Academic program and course description guide

2025

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, in its second edition, includes a description of the academic program after updating the vocabulary and paragraphs of the previous guide in light of the latest developments and developments in the educational system in Iraq, which included a description of the academic program in its traditional form (annual, quarterly), in addition to adopting the description of the academic program circulated according to the book of the Department of Studies TC 3/2906 on 5/3/2023 with regard to programs that adopt the Bologna process as a basis for their work.

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 goals, 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 programme.

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 (semester, annual, courses, Bologna track), whether it is a requirement (ministry, university, institute, or 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

University name: Northern Technical University

College/Institute: Hawija Technical Institute

Scientific Department: Office Management Techniques Department

Name of the academic or professional program: Technical Diploma in Office Administration

Name of final certificate: Technical Diploma in Office Management

Academic system: courses

Description preparation date: 1/26/2025

Date of filling the file: 1/26/2025

the signature   :

Name of department head: M.M. Saleh
Awaid Shabib

Date: 1/26/2025   :

the signature :

**Name of scientific assistant: Dr.
Muhammad Jiyad Laji**

Date: 1/26/2025

Check the file before:
Division of Quality Assurance and University Performance
Name of the Director of the Quality Assurance and University Performance
Division: Hamza Omar Siddiq
the date: 26/ 1 /2025

the signature:

Authentication of the Dean:

1.Program vision

The Hawija Technical Institute, represented by the Office Management Technologies Department, seeks to prepare cadres of graduates in the field of applied technical education to work in government departments and benefit from specialization in the practical and applied field and provide innovative and creative training programs and courses that meet the needs of the labor market in a way that contributes to building societ.

2. Program message

Working to prepare and graduate pioneering scientific and leadership competencies in the field of applied technical education and to develop the balance of knowledge in the field of scientific research and enhance partnership with the labor market to serve the community and prepare qualified professional cadres to support comprehensive technology through continuing education and organizing specialized courses.

3. Program objectives.

1-Preparing technical staff with high skills, distinguished professionalism, and the ability to create and excel.

2- Openness to society through specialized courses and consulting offices.

3- Strengthening applied technical education and highlighting points of distinction over academic education.

4- Keeping up with research trends and supporting the products in a way that adds creativity and innovation to them.

5- Meeting the labor market's need for specialized cadres in precise specializations.

6-Continuous development of curricula and study plans and keeping pace with rapid developments in the fields of administrative specialization

4. Programmatic accreditation

nothing

5. Other external influences

nothing

6. Program structure

Program Structure	Number of Courses	Study Unit	Percentage	Notes
Institution requirements	72	72		Basic course
Institute requirements	Yes			
Department Requirements	Yes			

Summer training	available			
Other				

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

7. Program description				
Year/level	Course or course code	Course or course name	Credit hours	
2024-2025 / second			theoretical	practical

1. Expected learning outcomes of the program	
Knowledge	
1- Managing directors' offices in various institutions 2- Organizing meetings. 3- Developing and simplifying office procedures. 4- Editing office answers and preparing the report. 5- Office organization. 6-Archives management	
Skills	
1 - Preparing reports in the field of office management. 2 - Managing meetings. 3 - Organizing administrative offices.	

Values	
1-Developing students' abilities to share ideas 2- Creating a spirit of cooperation in the field of teamwork. 3- Stay away from bias and treatment with a spirit of revenge. 4- Make the stated goal to improve the reality of work 5-Humanity in dealing with others.	

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

10. Evaluation methods
1- Weekly, monthly, daily exams and the end-of-year exam 2- Committees for discussing student research and reports. 3- Summer training.

11. The teaching staff			
Faculty members			
Academic rank	specialization	special requirements/skills (if any)	preparation of the teaching staff
			staff	

	General	private				lecturer
Assistant Professor	**Faculty of Education**	Arabic Language			staff	
Assistant Professor	**Management and Economics,**	**Management Information Systems**			staff	
Assistant teacher	**Management and Economics,**	**business administration**			staff	
Assistant teacher	**Management and Economics,**	**business administration**			staff	
Assistant teacher	**Management and Economics,**	**Management Information Systems**			staff	
Assistant teacher	**law**	**public**			staff	

Professional development
Orienting new faculty members
Yes, by participating in courses and preparing research in the libraries
Professional development for faculty members

Participation in training courses inside and outside the institute

Preparing field research.

Preparing scientific portfolios.

Cooperation with state departments and institutions.

12. Acceptable

1- Relying on the central rules of the Ministry of Higher Education for Science.
2- Type of branch graduated from the agency: A- Literary branch B- Scientific branch C- Commercial branch
3 - Out of respect: A committee is formed of professors who supervise dedicated communications
4- Medical file for students.

13. The most important sources of information about the program

1- Curriculum textbooks prescribed by the Northern Technical University.

2- Resources available in the institute's library or on the Internet.

14. Program development plan

1- Using new concepts in the field of office management and using technical developments to provide information

				Program skills chart											
				Learning outcomes required from the programmer											
Year/level	Course code	Course name:	basic or elective	Knowledge,				skills,				values			
		Office organization	essential	**A1**	**A2**	**A3**	**A4**	**B1**	B2	B3	B4	**C1**	C2	C3	C4
2025-2024		Electronic records management	essential	*	*	*	*	*	*	*	*	*	*	*	*
		Archives management	essential	*	*	*	*	*	*	*	*	*	*	*	*
		Public relations	essential	*	*	*	*	*	*	*	*	*	*	*	*
		Information technology	essential	*	*	*	*	*	*	*	*	*	*	*	*
		Specialized English readings	essential	*	*	*	*	*	*	*	*	*	*	*	*
		Administrative communications	assistant	*	*	*	*	*	*	*	*	*	*	*	*

		Organizational behavior	assistant	*	*	*	*	*	*	*	*	*	*	*	*
		Office organization	essential	*	*	*	*	*	*	*	*	*	*	*	*
		Electronic records management	essential	*	*	*	*	*	*	*	*	*	*	*	*
		Archives management	essential	*	*	*	*	*	*	*	*	*	*	*	*
		Arabic correspondence	assistant	*	*	*	*	*	*	*	*	*	*	*	*
		Research project	assistant	*	*	*	*	*	*	*	*	*	*	*	*
		English correspondence	General	*	*	*	*	*	*	*	*	*	*	*	*
		Office automation	essential	*	*	*	*	*	*	*	*	*	*	*	*
		Service legislation	essential	*	*	*	*	*	*	*	*	*	*	*	*
		Arabic correspondence	assistant	*	*	*	*	*	*	*	*	*	*	*	*
		Research project		*	*	*	*	*	*	*	*	*	*	*	*