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

Academic Description Program

2024

Introduction:

The educational program is a coordinated and organized package of courses that include procedures and experiences organized in the form of academic vocabulary whose main purpose is to build and refine the skills of graduates, making them qualified to meet the requirements of the labor market, which 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 are being worked on to acquire for students based on the objectives of the academic program, and the importance of this description is evident because it represents the cornerstone in obtaining program accreditation and is written jointly by the teaching staff 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 the light of the developments and developments of the educational system in Iraq, which included a description of the academic program in its modern form (courses) system.

In this regard, we can only emphasize the importance of writing a description of academic programs and courses to ensure the proper functioning of the educational process.

Concepts and terminology:

Academic <u>Program Description</u>: 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 brief summary of the most important characteristics of the course and the learning outcomes expected of the student to achieve, proving whether he has made the most of the available learning opportunities. It is derived from the description of the program.

Program Vision: An ambitious picture for the future of the academic program to be a sophisticated, inspiring, stimulating, realistic and applicable program.

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 (courses) system, whether it is a requirement (ministry, university, college and scientific department) with the number of study units.

Learning Outcomes: A compatible set of knowledge, skills and values acquired by the student 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.
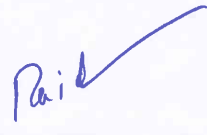
Teaching and learning strategies: They are the strategies used by the faculty member to develop the student's teaching and learning, and they are plans that are followed to reach the learning goals. That is, describe all classroom and extra-curricular activities to achieve the learning outcomes of the program.

Ministry of Higher Education and Scientific Research
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Academic Program Description Form for college

University: Northern Technical University
College :Technical College /Hawija
Scientific Department: Banking and Finance administration Techniques
Date of form completion: 15 / 04 / 2024

Signature:
Head of Department:
 Dr. Wisam Sami Jabbar Zinal
Date: 15/ 04/ 2024

Signature: Raid
Name of scientific assistant:
Assit. Prof. Raid Waadullah Daoud
Date : 15 / 4 / 2024

Quality Assurance and University
Performance manager
Assit. Prof. Dr. Sahib Jalal Ajaj
Date 15 / 4 / 2024
Signature
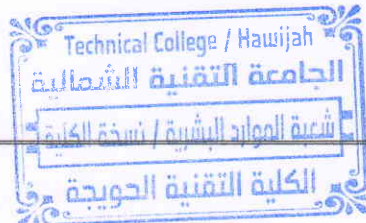
Dean
Assit. Prof. Dr. Ahmed Abdula Danook

1. Program Vision

Hawija College of Technology seeks to prepare graduates in the field of banking and financial technologies to work in government departments and benefit from specialization in the practical and applied field.

2. Program Mission

Work on preparing and graduating leading scientific and leadership competencies in the field of banking and finance management techniques and in developing the knowledge balance in the field of scientific research in the field of banking management to serve the local, regional and international community, as well as training and refining students' minds scientifically and cognitively, emphasizing social and cultural values and responding to the requirements of the local market.

3. Program Objectives

1. The student, whether in primary or postgraduate studies, should be fully aware of the management of banks and finance (institutions and companies) that are part of the economic, financial, accounting and administrative 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 search for causes and results that the student has the ability to be creative in interpreting.
3. Effective contribution with other administrative and accounting sciences in addressing the problems facing the individual and society
4. Guiding the student scientifically in line with the progress and development in the field of modern financial and banking technologies.
5. Provide them with the methods and skills that enable them to deal with workers in those organizations.
6. Enable the student to understand how to optimize the investment of natural and human resources.

4. Program Accreditation

There isn't any

5. Other external influences

There isn't any

6. Program Structure

Program Structure	Number of Courses	Unit of study	Percentage	Reviews *
Requirements of the institution	11	24		Basic Course
College Requirements	12	23		Basic and optional
Department Requirements	49	106		compulsory
Summer Training	There is			
Other				

* It can include notes whether the course is basic or optional.

7. Program Description

Year/ Level	Course or Course Code	Course Name	Credit Hours	
			theoretical	practical
2023-2024 / First	NTU102	Computer Principles		
			1	1

8. Expected Learning Outcomes of the Program

Knowledge

- Building an in-depth and solid theoretical scientific knowledge base through which students learn theoretical and practical knowledge in computers and software that present scientific concepts. - 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.	

Skills

Ability to use current technologies, skills and tools to practice computing in administrative aspects.	

Values

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

9. Teaching and learning strategies

1- Explain the scientific material to students in detail.
2- Student participation in the use of computers and its applications.
3- Discussion and dialogue on related vocabulary .

10. Evaluation methods
Weekly, monthly, daily exams and end of term exam.

11. Faculty					
Faculty Members					
Academic Rank	Specialization		Special requirements/skills (if applicable)	Preparation of the teaching staff	
	year	special		angel	lecturer
Professor, Assistant Professor, Lecturer, Assistant Lecturer	Computer Science			angel	

Professional Development
Mentoring new faculty members
Computer Training Courses
Professional development of 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 issues related to them

Program Skills Outline																
				Learning outcomes required from the program												
Year/ Level	Course Code	Course Name	Basic or optional	Knowledge				Skills				Values			
				A1	A2	A3	A4	B1	B2	B3	B4	C1	C2	C3	C4
2023-2024		Computer Principles	Essential	*				*				*			

● Please tick the boxes corresponding to the learning outcome

15. Program Description				
Year/ Level	Course or Course Code	Course Name	Credit Hours	
2023-2024 / First	NTU100	Democracy and Human Rights	theoretical	practical
			2	0

16. Expected Learning Outcomes of the Program
Knowledge
Adopting systematic thinking methods that are commensurate with the form and content of available knowledge through what he studies about democracy and human rights..
Skills
Skill in dealing with the most important rights that came in local and international norms and laws
Values
Establishing the values of professional, ethical, legal, security and societal responsibilities related to democracy and human rights.

17. Teaching and Learning Strategies
1- Explain the scientific material to students in detail.   2- Participation of students in all ways that lead to the development of knowledge, skills and values of democracy and human rights .   3- Discussion and dialogue on related vocabulary .

18. Evaluation methods
Weekly, monthly, daily exams and end of term exam.

19. Faculty						
Faculty Members						
Academic Rank	Specialization		Special requirements/skills (if applicable)		Preparation of the teaching staff	
	year	special			angel	lecturer
Professor, Assistant Professor, Lecturer, Assistant Lecturer	law				angel	

Professional Development
Mentoring new faculty members
Training courses in the field of democracy and human rights
Professional development of 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 shape values related to freedom and respect for human rights.

Program Skills Outline															
				Learning outcomes required from the program											
Year/ Level	Course Code	Course Name	Basic or optional	Knowledge				Skills				Values			
				A1	A2	A3	A4	B1	B2	B3	B4	C1	C2	C3	C4
2023-2024		Democracy and Human Rights	Essential	*				*				*			

- Please tick the boxes corresponding to the learning outcomes

23. Program Description				
Year/ Level	Course or Course Code	Course Name	Credit Hours	
2023-2024 / First	**NTU101**	English Language	theoretical	practical
			2	0

24. Expected Program Learning Outcomes

Knowledge

Providing students with the skills of analysis, criticism, thinking, writing, reading, listening, in addition to producing texts in English

Skills

Students become fluent and creative in practicing English.

Values

Self-confidence, openness and tolerance.

25. Teaching and Learning Strategies

1- Explain the scientific material to students in detail.
2- Students' participation in the English dialogue among themselves.
3- Discussion and dialogue on related vocabulary .

26. Methods of evaluation

Weekly, monthly, daily exams and end of term exam.

27. Faculty

Faculty Members

Academic Rank	Specialization		Special requirements/skills (if applicable)		Preparation of the teaching staff	
	year	special			angel	lecturer
Professor, Assistant Professor, Lecturer, Assistant Lecturer	English Language				angel	

Professional Development

Mentoring new faculty members

English Language Training Courses

Professional development of faculty members

28. Acceptance Criterion

central

29. Top sources of information about the program

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English Language Book

30. Program Development Plan

Use of new concepts, grammar and sentences in English.

				Program Skills Outline												
				Learning outcomes required from the program												
Year/ Level	Course Code	Course Name	Basic or optional	Knowledge				Skills				Values			
				A1	A2	A3	A4	B1	B2	B3	B4	C1	C2	C3	C4
2023-2024		English Language	Essential	*				*				*			

• Please tick the boxes corresponding to the learning outcomes

31. Expected Program Learning Outcomes

Knowledge

Enables students to learn about management theories and approaches.

Skills

Describe administrative phenomena and analyze the relationships of the problem studied.

Values

Fostering entrepreneurship, fostering cooperation and perseverance.

32. Teaching and learning strategies

1- Explain the scientific material to students in detail.
2- Brainstorming sessions.
3- Discussion and dialogue on related vocabulary .

33. Assessment methods

Weekly, monthly, daily exams and end of term exam.

34. Faculty

Faculty Members

Academic Rank	Specialization		Special requirements/skills (if applicable)		Preparation of the teaching staff	
	year	special			angel	lecturer
Professor, Assistant Professor, Lecturer, Assistant Lecturer	Business Administration				angel	

Professional Development
Mentoring new faculty members
Developing the technical and professional skills and capabilities of the supporting cadres in the field of specialization to keep pace with modern developments.
Professional development of faculty members

35. Acceptance Criterion

central

36. The most important sources of information about the program

Management Principles Book

37. Program Development Plan

Participate students in the decision-making process, and get feedback from them.

Program Skills Outline	
	Learning outcomes required from the program

13

Year/ Level	Course Code	Course Name	Basic or optional	Knowledge				Skills				Values			
				A1	A2	A3	A4	B1	B2	B3	B4	C1	C2	C3	C4
2023-2024		Principles of Management	Essential	*				*				*			

● Please tick the boxes corresponding to the learning outcomes

38. Program Description				
Year/ Level	Course or Course Code	Course Name	Credit Hours	
2023-2024 / First	MMT105	Principles of Economics	theoretical	practical
			2	2

39. Program Expected Learning Outcomes
Knowledge
Understand the subject of economics and solve existing economic problems, as well as providing the student with knowledge of ways to improve the economic environment and understand the laws of supply and demand
Skills
Understand mathematical methods and methods in solving the problems of economic units.
Values
Developing students' abilities to share economic ideas.

40. Teaching and learning strategies
1- Explain the scientific material to students in detail. 2- Student participation in solving economic problems. 3- Discussion and dialogue on related vocabulary .

41. Methods of evaluation
Weekly, monthly, daily exams and end of term exam.

42. Faculty						
Faculty Members						
Academic Rank	Specialization		Special requirements/skills (if applicable)		Preparation of the teaching staff	
	year	special			angel	lecturer
Professor, Assistant Professor, Lecturer, Assistant Lecturer	Economy	Quantitative			angel	

Professional Development
Mentoring new faculty members
Developing the technical and professional skills and capabilities of the supporting cadres in the field of specialization to keep pace with modern developments.
Professional development of faculty members

43. Acceptance Criterion
Central

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

45. Program Development Plan
Students' participation in how to employ economic resources in order to produce goods and services that achieve the well-being of community members.

46. Program Description				
Year/ Level	Course or Course Code	Course Name	Credit Hours	
2023-2024 / First	MMT103	Principles of Statistics	theoretical	practical
			2	2

Program Skills Outline

Year/ Level	Course Code	Course Name	Basic or optional	Learning outcomes required from the program											
				Knowledge				Skills				Values			
				A1	A2	A3	A4	B1	B2	B3	B4	C1	C2	C3	C4
2023-2024		Principles of Economics	Essential	*				*				*			

• Please tick the boxes corresponding to the learning outcomes

47. Expected Learning Outcomes of the Program
Knowledge
Understand and understand statistics and solve existing administrative problems according to real data.
Skills
Understand the methods and methods of collecting data for various phenomena, classify these data into tables, represent them graphically in the form of illustrations, analyze data and draw conclusions from them, use them in decision-making.
Values
Developing students' abilities to process available data, whether quantitative or numerical, to reach a significant value for the values in question..

48. Teaching and learning strategies
1- Explain the scientific material to students in detail. 2- Student participation in solving statistical problems. 3- Discussion and dialogue on related vocabulary .

49. Methods of evaluation
Weekly, monthly, daily exams and end of term exam.

50. Faculty
Faculty Members

Academic Rank	Specialization		Special requirements/skills (if applicable)		Preparation of the teaching staff	
	year	special			angel	lecturer
Professor, Assistant Professor, Lecturer, Assistant Lecturer	Statistics				angel	

Professional Development
Mentoring new faculty members
Developing the technical and professional skills and capabilities of the supporting cadres in the field of statistics principles.
Professional development of faculty members

51. Acceptance Criterion
Central

52. The most important sources of information about the program
Principles of Statistics Book

53. Program Development Plan
Student participation in how to employ statistical issues to enhance content and prove its credibility.

54. Software Description				
Year/ Level	Course or Course Code	Course Name	Credit Hours	
			theoretical	practical
2023-2024 / First	MMT102	Accounting principles		
			2	3

Learning outcomes required from the program

Year/ Level	Course Code	Course Name	Basic or optional	Knowledge				Skills				Values			
				A1	A2	A3	A4	B1	B2	B3	B4	C1	C2	C3	C4
2023-2024		Principles of Statistics	Essential	*				*				*			

● Please tick the boxes corresponding to the learning outcomes

55. Expected Program Learning Outcomes	
Knowledge	
Understand and understand the accounting subject and solve existing accounting problems according to real data. As well as providing financial information, the most important of these information is to determine the result of the activity of the economic unit during a certain period of time (profit or loss). Determining the financial position of the economic unit (company) which is represented in the sources of the unit's funds, where they were obtained and the uses of these funds at the end date of this particular period of time..	
Skills	
The ability to transform complex financial information into understandable content for a non-finance audience, this skill includes components such as: A thorough understanding of financial terms and concepts. Ability to translate complex financial information into understandable language.	
Values	
The accountant must be fully aware of the institution, its activities, and plans, in addition to knowing the objectives of the reports and financial statements that he is working on, and the accountant may not accept to carry out any process that he cannot complete with a high degree of efficiency and quality, and if he is unable to do so, he must seek help from the people of experience	

56. Teaching and learning strategies
1- Explain the scientific material to students in detail. 2- Student participation in solving accounting problems. 3- Discussion and dialogue on related vocabulary .

57. Methods of evaluation
Weekly, monthly, daily exams and end of term exam.

58. Faculty							
Faculty Members							
Academic Rank		Specialization		Special requirements/skills (if applicable)		Preparation of the teaching staff	
		year	special			angel	lecturer
Teacher		Accounting principles				angel	

Professional Development
Mentoring new faculty members
Developing the technical and professional skills and capabilities of the supporting cadres in the field of accounting principles.
Professional development of faculty members

59. Acceptance criterion
central

60. The most important sources of information about the program
Accounting Principles Book

61. Program Development Plan
Student participation in how to employ accounting issues to enhance content and prove its credibility.

Program Skills Outline						
				Learning outcomes required from the program		
Year/ Level	Course Code	Course Name	Basic or optional	Knowledge	Skills	Values

				A1	A2	A3	A4	B1	B2	B3	B4	C1	C2	C3	C4
2023-2024		Accounting principles	Essential	*				*				*			

Please tick the boxes corresponding to the learning outcomes

62. Program Description				
Year/ Level	Course or Course Code	Course Name	Credit Hours	
2023-2024 / First	MMT104	Banking Operations	theoretical	practical
			1	2

63. Program Expected Learning Outcomes	
Knowledge	
Developing students' skills in the field of banking operations and how to employ them in addressing many outstanding issues in economics and finance and using these operations as an effective tool in scientific research to obtain results of a distinctive quantitative nature in making financial decisions.	
Skills	
- The skill of dealing with financial decisions and how to use them financial and banking sciences. - Dealing with banks and how to employ them in financial and banking sciences . - Build and process models for making financial decisions.	
Values	
Banks follow in terms of subject matter a clear method in banking models such as contracts and others in terms of form and subject matter so that the relationship is clear between the parties to the transaction away from confusion and ambiguity and is formulated in a way that facilitates the interpretation of its conditions	

64. Teaching and learning strategies
1- Explain the scientific material to students in detail. 2- Student participation in solving banking operations issues. 3- Discussion and dialogue on related vocabulary .

65. Evaluation methods
Weekly, monthly, daily exams and end of term exam.

66. Faculty						
Faculty Members						
Academic Rank	Specialization		Special requirements/skills (if applicable)		Preparation of the teaching staff	
	year	special			angel	lecturer
Assistant Professor	Banking Operations				angel	

Professional Development
Mentoring new faculty members
Developing the technical and professional skills and capabilities of the supporting cadres in the field of banking operations.
Professional development of faculty members

67. Acceptance Criterion
Central

68. Top sources of information about the program
Book of banking operations

69. Program Development Plan
Student participation in how to use banking issues to enhance content and prove its credibility.

Program Skills Outline																
				Learning outcomes required from the program												
Year/ Level	Course Code	Course Name	Basic or optional	Knowledge				Skills				Values			
				A1	A2	A3	A4	B1	B2	B3	B4	C1	C2	C3	C4
2023-2024		Banking Operations	Essential	*				*				*			

- Please tick the boxes corresponding to the learning outcomes

70.. Programleírás				
Year/level	Course or course code	Course Name	Credit hours	
2023-2024 / الاول	ATCH104	Quality Management	theoretical	practical
			1	1

71. Expected learning outcomes of the program

Knowledge

Teaching students the concepts of quality management as well as the most prominent philosophies from which modern quality management systems emerged.

Skills

.-Teaching the student the skills of brainstorming sessions -
-The skill of employing quality circles to enhance the level of quality and solve problems

Value

Doing the right thing from the start and continuing to do so, with an advanced level of everyone's participation and building team spirit

72. Teaching and learning strategies

1- Explain the scientific material to students in detail.
2- Participation of students in solving administrative issues
3- Discussion and dialogue on vocabulary related to the topic.

73. Evaluation methods

Weekly, monthly, daily exams and end of term exam.

74. Faculty					
Faculty Members					
Academic Rank	Specialization		Special requirements/skills (if applicable)	Preparation of the teaching staff	
	year	special		angel	lecturer
teacher	Quality Management			angel	

Professional Development
Mentoring new faculty members
Developing the technical and professional skills and capabilities of the supporting cadres in the field of quality management.
Professional development of faculty members

75. Acceptance Criterion
central

76. The most important sources of information about the program
Quality Management Book

77. Program Development Plan
Student participation in how to employ administrative issues to enhance content and prove its credibility.

				Learning outcomes required from the program											
				Knowledge				Skills				Values			
Year/ Level	Course Code	Course Name	Basic or optional	A1	A2	A3	A4	B1	B2	B3	B4	C1	C2	C3	C4
2023-2024		Quality Management	elective	*				*				*			

Program Skills Outline

- Please tick the boxes corresponding to the learning outcomes

78. Program Description

Year/ Level	Course or Course Code	Course Name	Credit Hours	
			theoretical	practical
2023-2024 / First	ATCH102	E-Business Administration		
			1	2

79. Expected Learning Outcomes of the Program

Knowledge

Enables students to learn about management theories and approaches.

Skills

Describe administrative phenomena and analyze the relationships of the problem studied.

Values

Fostering entrepreneurship, fostering cooperation and perseverance.

80. Teaching and learning strategies

1- Explain the scientific material to students in detail.
2- Brainstorming sessions.
3- Discussion and dialogue on related vocabulary .

81. Evaluation methods

Weekly, monthly, daily exams and end of term exam.

82. Faculty						
Faculty Members						
Academic Rank	Specialization		Special requirements/skills (if applicable)		Preparation of the teaching staff	
	year	special			angel	lecturer
Professor, Assistant Professor, Lecturer, Assistant Lecturer	Business Administration				angel	

Professional Development
Mentoring new faculty members
Developing the technical and professional skills and capabilities of the supporting cadres in the field of specialization to keep pace with modern developments.
Professional development of faculty members

83. Acceptance Criterion
central

84. The most important sources of information about the program
E-Business Administration Book

85. Program Development Plan
Participate students in the decision-making process, and get feedback from them.

				Learning outcomes required from the program											
				Knowledge				Skills				Values			
Year/ Level	Course Code	Course Name	Basic or optional	A1	A2	A3	A4	B1	B2	B3	B4	C1	C2	C3	C4
2023-2024		E-Business Administration	elective	*				*				*			

- Please tick the boxes corresponding to the learning outcomes