

**Ministry of Higher Education and Scientific Research
Supervision and Scientific Evaluation Authority
Department of Quality Assurance and Academic Accreditation
Accreditation Section**



Academic Program and Course Description Guide

Introduction:

The educational program serves as a well-coordinated and organized package of academic courses that encompass structured procedures and experiences designed to develop and refine graduates' skills, making them qualified to meet labor market requirements. This program undergoes annual review and evaluation through internal or external auditing procedures, such as the External Examiner Program.

The academic program description provides a concise summary of the program's key features and courses, outlining the skills students are expected to acquire based on the program's academic objectives. The significance of this description lies in its role as a cornerstone for obtaining program accreditation, and it is prepared by the academic faculty under the supervision of scientific committees within the academic departments.

This second edition of the guide includes an updated description of the academic program, incorporating modifications based on recent developments in Iraq's educational system. It retains the traditional academic program description for annual and semester-based systems while also incorporating the standardized academic program description issued by the Directorate of Studies (reference T.M.3/2906 dated 3/5/2023) for programs that adopt the Bologna Process framework.

In this regard, we emphasize the importance of drafting detailed academic program descriptions and course outlines to ensure the smooth progression of the educational process.

Concepts and Terminologies:

- **Academic Program Description:** A concise summary of the program's vision, mission, and objectives, providing a precise description of the targeted learning outcomes based on specific learning strategies.
- **Course Description:** A brief overview of the course's key features and the expected learning outcomes that students should achieve, demonstrating whether they have maximized their learning opportunities. This description is derived from the academic program description.
- **Program Vision:** A forward-looking and ambitious depiction of the academic program's future, ensuring it remains innovative, inspiring, motivating, realistic, and applicable.
- **Program Mission:** A concise explanation of the goals and activities required to achieve them, outlining the program's development pathways and directions.
- **Program Objectives:** Statements describing what the academic program intends to accomplish within a specific timeframe. These objectives must be measurable and observable.
- **Curriculum Structure:** The complete set of courses included in the academic program, structured according to the adopted learning system (semester-based, annual, credit-hour system, or Bologna Process). It also specifies the required courses (at ministry, university, college, and departmental levels) and their respective credit units.
- **Learning Outcomes:** A set of aligned knowledge, skills, and values that a student acquires upon successfully completing the academic program. Each course must have defined learning outcomes that contribute to achieving the overall program objectives.
- **Teaching and Learning Strategies:** The methods employed by faculty members to enhance student learning and development. These strategies include structured plans that outline both classroom and extracurricular activities aimed at achieving the program's learning outcomes.

Academic Program Description Template

- **University Name:** Northern Technical University
- **College/Institute:** Al-Hawija Technical Institute
- **Scientific Department:** Finance and Banking Department
- **Academic or Professional Program Name:** [To be specified according to the program]
- **Final Degree Awarded:** Technical Diploma
- **Study System:** Credit Hours (Modular System)
- **Date of Program Description Preparation:** 14/10/2024
- **Date of File Completion:** 14/10/2024

Signature




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Approval of the Dean of the Technical Institute
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1-Program vision

Preparing banking cadres capable of performing distinguished work in management, finance, financial and banking accounts, in accordance with the requirements of modern technology and the labor market, in order to develop the banking sector in a way that serves the country's economy and achieves economic prosperity

2. Program Mission

Providing financial and banking institutions, whether in the public or private sector, with human competencies that are distinguished by quality, efficiency and skill, and that have the ability to develop and innovate in a way that serves the financial labor market

3 -Program Objectives

1. Qualify students with fundamental knowledge in materials and inventory management.
2. Develop students' skills in inventory analysis, planning, and supply chain management.
3. Enhance their abilities to make decisions related to procurement, storage, and distribution.
4. Prepare graduates to utilize modern electronic systems in materials management.
5. Enable students to provide consultancy and analytical reports in the field of materials management

Description of the academic program

This academic program description provides a necessary summary of the most important characteristics of the program and the learning outcomes that the student is expected to achieve, demonstrating whether he or she has made the most of the available opportunities. It is accompanied by a description of each course within the program

Hawija Technical Institute	1. Educational institution
Finance and Banking Technologies	2. Scientific department/center
Administrative technical sciences	3. Name of the academic or professional program
Technical Diploma in Finance and Banking	4. Name of the final certificate
Courses	5. Academic system: Annual/courses/others
Theoretical and practical study	6. Accredited accreditation program
There is a close relationship between the department's graduates and the labor market	7. Other external influences
2024 /10 /14	8. Date the description was prepared
9- Objectives of the academic program	
Preparing specialized technical staff capable of using modern technologies in the field of materials management, purchasing, production and manufacturing processes, storage, marketing, and completing warehouse work in various institutions.	

10- Required program outcomes and teaching, learning and evaluation methods
A- Cognitive objectives
A1. Analyze financial markets accurately.
A2. Understand banking risk management concepts.
A3. Gain knowledge of modern financing methods.
A4. Evaluate the financial performance of institutions and individuals
B - The program's skill objectives
B 1. Develop financial analysis skills.
B 2. Acquire banking risk management skills.
B 3. Develop communication skills in a financial environment.
B 4. Use technological tools to analyze financial data
Teaching and learning methods
1- Giving lectures in person through modern means of education
2- Scientific visits
3-Scientific visits to work sites in government and private companies and manufacturing centers
Evaluation methods
Daily tests, monthly exams – end-of-level exam for each stage, weekly reports within the subject
C- Emotional and value-based objectives
C 1. Raising awareness of the importance of individual financial responsibility.
C 2. Developing ethical values in financial dealings.
C 3. Promoting team spirit and cooperation in financial work.
C 4. Stimulating ambition and commitment to professional

Program structure

Course type	Credit Hours		Course Or Module Title	Course Or Course Code	Level/ Year
	practical	theoretical			the first Level
University requirement	—	2	Human Rights and Democracy	NTU100	1
University requirement	—	2	English Language	NTU101	2
University requirement	1	1	Computer principles	NTU102	3
University requirement	—	2	Arabic Language	NTU104	4
University requirement	1	1	Sport	NTU106	5
University requirement	—	2	Franch Language	NTU107	6
Institute requirement	5	1	Accounting principles	FBT 100	7
Institute requirement	5	2	Banking operations	FBT101	8
Institute requirement	2	1	Principles of Management	TN101	9
Institute requirement	0	2	Principles of Law	TIN 101	10
Institute requirement	0	2	Environmental Culture	TIN 102	11
Institute requirement	2	2	Insurance companies accounting	FBT 103	12
Institute requirement	1	2	Risk Management and Insurance	FBT 105	13
Institute requirement	0	2	Financial Legislation	FBT 105	14
Institute requirement	2	1	Financial management	FBT 102	15
Institute requirement	2	1	count	TIN 100	16

Institute requirement	1	2	Financial Readings (Optional)	FBT 107	17
Institute requirement	3	1	Financial Mathematics	FBT207	18
Institute requirement	2	3	Financial Institutions Management	FBT201	19
					Second Level
Institute requirement	4	1	Bank Accounting 1	FBT200	1
Institute requirement	2	2	Investment Decision Evaluation	FBT203	2
Institute requirement	-	2	Professional ethics	NTU204	3
Institute requirement	2	1	Research Project	TIDO202	4
Institute requirement	1	3	Financial markets	FBT202	5
Institute requirement	2	1	Banking management	FBT205	6
Institute requirement	2	1	E-Business Management	TIDO200	7
Institute requirement	2	2	Banking Services Marketing	FBT206	8
University requirement	0	2	English language	NTU200	9
Institute requirement	4	1	Bank Accounting 2	FBT204	10
Institute requirement	1	2	International Financing (Optional)	FBT209	11
University requirement	0	2	Baath regime crimes	NTU203	12

11- Planning for personal development .
1- Updating curricula in line with scientific development 2- Use modern sources, whether books or the Internet 3- Preparing training courses for members to increase their scientific skills 4- Preparing field research 5- Preparing scientific portfolios 6- Cooperation with state institutions and departments
12. Admission standard (setting regulations related to admission to the college or institute)
Graduates of preparatory school, the literary, scientific and commercial branch
13-The most important sources of information about the program
Instructions from higher authorities - Hawija Technical Institute website

Curriculum skills chart

Please check the boxes corresponding to the individual learning outcomes from the program subject to evaluation

Learning outcomes required from the programme

General and qualifying transferable skills (other skills related to employability and personal development) ☑				Emotional and value goals				Skills objectives of the programme				Cognitive objectives				Basic Or optional	Course Or Module Title	Course Or Course Code	Level/ Year
4d	3d	2d	1d	4c	3c	2c	1c	4b	3b	2b	1b	4a	3a	2a	1a				
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Basic	Storage Technologies	MMT102	the first Level
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Basic	Human Rights and	NTU100	

																	Democracy		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Basic	English Language	NTU101	
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Basic	Computer principles	NTU102	
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Basic	Arabic Language	NTU104	
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	My choice	Sport	6NTU10	
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	My choice	Franch Language	NTU107	
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Basic	Accounting principles	FBT 100	
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Basic	Banking operations	FBT101	

✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Basic	Principles of Management	TN101	Second Level
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Basic	Principles of Law	TIN 101	
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Basic	Environmental Culture	TIN 102	
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Basic	Insurance companies accounting	FBT 103	
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Basic	Risk Management and Insurance	FBT 105	
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Basic	Financial Legislation	FBT 105	
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Basic	Financial management	FBT 102	

✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Basic	count	TIN 100	
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Basic	Financial Readings (Optional)	FBT 107	
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Basic	count	TIN 100	
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Basic	Financial Readings (Optional)	FBT 107	
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Basic	Financial Mathematics	FBT207	
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Basic	Financial	FBT201	

✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Basic	Institutions Management		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Basic	Bank Accounting 1	FBT200	
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Basic	Investment Decision Evaluation	FBT203	
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Basic	Professional ethics	NTU204	
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Basic	Research Project	TIDO202	
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Basic	Financial markets	FBT202	

✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Basic	Banking management	FBT205	
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Basic	E-Business Management	TIDO200	
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Basic	Banking Services Marketing	FBT206	
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Basic	English language	NTU200	
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	My choice	Bank Accounting 2	FBT204	
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	My choice My choice	International Financing (Optional)	FBT209	

✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Basic	Baath regime crimes	NTU203

Course description form

Course description

This course description provides a 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 learning opportunities available. It must be linked to the program description.

Northern Technical University - Hawija Technical Institute	1. Educational institution
Finance and Banking Technologies	2. Scientific department/center
MTU100	3. Course name/code
weekly	4. Available forms of attendance
the chapter	5. Semester/year
100 hours	6. Number of study hours (total)
2024-10-14	7. Date this description was prepared

Course objectives

Educating the student on:

- 1-Preparing and equipping efficient technical human cadres capable of meeting the requirements .of the labor market in warehouse operations
- 2-Aligning the department's outputs with the needs of the work environment and in line with modern technical developments
- 3- Enhancing human capital by supporting creativity and innovation and striving to generate

.knowledge and accumulate experiences to excel in performance and achieve goals

A- Cognitive objectives

- 1- Knowing the characteristics of money management, financing and bank accounts
- 2- Knowing the characteristics of inventory operations
- 3- Knowing how financial and bank accounts move
- 4- Knowing the types of banks and the work of each bank
- 5- Knowing the procedures and laws related to financial and bank **accounts**

B - Course specific skill objectives.

- 1- Acquiring financial and banking skills
- 2- Skill of calculating the velocity of money and how to deal between banks and the public and private sectors
- 3- Knowing the skill of workers in the banking sector

Teaching and learning methods

- 1- Theoretical lectures
- 2- Laboratory experiments
- 3- Scientific visits

Evaluation Methods

- 1- Theoretical Test
- 2- Practical Test
- 3- Reports

Emotional and value-based objectives

- 1- Increasing the student's self-confidence
- 2- Managing time and not wasting it
- 3- Increasing the spirit of competition

Teaching and learning methods

- 1- Giving lectures
- 2- Discussion groups
- 3- Using modern means (computers and the Internet)

Evaluation methods

- 1- Practical test
- 2- Discussion sessions

D- General and transferable skills (other skills related to employability and personal development).


- 1- Ability to conduct financial transactions with the public and private sectors
- 2- Ability to distinguish the movement of materials in the warehouses of business organizations
- 3- Ability to calculate the number of withdrawals, deposits and savings

Course structure

Chapter one

Evaluation method	Teaching method	Name of the unit/topic	Required learning outcomes	hours	Week
Exam	Practical theoretical explanation	Journal	Accounting	15 hours	3 –1
Exam	Practical theoretical explanation	Types of banks	Banking Operations	15 hours	3–1
Exam	Practical theoretical explanation	Government and corporate accounts	Corporate Accounting	35 hours	15 –9

Infrastructure

	1- Required prescribed books
	2- Main references (sources)

<p>المجلة الأكاديمية العراقية،</p> <p>researchgate</p>	<p>A- Recommended books and references (scientific journals, reports,...)</p>
	<p>B - Electronic references, Internet sites</p>