Mahdi Al Amri	Main references (sources)				
Magazines academy Iraqi	Recommended supporting books and references (scientific journals, reports....)				
the library e Centrality , sites Multiple	Electronic references, Internet sites				

