



**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 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:

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: Albasrah university

Faculty/Institute: Faculty of Administration and Economics

Scientific Department: Department of Banking and Finance Sciences

Academic or Professional Program Name: master of Business Administration

Final Certificate Name: Master of Business Administration

Academic System: courses

Description Preparation Date: The first course 11/17/2023

The second course 2/25/2024

File Completion Date: 2024/02/21

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

The College of Administration and Economics seeks to be one of the leading higher education institutions at the University of Basra in the field of modern education and scientific research through its scientific, research and administrative activities. It also works to provide an integrated path for its students and professors to make them active and creative in serving society in the fields of learning and teaching living languages.

2. Program Mission

Working to prepare and graduate leading scientific and leadership competencies in languages, sciences and literature, and to develop the balance of knowledge in the field of scientific research 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. Program Objectives

1. Embodying the vision, mission and goals of the University of Basra, and applying the best educational practices with a focus on ensuring and enhancing quality and performance.
2. Preparing specialized cadres capable of serving the community and preparing for the preparation of future specializations.
3. Spreading the culture of human diversity in society, transferring knowledge and linguistic skills, writing academic research, and creative scientific achievement through student- and teaching-focused activities.
4. The college seeks to conclude scientific and cultural cooperation agreements

with corresponding colleges and corresponding departments in different colleges to achieve best practices in the fields of teaching, learning and translation.

5. Focusing on the educational and moral aspects of all its members and spreading the spirit of dedication, tolerance, commitment and work to serve the nation.

6. Paying attention to intellectual and cultural construction through openness to the experiences of other countries in the fields of languages, literature and translation. Focusing on the educational and moral aspect of the student and instilling a spirit of dedication, tolerance and commitment.

4. Program Accreditation

nothing

5. Other external influences

nothing

6. Program Structure

Program Structure	Number of Courses	Credit hours	Percentage	Reviews*
Institution Requirements	2			Basic course
College Requirements	yes			
Department Requirements	yes			
Summer Training	nothing			
Other				

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

7. Program Description

Year/Level	Course Code	Course Name	Credit Hours
2023-2024/ first	1	Management principles	theoretical
2023-2024/ second	2	Management principles	theoretical

8. Expected learning outcomes of the program

Knowledge

1. Knowledge and familiarity with the modern vocabulary of management principles
2. A complete and necessary understanding of the interconnection of the concepts of management principles with other sciences

Skills

Developing students' abilities to share ideas

Ethics

Learning Outcomes 4

Learning Outcomes Statement 4

Learning Outcomes 5

Learning Outcomes Statement 5

9. Teaching and Learning Strategies

Using some realistic examples and embodying them in the form of questions for the purpose of interpreting and solving them.

10. Evaluation methods

Direct questions highlighting the role and duty required of students.

Weekly, monthly, daily exams and the end of the year exam.

11. Faculty						
Faculty Members						
Academic Rank	Specialization		Special Requirements/Skills (if applicable)		Number of the teaching staff	
	General	Special			Staff	Lecturer
Teacher	Business Management	Organizational behavior			Angel	

Professional Development
Mentoring new faculty members
Briefly explain the scientific aspects that are used to guide new faculty members
Professional development of faculty members
Briefly describe the plan related to academic development as methods of teaching, learning and professional development.

12. Acceptance Criterion
Central admission for morning studies

13. The most important sources of information about the program
Administration and business Dr. Saleh Mahdi Mohsen Al-Amiri Dr. Taher Mohsen Mansour Al-Ghalibi

14. Program Development Plan
A complete and necessary understanding of the interconnection of the concepts of management principles with other sciences. Disclosing one's thoughts and feelings regarding life matters, including scientific material on management principles.

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
2023-2024	1	Business Management	Basic	✓				✓							
	2	Business Management	Basic	✓				✓							

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

Course Description Form

1. Course Name:					
Principles of administration					
2. Course Code:					
Principles of administration 1			Principles of administration2		
3. Semester / Year:					
Semester (courses)					
4. Description Preparation Date:					
The first course 11/17/2023			The second course 2/25/2024		
5. Available Attendance Forms:					
My presence only					
6. Number of Credit Hours (Total) / Number of Units (Total)					
The first course: 9 hours per week (36 hours per month) The second course: 6 hours per week (24 hours per month)					
7. Course administrator's name (mention all, if more than one name)					
Name: Mayada Kadhém Netoush Email: mayada.netoush@uobasrah.edu					
8. Course Objectives					
Providing students with knowledge about the basic vocabulary of this subject, as it is the main focus and starting point for resources and other materials					
9. Teaching and Learning Strategies					
Strategy		1.Education strategy collaborative concept planning. 2- Brainstorming education strategy. 3- Education Strategy Notes Series			
10. Course Structure					
Wee k	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1 2	3 3	The first course Management concept management jobs the manager	The first course Management principles 1	Explaining scientific material by	Quarterly and daily exams and

3	3	Manager levels	Management principles 1	using the method of asking questions and discussing them With students	the end -of-first Course exam		
4	3	Types of managers	Management principles 1				
5	3	Roles of managers	Management principles 1				
6	3	Manager skills	Management principles 1				
7	3	Traits of a successful manager	Management principles 1				
8	3	Management between the past and the present	Management principles 1				
9	3	Traditional (classical) school	Management principles 1				
10	3	The humanistic and contemporary school	Management principles 1				
11	3	Environment, organizational culture and diversity	Management principles 1				
12	3	The internal and external environment of the organization	Management principles 1				
13	3	the exam	Management principles 1				
14	3					
15	3	The second course					
.....	Planning and decision making concept of planning and its importance
		Stages and benefits of planning					
1	3	Organizational goals					
2	3	The concept of control and its stages	Management principles 2	Explaining scientific material by using the method of asking questions and discussing them With students	Quarterly and daily exams and the end -of-first Course exam		
3	3	Types of oversight and their to	Management principles 2				
4	3	Basics of organization	Management principles 2				
5	3	Organization design	Management principles 2				
6	3	Organization effectiveness	Management principles 2				
7	3	Basic challenges of the design process	Management principles 2				
8	3	Leadership concept	Management principles 2				
9	3	Traits and theories of leaders	Management principles 2				
10	3	the exam	Management principles 2				
11	3		Management principles 2				
12	3		Management principles 2				
13	3		Management principles 2				
14	3		Management principles 2				
15	3		Management principles 2				

11. Course Evaluation

Distribution as follows:

The first course: 50 marks. Monthly and daily exams for the first semester + 50 for the final exam of the first course

The second course: 50 marks. Monthly and daily exams for the second semester + 50 for the final exam of the second course

12. Learning and Teaching Resources

Required textbooks (curricular books, if any)	Administration and business Dr. Saleh Mahdi Mohsen Al-Amiri Dr. Taher Mohsen Mansour Al-Ghalibi
Main references (sources)	
Recommended books and references (scientific journals, reports...)	
Electronic References, Websites	