

**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: Basrah

Faculty/Institute: Administration and Economics

Scientific Department: Banking and Financial Sciences

Academic or Professional Program Name: Bank accounting

Final Certificate Name: Master's degree in Finance and Banking

Academic System: quarterly

Description Preparation Date: 23/2/2024

File Completion Date: 23/2/2024

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

The College of Administration and Economics at the University of Basra aspires to be among the world's distinguished colleges in the economic, administrative, financial, and accounting fields, and to be distinguished scientifically and administratively and in the quality of service it provides to society and stakeholders at the national, Arab, and international levels, and to be committed to an academic professional culture among the ranks of academics and employees, in addition to pursuing future horizons. Development in university academic aspects (education, research, and service).

2. Program Mission

The College of Administration and Economics at the University of Basra sought to provide the best service to the community and the parties that exchange interests and benefits with it, and with the university, through accurate diagnosis of their current and future needs and achieving an effective and efficient response to these needs and expectations by ensuring the quality of all university operations and practices (educational, research, advisory, and administrative) according to the following:

- * The best investment of the college's resources and energies through effective commitment to implementing the provisions of the quality assurance and academic accreditation system.
- * Improving the performance of human resources (academic and functional) through participation in specialized and advanced teaching and development courses inside and outside the country.
- * Preparing plans and programs that include the use of resources (material, financial, and technical) available to the college to improve the overall performance of the college.

3. Program Objectives

- 1- Improving the academic level of the college (students, faculty, and employees).
- 2- Develop plans and mechanisms that follow up on scientific development in the specialty at the college.
- 3- Creating the requirements that enable a better teaching climate for students and teachers.
- 4- Working to implement the requirements and take measures that enable the college to obtain a certificate of academic accreditation.
- 5- Develop plans and provide supplies that enable improvement and expansion in response to the labor market and community service.

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	
2024/2023		Bank accounting	theoretical	practical

8. Expected learning outcomes of the program	
Knowledge	
The learner should know the terms used in banking accounting. The learner understands the meaning of banking accounting. The learner should know and understand what banking accounting is	
Skills	
Skill in dealing with banking accounting for banks A statement of all the information that the student is required to know in general	
Ethics	
– Written exams. – Discussion and evaluation.	Learning Outcomes Statement 4

– Setting analytical questions for the student	
--	--

9. Teaching and Learning Strategies
–Explaining the material through the electronic presentation in addition to a practical explanation on the blackboard and sharing solutions between the professor and students

10. Evaluation methods
Monthly, weekly and daily exams and the end-of-semester exam

11. Faculty						
Faculty Members						
Academic Rank	Specialization		Special Requirements/Skills (if applicable)		Number of the teaching staff	
	General	Special			Staff	Lecturer
lecturer	Finance and Banking	Financial management			Staff	

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

We seek to add electronic accounting programs for the purpose of applying theoretical and practical aspects

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:					
Bank accounting					
2. Course Code:					
3. Semester / Year:					
Semester					
4. Description Preparation Date:					
23/2/2024					
5. Available Attendance Forms:					
My presence only					
6. Number of Credit Hours (Total) / Number of Units (Total)					
30 hours per semester. 2 hours per week					
7. Course administrator's name (mention all, if more than one name)					
Name: Ahmed Abd AlKarim Muhammad Email: ahmed.alyseen@uobasrah.edu.iq					
8. Course Objectives					
<ul style="list-style-type: none"> • Knowledge of the banking industry, its nature and characteristics • Knowing the concept of banking functions and the services they provide. • The course aims to identify the daily accounts and final accounts 					
9. Teaching and Learning Strategies					
Skill in dealing with banking accounting for banks A statement of all the information that the student is required to know in general					
10. Course Structure					
Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1	2	The theoretic	The concept of bank, mechanism of establishment, business licensi types of banks a	Lectures/class	Monthly, weekly and daily exams and the
2	2	framework o			
3	2	banking			
4	2	accounting			
5	2	The theoretic			
6	2	framework o			

7	2	banking	their ba		end-of-
8	2	accounting	objectives		semester
9	2	Accounting for	The account		exam
10	2	treasury	system in ba		
11	2	department	(characteristics a		
12	2	operations	functions), sour		
13	2	Accounting for	of bank financi		
14	2	treasury	and functions		
15	2	department	capital in the ba		
	2	operations	The nature a		
	2	Addressing t	system of work		
	2	shortage or	the treas		
	2	increase in th	department		
	2	treasury	Activities relate		
	2	Accounting	the main treasur		
	2	treatments fo	Activities relate		
	2	the current	sub-funds a		
	2	accounts	accounting		
	2	department	treatments for		
	2	Accounting	Treasury		
	2	treatments fo	Department		
	2	the current	Knowing the ba		
	2	accounts	balance and c		
	2	department	balance		
	2	Accounting	Accounting		
	2	treatments fo	treatments in		
	2	the current	event of a def		
	2	accounts	(shortage) in		
	2	department	treasury		
	2	Accounting	Accounting		
	2	treatments fo	treatments in		
	2	the savings	event of a surp		
	2	deposits	(increase) in		
	2	section	treasury		
	2	Accounting	Types of curr		
	2	treatments fo	accounts and th		
	2	the savings	concept		
	2	deposits	Deposit operatio		
	2	section	Withdrawals a		
	2	Accounting	transfers		
	2	treatments fo	Interest a		
	2	the clearing	commissions		
	2	department	Types of depos		
	2	Accounting	and functions of		
	2	treatments fo	Deposits a		
	2	the clearing	Savings		
	2	department	Department		
	2	Accounting	Related account		
	2	treatments fo	treatments		
	2	the bills of			

		exchange department Accounting treatments for the bills of exchange department Accounting treatments for the bills of exchange department	The concept clearing, functions of clearing department, and the procedures the clearing process Accounting treatments for clearing department Jobs of the Bills Exchange and Collections Department Accounting treatments deposit collection operations Processes discounting bills exchange and related accounting treatments		
--	--	---	--	--	--

11. Course Evaluation

100 marks for the final course, 50 marks for the final exam, 40 marks for semester exams, and 10 marks for classroom activities.

12. Learning and Teaching Resources

Required textbooks (curricular books, if any)	
Main references (sources)	
Recommended books and references (scientific journals, reports...)	1-Accounting for banking operations / Dr. Abdullah Shaheen 2- Bank Accounting/Dr. Youssef Al-Rubai 3- Banking Accounting / Dr. Fafaed Tawfiq
Electronic References, Websites	

