

**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 Academic Program and Course Description Guide**

**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: zainab yassen abdulkluder..........**

**Faculty/Institute: Basrah university/ Administration and Economics**

**Scientific Department: Business Administration**

**Academic or Professional Program Name: Bachelor of Business Administration**

**Final Certificate Name:**  **Bachelor of Business Administration**

**Academic System: … Semester system**

 **Description Preparation Date: 2/9/2024**

 **File Completion Date: 20/2/2024**

**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**

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| 1. **Program Vision**
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| There is an administrative college, but it is to be one of the major scientific cooperation at the University of Basra in the field of modern and scientific education through its clear scientific and administrative activities. It also works on the path of providing employees for its students to make them active and creative in serving the community in the areas of mastery and proficiency in project management and all businesses. |

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| 1. **Program Mission**
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| Working to prepare and graduate leading scientific and leadership competencies in business administration and to develop the balance of knowledge in the field of scientific research to serve the local, regional and international community, in addition to 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. |

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| 1. **Program Objectives**
 |
| - Familiarize students with the concept of commercial law in its prescribed vocabulary- Identifying companies and their types- Introduction to commercial papers |

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| 1. **Program Accreditation**
 |
| None |

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| 1. **Other external influences**
 |
| None |

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| 1. **Program Structure**
 |
| **Program Structure**  | **Number of Courses**  | **Credit hours** | **Percentage** | **Reviews\*** |
| **Institution Requirements**  |  |  |  |  |
| **College Requirements** | **yes** |  |  | Basic course |
| **Department Requirements**  | **yes** |  |  |  |
| **Summer Training** | **yes** |  |  |  |
| **Other**  |  |  |  |  |

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

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| 1. **Program Description**
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| **Year/Level** | **Course Code** | **Course Name** | **Credit Hours** |
| **2023-2024 2nd stage** |  | Commercial law | **theoretical** |  |
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| 1. **Expected learning outcomes of the program**
 |
| **Knowledge**  |
| Learning Outcomes 1 | Knowledge and understanding- Introducing the concept of commercial law in its prescribed vocabulary, through a brief introduction to the definition of the law, the characteristics of the legal rule, the branches of the law, and addressing both companies and commercial papers. |
| **Skills**  |
| Learning Outcomes 2 | - Subject-specific skills in commercial law - Understanding commercial law in general- Motivating students to think about finding solutions to legal issues related to the subject |
| **Ethics**  |
| Learning Outcomes 4 | - Developing students’ abilities to be familiar with legal issues related to their primary specialization.- Familiarity with the management of companies in accordance with their basic law- Familiarity with the legal rules governing commercial papers |

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| 1. **Teaching and Learning Strategies**
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| 1- Explanation of the prescribed scientific material related to the subject.2- Writing reports related to the subject.3- Discussing general topics related to the subject. |

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| 1. **Evaluation methods**
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| - Weekly, monthly and daily exams- Discussing real-life topics related to the subject - Writing reports.- And the end-of-semester exam |

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| 1. **Faculty**
 |
| **Faculty Members** |
| **Academic Rank**  | **Specialization**  | **Special Requirements/Skills (if applicable)**  | **Number of the teaching staff**  |
| **General**  | **Special**  |  | **Staff**  | **Lecturer**  |
|  | law | General law |  |  | staff |  |

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| **Professional Development** |
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| 1. **Acceptance Criterion**
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| 1. **The most important sources of information about the program**
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| Commercial law book |

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| 1. Program Development Plan
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| Get to know closely organizations, institutions, and companies to review the organization’s progress in accordance with its laws |

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

**Course Description Form**

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| 1. Commercial law
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| 1. Course Code:
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| 1. Semester / Year:
 |
| semester |
| 1. Description Preparation Date:
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| 20 /2 / 2024 |
| 1. Available Attendance Forms:
 |
| presence only |
| 1. Number of Credit Hours (Total) / Number of Units (Total)
 |
| 3 hours / week |
| 1. Course administrator's name (mention all, if more than one name)
 |
| Name:dr. zainab yassen abdulkhuderEmail: zainab.ramathy@uobasrah.edu.iq |
| 1. Course Objectives
 |
| **Course Objectives**-Familiarize students with the concept of commercial law in its prescribed vocabulary- Identifying companies and their types- Introduction to commercial papers | - Developing intellectual skills for analyzing and recording to arrive at solutions- Developing the skills of being able to find solutions for the subject- Familiarity with all laws related to administration |
| 1. Teaching and Learning Strategies
 |
| **Strategy** | -Educational strategy, collaborative concept planning.- Brainstorming education strategy.- Teaching strategy, basic rules of corporate management. |
| 1. Course Structure
 |
| **Week**  | **Hours**  | **Required Learning Outcomes**  | **Unit or subject name**  | **Learning method**  | **Evaluation method**  |
| 12345678910111213141516 |  |  | -introduction- An introductory introduction to law in general and commercial law in particular and its branches and divisions- Scientific division of sources of commitment and types of contracts- The five sources of obligation (contract, unilateral will, illegal action, earning without reason, and the law).- The scope of the law and business theories and their types.- Commercial business according to Iraqi Trade Law No. 30 of 1984.- The merchant and the conditions for acquiring merchant status.-To register in the commercial registry, remove the registration from it, and impose a penalty for violating the registration.- Taking a trade name and distinguishing it from others and the consequences of taking it.- The concept of companies in general, their types, and the conditions for the company to acquire legal personality.- Establishing financial companies and objecting to the decision of the Registrar of Companies.- Types of commercial papers (commercial transfer, promissory note, instrument).- General discussions on the topic- Solving questions as a general review of the material |  | Exam 11Exam2Final Exam |
| 1. Course Evaluation
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| Distribution is as follows: 20 marks for the first monthly exam. 20 marks, second monthly exam. 10 daily contributions, reports, and daily oral exams. 50 marks for final exams |
| 1. Learning and Teaching Resources
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| Required textbooks (curricular books, if any) | Commercial law book |
| Main references (sources) |  |
| Recommended books and references (scientific journals, reports...) |  |
| Electronic References, Websites |  |