Ministry of Higher Education and Scientific Research

Supervisory and Scientific Evaluation Authority

Department of Quality Assurance and Academic Accreditation

Accreditation Division

Guide for Describing Academic Programs and Courses

2025

Introduction :The academic program is a coordinated and organized package of courses that includes procedures and experiences structured into study units. Its primary purpose is to build and refine graduates' skills, making them qualified to meet labor market demands. The program is reviewed and evaluated annually through internal or external audit procedures, such as the External Examiner Program.

The academic program description provides a concise summary of the program's key features and its courses, outlining the skills students are expected to acquire based on the program's academic objectives. This description is crucial as it forms the foundation for obtaining program accreditation. It is collaboratively written by teaching staff under the supervision of scientific committees in academic departments.

This second edition of the guide includes updates to the previous version's content, reflecting recent developments in Iraq's educational system. It describes academic programs in both traditional formats (annual, semester) and the Bologna Track, as approved by the Department of Studies under reference number T.M3/2906 dated 3/5/2023.

In this context, we emphasize the importance of writing academic program and course descriptions to ensure the smooth operation of the educational process.

Concepts and Terminology:

Academic Program Description: A brief summary of the program's vision, mission, objectives, and targeted learning outcomes based on specific learning strategies.

Course Description: A concise overview of the course's key characteristics and the expected learning outcomes, demonstrating whether students have maximized their learning opportunities. Derived from the program description.

Program Vision: An aspirational image of the academic program's future, aiming to be advanced, inspiring, motivational, realistic, and implementable.

Program Mission: A summary of the objectives and activities necessary to achieve them, outlining the program's development paths and directions.

Program Objectives: Measurable and observable statements describing what the academic program intends to achieve within a specified timeframe.

Curriculum Structure: All courses/subjects included in the academic program under the adopted learning system (semester, annual, Bologna Track), categorized as ministry, university, college, or departmental requirements, along with the number of credit units.

Learning Outcomes: A coherent set of knowledge, skills, and values students acquire upon successfully completing the academic program. Each course's learning outcomes must align with the program's objectives.

Teaching and Learning Strategies: The strategies faculty members use to develop student learning, encompassing all classroom and extracurricular activities to achieve the program's learning outcomes.

Academic Program Description Template

University Name: Northern Technical University

College/Institute: Technical College of Hawija

Academic Department: Office Management Techniques

Academic or Professional Program Name: Diploma in Office Management

Final Degree Awarded: Diploma in Office Management

Study System: Course-based

Description Preparation Date: 6/6/2025

File Completion Date:6/6/2025

Signature:

Head of Department Name: Saleh Owaid Shabeeb

 Date:6/6/2025

Signature:

 Scientific Assistant Name: Mohammed Jayad Luji

 Date:6/6/2025

Reviewed by:

Quality Assurance and University Performance Unit

Unit Director Name: Ahmed Abed Khalaf

Date: 6/6/2025

Approved by the Dean

1. Program Vision
We aspire to be leaders in applied technical education and rigorous research, offering innovative and creative educational and training programs that meet labor market needs and contribute to building a knowledge-based society.
2. Program Mission
To continually build an educational environment with a focus on applied and technical aspects, strengthen partnerships with the labor market, develop human resources, and prepare qualified professional cadres to support comprehensive technology through continuous education and specialized courses in coordination with international bodies and associations.
3. Program Objectives
1. Prepare highly skilled technical staff with distinguished professionalism, creativity, and excellence. 2. Engage with the community through specialized courses and consulting offices. 3. Promote applied technical education and highlight its advantages over academic education. 4. Align with research trends and support innovative and creative outputs. 5. Meet labor market demands for specialists in precise fields. 6. Continuously develop curricula and study plans to keep pace with rapid advancements in administrative specialties.
4. Program Accreditation
Not yet accredited (application submitted for program accreditation).
5. External Influences

1. Customer Satisfaction: Internal (e.g., other departments) and external stakeholders' satisfaction with office management services (e.g., response speed, service quality).
2. Communication with External Entities: Effectiveness and efficiency in dealing with government agencies, suppliers, and external partners.
3. Compliance with Standards and Laws: Adherence to governmental regulations and quality standards in education (e.g., privacy laws, archiving, safety).
4. Adaptability to External Changes: Ability to respond to technological updates, economic shifts, or emergencies (e.g., pandemics, disasters).
5. Integration with Other Systems: Coordination with institutional information systems (e.g., HR, finance, document management).
6. Market Competition: Benchmarking performance against similar institutions to assess progress or improvement needs.

6. Program Structure

Program Component	Number of Courses	Credit Units	Percentage	Notes
Institutional Requirements	English Language	2	Core course	
Institutional Requirements	Arabic Language	2	Core course	
Institutional Requirements	Statistics	3	Core course	
Departmental Requirements	Administrative Communications	5	Core course	
Departmental Requirements	Ceremony Management	5	Core course	

Departmental Requirements	Information Systems Security	5	Core course	
Departmental Requirements	Organizational Behavior	3	Elective course	
Departmental Requirements	Electronic Records	5	Core course	
Departmental Requirements	Summer Training	2	Core course	

7. Program Description					
Year	Course Code	Course Name	Credit Units	Credits	
				Theory	Practical
−2024 2025	NTU101	English Language	2	2	0
−2024 2025	7NTU10	Arabic Language	2	2	0
−2024 2025	TIMO101	Statistics	3	1	2
−2024 2025	7OMT10	Administrative Communications	5	2	3
−2024 2025	OMT108	Ceremony Management	5	2	3
−2024 2025	6OMT10	Information Systems Security	5	2	3
−2024 2025	OMT110	Organizational Behavior	3	1	2

−2024 2025	OMT105	Electronic Records	5	2	3
All courses are listed in detail according to the academic level.					

8 Expected Learning Outcomes

Knowledge
- Understand office management fundamentals, including organization, planning, control, and decision-making.
- Familiarity with modern management concepts and their applications in office environments.
- Knowledge of effective administrative methods for office operations and interdepartmental communication.

Skills
- Proficiency in office software applications (e.g., Microsoft Office: Word, Excel, PowerPoint).
- Effective time management and task organization.
- Professional writing of administrative correspondence and reports.
- Systematic and secure file and document management.
- Effective verbal and written communication in the workplace.
- Efficient use of modern office equipment (e.g., printers, scanners, electronic archiving systems).

Values
- Discipline and adherence to schedules and regulations.
- Respect for hierarchical structures, colleagues, and clients.
- Honesty and integrity in task performance.
- Commitment to information and document confidentiality.
- Teamwork and responsibility.
- Continuous learning and self-development.
- Flexibility in handling challenges and work pressure.

9. Teaching and Learning Strategies

- **Active Learning**: Encourages student participation through discussions, practical experiments, and group work.
- **Project-Based Learning**: Focuses on completing applied projects to demonstrate understanding.
- **Cooperative Learning**: Small group work to achieve shared learning goals.
- **Experiential Learning**: Involves scientific experiments and practical application of theories.

10. Assessment Methods

- Continuous assessment during lessons or units (e.g., oral questions, class discussions, homework, quizzes).
- Final exams, major projects, and research.
- Evaluation of student behavior and performance during classroom activities and practical experiments.

Academic Rank	Specialization		Number of Faculty
	General	Special	
Assistant Professor	Arabic language		1
	Management Information Systems	Management Information Systems	1
Lecturer	----------	-----------	------------
Assistant Lecturer	Business administration	Business administration	4
	Management Information Systems	Management Information Systems	1

12. Admission Criteria

Central admission criteria set by the Ministry of Higher Education and Scientific Research.

13. Key Information Sources

Approved curricula, ministerial and university directives.

14. Program Development Plan

- Update curricula to align with labor market needs.
- Develop educational laboratories in the department.
- Enhance educational fields within the department.