

**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

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 staP 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, quaJerly), 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:

Academic Program Description: 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: Provides a brief summary of the most important characteristics of the course and the learning outcomes expected of the students to achieve, proving whether they have 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 sophisticated, inspiring, stimulating, realistic and applicable.

Program Mission: Briefly outlines the objectives and activities necessary to achieve them and defines the program's development paths and directions.

Program Objectives: 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 / subjects included in the academic program according to the approved learning system (quarterly, annual, Bologna Process) whether it is a requirement (ministry, university, college and scientific department) with the number of credit hours.

Learning Outcomes: A compatible set of knowledge, skills and values acquired by students after the successful completion of the academic program and must determine the learning outcomes of each course in a way that achieves the objectives of the program.

Teaching and learning strategies: They are the strategies used by the faculty members to develop students' teaching and learning, and they are plans that are followed to reach the learning goals. They describe all classroom and extra—curricular activities to achieve the learning outcomes of the program.

Academic Program Description Form

University Name: Tikrit University

Faculty/Institute: College of Computer Science and Mathematics

Scientific Department: Deanship of the College

Academic or Professional Program Name: Bachelor of Administration and Economics

Final Certificate Name: Bachelor's in Management and Economics

Academic System: courses

Description Preparation Date:

31/3/2024

File Completion Date:

31/3/2024

Signature:

Head of Department Name:

Date:

Signature:

Scientific Associate Name:

Date:

The file is checked by:

Department of Quality Assurance and University Performance

Director of the Quality Assurance and University Performance Department:

Date:

Signature:

Approval of the Dean

1. Program Vision

Program vision is written here as stated in the university's catalogue and website.

2. Program Mission

Program mission is written here as stated in the university's catalogue and website.

3. Program Objectives

General statements describing what the program or institution intends to achieve.

4. Program Accreditation

Does the program have program accreditation? And from which agency?

5. Other external influences

Is there a sponsor for the program?

6 Program Structure

Program Structure	Number of Courses	Credit hours	Percentage	Reviews•
Institution Requirements				
College Requirements				

Department				
Requirements				
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

8. Expected learning outcomes of the program

Knowledge

Learning Outcomes 1

Learning Outcomes Statement 1

Skills

Learning Outcomes 2

Learning Outcomes Statement 2

Learning Outcomes 3

Learning Outcomes Statement 3

Ethics

Learning Outcomes 4

Learning Outcomes Statement 4

Learning Outcomes 5

Learning Outcomes Statement 5

9. Teaching and Learning Strategies

Teaching and learning strategies and methods adopted in the implementation of the program in general.

10. Evaluation methods

Implemented at all stages of the program in general.

11. Faculty					
Faculty Members					
Academic Rank	Specialization		Special Requirements/Skills (if applicable)		Number of the teaching staff
	General	Special			Staff Lecturer

Professional Development
Mentoring new faculty members
Briefly describes the process used to mentor new, visiting, full—time, and part—time faculty at the institution and department level.
Professional development of faculty members
Briefly describe the academic and professional development plan and arrangements for faculty such as teaching and learning strategies, assessment of learning outcomes, professional development, etc.

12. Acceptance Criterion
(Setting regulations related to enrollment in the college or institute, whether central admission or others)

13. The most important sources of information about the program
State briefly the sources of information about the program.

14. Program Development Plan

Program Skills Outline															
				Required program Learning outcomes											
Year/Level	Course Code	Course Name	Basic or optional	Knowledge				Skills				Ethics			
				A1	A2	A3	A4	B1	B2	B3	B4	C1	C2	C3	C4

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

Course Description Form

1. Course Name: Management principles					
2. Course Code: Management principles					
3. Semester / Year: The first / 2023-2024					
4. Description Preparation Date: 31/3/2024					
5. Available Attendance Forms: Blended learning (in-person + electronic)					
6. Number of Credit Hours (Total) / Number of Units (Total)					
30 hours / 2 units					
7. Course administrator's name (mention all, if more than one name) Lecturer Kamal Majeed Wahab / Lecturer Mahmoud Hussein Alwan Email: kamal.m.wahhab@tu.edu.iq Mahmood3333@tu.edu.iq					
.....					
8. Course Objectives					
Course Objectives				
<ul style="list-style-type: none"> - Learn management functions and... - Access to ancient and modern management schools and their theories - Studying the organization's general and specific external environment 					
9. Teaching and Learning Strategies					
Strategy					
10. Course Structure					
Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method

1	2	Learn about the concept of management and the manager and their functions	The concept of management and the manager and their functions	Explanation, dialogue and discussion	Direct questions and daily and semester exams
2	2	Identify the types of managers and their levels	Types of managers and their levels	Explanation, dialogue and discussion	Direct questions and daily and semester exams
3	2	Identify the manager's administrative skills, their sources and roles	The manager's administrative skills, their sources and roles	Explanation, dialogue and discussion	Direct questions and daily and semester exams
4	2	Getting to know management schools and their theories	Management schools and their theories	Explanation, dialogue and discussion	Direct questions and daily and semester exams
5	2	Learn about the organization's environment	Organization environment	Explanation, dialogue and discussion	Direct questions and daily and semester exams
6	2	Learn about planning and decision making	Planning and decision making	Explanation, dialogue and discussion	Direct questions and daily and semester exams
7	2	Identify the types of plans and their obstacles	Types of plans and their obstacles	Explanation, dialogue and discussion	Direct questions and daily and semester exams

8	2	Recognizing information and making decisions	Information and decision making	Explanation, dialogue and discussion	Direct questions and daily and semester exams
9	2	Learn about the administrative organization	Administrative regulation	Explanation, dialogue and discussion	Direct questions and daily and semester exams
10	2	Learn about leadership, motivation and job satisfaction	Leadership, motivation and job satisfaction	Explanation, dialogue and discussion	Direct questions and daily and semester exams
11	2	Identify communications, their types, methods, and channels	Communications, their types, methods and channels	Explanation, dialogue and discussion	Direct questions and daily and semester exams
12	2	Learn about monitoring and evaluation	Monitoring and evaluation	Explanation, dialogue and discussion	Direct questions and daily and semester exams
13	2	Learn about the social responsibility of a business organization	Business organization ethics	Explanation, dialogue and discussion	Direct questions and daily and semester exams

11. Course Evaluation					
Distributing the score out of 100 according to the tasks assigned to the student such as daily preparation, daily oral, monthly, or written exams, reportsetc					
12. Learning and Teaching Resources					
Required textbooks (curricular books, if any)					
Main references (sources)					
Recommended books and references (scientific journals, reports...)					
Electronic References, Websites					