

**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: University of Baghdad**

**Faculty/Institute: College of Administration and Economics**

**Scientific Department: Department of Banking and Financial Sciences**

**Academic or Professional Program Name: Bachelor of Banking and Financial Sciences Final Certificate Name:** **Bachelor’s in Banking and Financial Sciences**

**Academic System:** semester

**Description Preparation Date: 25/4/2024**

**File Completion Date: 25/4/2024**

**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** |
| Program vision is written here as stated in the university's catalogue and website. |

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| 1. **Program Mission** |
| Program mission is written here as stated in the university's catalogue and website. |

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| 1. **Program Objectives** |
| General statements describing what the program or institution intends to achieve. |

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| 1. **Program Accreditation** |
| Does the program have program accreditation? And from which agency? |

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| 1. **Other external influences** |
| Is there a sponsor for the program? |

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| --- | --- | --- | --- | --- |
| 1. **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.

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| --- | --- | --- | --- | --- |
| 1. **Program Description** | | | | |
| **Year/Level** | **Course Code** | **Course Name** | **Credit Hours** | |
| **second** |  | **Arabic language 1** | **theoretical** | **practical** |
|  |  |  | **theoretical** |  |

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| --- | --- |
| 1. **Expected learning outcomes of the program** | |
| **Knowledge** | |
| * Grammar of the Arabic language. * Morphological grammar of sentences |  |
| **Skills** | |
| Construct sentences in the correct linguistic form |  |
| Determine the proper Arabic language |  |
| **Ethics** | |
| Introducing the general level of the Arabic language to students |  |
| Determine the Arabic language for students |  |

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| 1. **Teaching and Learning Strategies** |
| - Question and answer method  - Discussion method  - Duties |

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| 1. **Evaluation methods** |
| 1-Oral exam  2- Daily participation  3- The written 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** |
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| **Professional Development** |
| **Mentoring new faculty members** |
| training courses |
| **Professional development of faculty members** |
| Scientific research and modern studies |

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| 1. **Acceptance Criterion** |
| **Obtaining a preparatory certificate as required by the college** |

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| 1. **The most important sources of information about the program** |
| The Holy Qur’an, the book (The History of Arabic Literature) by Shawqi Al-Dhaif, (Al-Fiyah Ibn Malik in Grammar), and the book (Clear Dictation) by the author Abdul Majeed Al-Naimi. |

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| 1. Program Development Plan |
| Creating postgraduate studies in the same specialty (diploma / master’s / doctorate) |

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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** |
| **first** |  | **Arabic language 1** | **Basic** | **\*** |  |  |  |  | **\*** |  |  | **\*** |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **second** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **third** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **fourth** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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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. Course Name: Arabic language 1 | | | | | |
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| 1. Course Code: | | | | | |
|  | | | | | |
| 1. Semester / Year: Semester | | | | | |
|  | | | | | |
| 1. Description Preparation Date: 25/4/2024 | | | | | |
|  | | | | | |
| 1. Available Attendance Forms: Attendance is mandatory | | | | | |
|  | | | | | |
| 1. Number of Credit Hours (Total) / Number of Units (Total) :30 hours/total 2 units | | | | | |
|  | | | | | |
| 1. Course administrator's name (mention all, if more than one name) | | | | | |
| Name: Faten Rageh Abdulhameed  Email: faten.r@coadec.uobaghdad.edu.iq | | | | | |
| 1. Course Objectives | | | | | |
| **Course Objectives** | **- Introducing students to the important provisions of the Arabic language and the necessary rules in this regard in order to hone their Arabic language in a proper manner and in a way that is commensurate with the necessities of their work in the financial and banking professions.** | | | | |
| 1. Teaching and Learning Strategies | | | | | |
| **Strategy** | It is necessary to increase the number of hours allocated to the course because it does not fit the actual need, which is two hours per week, and to increase the vocabulary to fit the number of hours. | | | | |
| 1. Course Structure | | | | | |
| **Week** | **Hours** | **Required Learning Outcomes** | **Unit or subject name** | **Learning method** | **Evaluation method** |
|  | 2 | Knowledge and understanding | The Holy Quran, Surah Al-Kahf | Theoretical lectures, practical applications, class discussions, homework, and group work | Exams, class discussions, homework, attendance |
|  | 2 | Knowledge and understanding | Literary texts of the pre-Islamic era |  |  |
|  | 2 | Knowledge and understanding | Amr bin Kulthum |  |  |
|  | 2 | Knowledge and understanding | Islamic era |  |  |
|  | 2 | Knowledge and understanding | Ka'b bin Zuhair and his poem |  |  |
|  | 2 | Knowledge and understanding | Hassan bin Thabit and his poem |  |  |
|  | 2 | Professional and practical skills | Umayyad era |  |  |
|  | 2 | Professional and practical skills | Al-Farazdaq and his poem |  |  |
|  | 2 | Professional and practical skills | Grammar and morphology: grammatical signs, the five nouns |  |  |
|  | 2 | Professional and practical skills | Muthanna, the plural of masculine and feminine, sound and broken |  |  |
|  | 2 | Professional and practical skills | Pronouns, subjects, and objects |  |  |
|  | 2 | Professional and practical skills | Shape and punctuation marks, solar and lunar letters |  |  |
|  | 2 | Professional and practical skills | Writing the hamza in all its forms, writing the ta’ in all its forms |  |  |
|  | 2 | Professional and practical skills | Soft foam, of all kinds |  |  |
|  | 2 | Professional and practical skills | Dhaad and Dhaa with examples |  |  |
| 1. Course Evaluation | | | | | |
| Daily preparation 10%, , monthly exam 30%, written exam 60% | | | | | |
| 1. Learning and Teaching Resources | | | | | |
| Required textbooks (curricular books, if any) | | | | - Arabic language book for colleges other than specialization (must-have foundations)  - The Holy Qur’an and the main dictionaries  - The book (The History of Arabic Literature) by Shawqi Al-Dhaif, (Al-Fiyah Ibn Malik in Grammar), and the book (Clear Dictation) by the author Abdul Majeed Al-Naimi. | |