

Ministry of Higher Education and Scientific Research
Scientific supervision and evaluation device
Department of Quality Assurance and Academic Accreditation
Accreditation Department



Academic program and course

2024

the introduction:

The educational program is considered a coordinated and organized package of academic courses that includes 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 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 modern form, the (courses) .system

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 description of the academic program 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 necessary summary of the most important characteristics of the course and the learning outcomes that the student is expected to achieve, demonstrating whether he or she 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 a developed, inspiring, motivating, realistic and applicable program.

The program's mission: It briefly explains the goals and activities necessary to achieve them, and also defines the program's development paths and directions.

Program objectives: These 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 (courses) system, whether it is a requirement (a ministry, a university, a college, or a scientific department), along with the number of study units.

Learning outcomes: A consistent set of knowledge, skills, and values that the student has acquired after the successful completion of 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 programmer.

Academic program description form for colleges

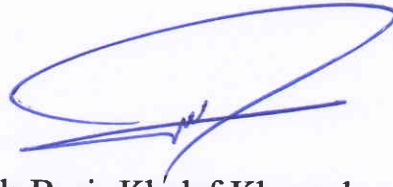
University: Northern Technical University

College/Institute: Technical College/Hawija

Scientific Department: Department of Business Administration Technologies

Date of filling the file 14/4/2024

Signature



Name of the department head: A.pro. dr.Basir Khalaf Khazaal.

Date: 14/4/2024

Signature:



Scientific Assistant: A. pro. Raed Wadallah Dawoud

Date: 14/4/2024

Check the file before

Division of Quality Assurance and University Performance

Name of the Director of the Quality Assurance and University Performance Division
A.Pro.Dr. Saheb J. Ajaj

Date 14/4/2024

Signature :



Authentication of the Dean

Dr. Ahmed A. danog

1. .1Program vision

The College of Administrative Technology seeks to prepare graduates in the field of administrative sciences to work in government departments and benefit from specialization in the practical and applied field..

2. .2Program message

Working to prepare and graduate leading scientific and leadership competencies in the field of administrative sciences and to develop the balance of knowledge in the field of scientific research in the field of administration to serve the local, regional and international community, as well as training and refining the minds of students scientifically and cognitively, and emphasizing social and cultural values and responding to the requirements of the local market..

3. .3Program objectives

1 .The student, whether in preliminary or postgraduate studies, must have full knowledge of business administration (institutions and companies), which is part of the economic, administrative and accounting sciences, in order to keep pace with the most important global developments in this field..

2 .Guiding the student scientifically based on analysis, interpretation, and searching for causes and results that the student has the ability to be creative in interpreting.

3. Effective contribution with other economic and accounting sciences in addressing the problems facing the individual and society

4. Effective contribution with other economic and accounting sciences in addressing the problems facing the individual and society.

5. Guiding the student scientifically in line with progress and development in the field of modern administrative sciences.

6. Providing them with methods and skills that enable them to deal with workers in those organizations.

7. Enabling the student to understand how to optimally invest natural and human resources.

4. .4Programmatic accreditation

nothing

5. .5Other external influences

nothing

6. .6Program structure				
comments*	percentage	Study unit	Number of courses	Program structure
Basic course		24	12	Enterprise requirements
Basic course		15	4	College requirements
Mandatory and optional		142	49	Department requirements
			There is	summer training
				Other

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

7. .7Program description				
Credit hours		Name of the course or course	Course or course code	Year/level
practical	theoret ical	Computer principles	NTU102	/ 2024-2023 the first
1	1			

8. .8Expected learning outcomes of the program	
Knowledge	
	<p>Building an in-depth and solid - theoretical scientific knowledge base through which students learn theoretical and practical knowledge of computer hardware and software that present scientific .concepts</p> <p>-Encouraging innovative ideas and projects and developing leadership and creative skills in the field of information technology by urging students to participate in computer events and forums.</p>
Skills	
	<p>The ability to use current technologies, skills and tools necessary to practice computing</p>

	in administrative aspects.
Value	
	Understand the professional, ethical, legal, security, and societal responsibilities related to computer science and its uses.

9. Teaching and learning strategies
1- Explaining the scientific material to students in detail. 2- Students' participation in using the computer and its applications. 3- Discussion and dialogue about vocabulary related to the topic.

10. Evaluation methods
Weekly, monthly, daily exams and the end-of-semester exam.

11 .The teaching staff						
						Faculty members
Preparing the teaching staff		Special requirements/skill (s (if any		Specialization		Scientific rank
lecturer	angel			private	general	
	angel	angel			Computer Science	Professor, assistant professor, teacher, assistant teacher

Professional development
Orienting new faculty members
Computer training courses
Professional development for faculty members

12.Acceptance criterion
central

13.The most important sources of information about the program

Computer principles book

14.Program development plan

Using new concepts in the field of computer science and using electronic devices to present information and related issues

Program skills chart

Learning outcomes required from the programme

Value				Skills				Knowledge				Essential or optional ?	Course Name	Course Code	Year/level	
G4	G3	G2	G1	B4	B3	B2	B1	A4	A3	A2	A1					
			*				*					*	Basic	Computer principles		2023-2024

●Please check the boxes corresponding to the learning outcomes

15. Program description				
Credit hours		Name of the course or course	Course or course code	Year/level
practical	theoretical	Democracy and human rights	NTU100	the / 2024-2023 first
0	2			

16. .Expected learning outcomes of the program	
Knowledge	
	Adopting systematic thinking methods that are appropriate to the form and content of knowledge available through what is taught about democracy and human rights.
Skills	
	Skill in dealing with the most important rights contained in local and international customs and laws
Value	
	Consolidating values related to professional, ethical, legal, security, and societal responsibilities related to democracy and human rights.

17. Teaching and learning strategies
<ol style="list-style-type: none"> 1. Explaining the scientific material to students in detail. 2. Students' participation in all ways that lead to developing knowledge, skills, and values of democracy and human rights. 3. Discussion and dialogue about vocabulary related to the topic.

18. Evaluation methods

Weekly, monthly, daily exams and the end-of-semester exam.

19. The teaching staff

						Faculty members	
Preparing the teaching staff		Special requirements/skill (s if any)		Specialization		Scientific rank	
lecturer	angel			private	general		
	angel	angel			Computer Science	Professor, assistant professor, teacher, assistant teacher	

- Professional development
- Orienting new faculty members
- Training courses in the field of democracy and human rights
- Professional development for faculty members

20. Acceptance criterion

central

21. The most important sources of information about the program

Democracy and human rights book

22. Program development plan

Using new concepts to form values related to freedom and respect for human rights.

23. Program description				
Credit hours		Name of the course or course	Course or course code	Year/level
practical	theoretical	English	NTU101	the / 2024-2023 first
0	2			

24. Expected learning outcomes of the program	
	Knowledge
	Providing students with the skills of analysis, criticism, thinking, writing, reading, and listening, in addition to producing texts in the English language.
	Skills
	For students to become fluent and creative in practicing the English language.
	Value
	Self-confidence, openness and tolerance.

25. Teaching and learning strategies
<ol style="list-style-type: none"> 1. Explaining the scientific material to students in detail. 2. Students participate in English dialogue among themselves. 3. Discussion and dialogue about vocabulary related to the topic.

26. Evaluation methods
Weekly, monthly, daily exams and the end-of-semester exam.

27. The teaching staff						
Faculty members						
Preparing the teaching staff		Special requirements/skill (s (if any		Specialization		Scientific rank
lecturer	angel			private	general	
	angel	angel			Computer Science	Professor, assistant professor, teacher, assistant teacher

Professional development
Orienting new faculty members
Training courses in the field of English
Professional development for faculty members

28. Acceptance criterion
central

29. The most important sources of information about the program
English language book

30. Program development plan
Using new concepts, rules and sentences in the English language.

Program skills chart																
Learning outcomes required from the programme												Essential or optional?	Course Name	Course Code	Year/level	
Value				Skills				Knowledge								
G4	G3	G2	G1	B4	B3	B2	B1	A4	A3	A2	A1					
			*				*					*	Basic	Computer principles		2023-2024

• Please check the boxes corresponding to the learning outcomes

30. Program description				
Credit hours		Name of the course or course	Course or course code	Year/level
practical	theoretical	Principles of administration	TCMM120	2023-2024/first
1	3			

31. Expected learning outcomes of the program	
	Knowledge
	Enables students to learn about management theories and approaches
	Skills
	Describing administrative phenomena and analyzing the relationships related to the investigated problem.
	Value
	Cultivate entrepreneurship, enhance cooperation and perseverance.

32. Teaching and learning strategies
1. Explaining the scientific material to students in detail. 2. Brainstorming sessions. 3. Discussion and dialogue about vocabulary related to the topic.

33. Evaluation methods
Weekly, monthly, daily exams and the end-of-semester exam.

34 .Faculty						Faculty members
Preparing the teaching staff		Special requirements/skill (s (if any		Specialization		Scientific rank
lecturer	angel			private	general	
	angel	angel			Computer Science	

Professional development
Orienting new faculty members
Developing and developing the technical and professional skills and capabilities of support staff in the field of specialization to keep pace with modern developments.
Professional development for faculty members

35.Acceptance criterion
central

36 .The most important sources of information about the program
Management principles book

37.Program development plan
Participate with students in the decision-making process and obtain feedback from them.

Program skills chart															
Learning outcomes required from the programme												Essential or optional?	Course Name	Course Code	Year/level
Value				Skills				Knowledge							
G4	G3	G2	G1	B4	B3	B2	B1	A4	A3	A2	A1				
			*				*					*	Basic	Principles of administration	2023-2024

•Please check the boxes corresponding to the learning outcomes

38 .Program description				
Credit hours		Name of the course or course	Course or course code	Year/level
practical	theoretical	Principles of economics	TCMM123	the / 2024-2023 first
1	3			

39 .Expected learning outcomes of the program	
Knowledge	
	Understand and understand economics and solve existing .economic problems
Skills	
	Understanding mathematical methods and techniques in solving problems of economic units.
Value	
	Developing students' abilities to share economic ideas.

40.Teaching and learning strategies
1.Explaining the scientific material to students in detail. 2.Students' participation in solving economic issues. 3.iscussion and dialogue about vocabulary related to the topic.

41 .Evaluation methods
.Weekly, monthly, daily exams and the end-of-semester exam

42 .Faculty					
					Faculty members
Preparing the teaching staff		Special requirements/skill (s (if any		Specialization	Scientific rank
lecturer	angel			private	general
	angel	angel			economics
					Professor, assistant professor, teacher, assistant teacher

Professional development
Orienting new faculty members
Developing and developing the technical and professional skills and capabilities of support staff in the field of specialization to keep pace with modern developments.
Professional development for faculty members

43 Acceptance criterion
central

44.The most important sources of information about the program
Principles of economics book

45.Program development plan
Students participate in how to employ economic resources in order to produce goods and services .that achieve the well-being of community members

Program skills chart															
Learning outcomes required from the programme												Essential or optional ?	Course Name	Course Code	Year/level
Value				Skills				Knowledge							
G 4	G 3	G 2	G 1	B 4	B 3	B 2	B 1	A 4	A 3	A 2	A 1				
			*				*					*	Basic	Principles of economics	2023-2024

•Please check the boxes corresponding to the learning outcomes

46. Program description				
Credit hours		Name of the course or course	Course or course code	Year/level
practical	theoretical	Principles of Statistics	TCMM121	الاول / 2024-2023
2	2			

47. Expected learning outcomes of the program	
Knowledge	
	Understand and understand statistics and solve existing administrative problems based on real data
Skills	
	Understanding the ways and methods of collecting data for various phenomena, classifying this data into tables, representing it graphically in the form of illustrations, analyzing the data and drawing conclusions from it, and using it to make decisions
Value	
	Developing students' abilities to process available data, whether quantitative or numerical, to arrive at a significant value for the values in question

48 .Teaching and learning strategies
1- Explaining the scientific material to students in detail. 2- Students' participation in solving statistical problems. 3 -Discussion and dialogue about vocabulary related to the topic.3

49.Evaluation methods

Weekly, monthly, daily exams and the end-of-semester exam.

50.Faculty

						Faculty members
Preparing the teaching staff		Special requirements/skill (s (if any		Specialization		Scientific rank
lecturer	angel			privat e	general	
	angel	angel			Statistics	Professor, assistant professor, teacher, assistant teacher

Professional development**Orienting new faculty members**

Statistics: Developing and developing the technical and professional skills and capabilities of supporting staff in the field of statistics principles.

Professional development for faculty members**51. Acceptance criterion**

central

52.The most important sources of information about the program

Principles of Statistics book

53 .Program development plan

Participate with students in how to employ statistical issues to enhance the content and prove its credibility.

Program skills chart															
Learning outcomes required from the programme												Essential or optional ?	Course Name	Course Code	Year/level
Value				Skills				Knowledge							
G4	G3	G2	G1	B4	B3	B2	B1	A4	A3	A2	A1				
			*				*					*	Basic	Principles of Statistics	2023-2024

●Please check the boxes corresponding to the learning outcomes