

**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
BUSINESS MANAGEMENT
TECHNOLOGY DEPARTMENT
Second stage**

2026-2025

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: Southern Technical University

Faculty/Institute: Technical and Administrative Institute / Basrh

Scientific Department: Business administration techniques

Academic or Professional Program Name: diploma

Final Certificate Name: Diploma in Business administration Techniques

Academic System: Course system

Description Preparation Date: 5/10/2024

File Completion Date: 5/02/2025

Signature:

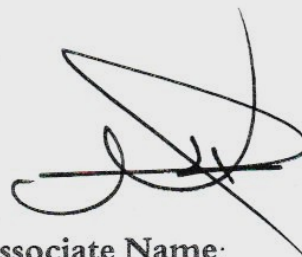


Head of Department Name:

Karrar Ghazi Zaidan

Date:

Signature:



Scientific Associate Name:

Date:

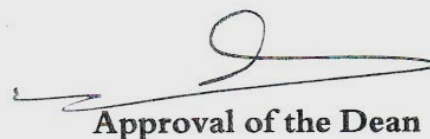
The file is checked by:

Department of Quality Assurance and University Performance

Director of the Quality Assurance and University Performance Department:

Date:

Signature:



Approval of the Dean

1. Program Vision

Excellence and competitiveness in line with the requirements of the local and international labor market, based on the knowledge economy, entrepreneurial approach, and innovative ideas that enhance community partnership and sustainable development.

2. Program Mission

Contributing to human development through the development of intermediate cadres that contribute to the advancement of the local and international reality by relying on the provision of a high-quality academic program based on innovative teaching methods and modern technical means to communicate ideas that focus on sustainable development, cultural heritage, and the civilization of Iraq.

3. Program Objectives

1. Empowering young talents with the knowledge and skills necessary to succeed in their academic and professional lives within their field of specialization.
2. Developing plans and programs that keep pace with environmental changes, enhancing students' knowledge and intellectual capital.
3. Strengthening the position of the Technical Institute and the Southern Technical University in Iraq and internationally.
4. Attracting human resources with the capacity for development and innovation.
5. Focusing on the quality of university performance to ensure competitiveness and the development of scientific research and skills to serve the labor market.
6. Adopting an efficient administrative system that provides its services with transparency and integrity.

4. Program Accreditation

(AACSB) accredited by the Ministry of Higher Education and Scientific Research

5. Other external influences

Is there a sponsor for the program? nothing

6. Program Structure

Program Structure	Number of Courses	Credit hours	Percentage	Reviews*
Institution Requirements				
College Requirements				
Department Requirements	33	108	100%	
Summer Training	There is summer training for the first stage			
Other				

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

7. Program Description

Year/Level	Course Code	Course Name	Credit Hours	
			theoretical	practical
2026-2025// first stage		Course system		
2026-2025// first stage	Principles of Management	Course system	2	3
2026-2025// first stage	Archives Management/1	Course system	2	3
2026-2025// first stage	Public Relations/1	Course system	1	2
2026-2025// first stage	Accounting basics	Course system	2	2
2026-2025// first stage	Information Technology	Course system	1	3
2026-2025// first stage	English Readings	Course system	2	2
2026-2025// first stage	Principles of Statistics	Course system	2	2
2026-2025// first stage	Information Systems Management	Course system	1	3
2026-2025// first stage	English Specialist Readings/2	Course system	2	2

2026-2025// first stage	Electronic Management	Course system	2	3
2026-2025// first stage	Public Relations/2	Course system	1	2
2026-2025// first stage	Archives Management/2	Course system	2	3
2026-2025// first stage	Arabic Language/2	Course system	2	
2026-2025// first stage	English Language/2	Course system	2	
2026-2025// first stage	Human Rights	Course system	2	
2026-2025// first stage	Computer Basics/1	Course system		2
2026-2025// scorned stage	Office Organization/1	Course system	2	2
2026-2025// scorned stage	Business Correspondence/1	Course system	2	2
2026-2025// scorned stage	Organizational Behavior	Course system	1	2
2026-2025// scorned stage	Time Management/1	Course system	2	2
2026-2025// scorned stage	Human Resources Management/1	Course system	2	2
2026-2025// scorned stage	Civil Service Legislation/1	Course system	1	2
2026-2025// scorned stage	Graduation Project	Annual system		2
2026-2025// scorned stage	Office Organization/2	Course system	2	2
2026-2025// scorned stage	Business Correspondence/2	Course system	2	2
2026-2025// scorned stage	Ceremonial Management	Course system	1	2
2026-2025// scorned stage	Time Management/2	Course system	2	2
2026-2025// scorned stage	Human Resources Management/2	Course system	2	2
2026-2025// scorned stage	Civil Service Legislation/2	Course system	1	2
2026-2025// scorned stage	Ba'ath Party Crimes	Course system	2	
2026-2025// scorned stage	English Language/2	Course system	2	
2026-2025// scorned stage	Research Project	Course system		4
2026-2025// scorned stage	Human Resources Management/2	Course system	2	2

8. Expected learning outcomes of the program

Knowledge

- A1- Enabling the student to understand the most important tools that can be used in managing the human resource within an organization.
- A2- Enabling the student to learn the most important methods and programs that can be used within the organization during work.
- A3- Acquiring the most important methods and knowledge that can contribute to increasing knowledge and innovation within organizations in

Learning Outcomes
Statement 1.

the public and private sectors.		
A4- Introducing the student to other types of incoming messages and assisting the student in learning to research and identify administrative tools that contribute to organizing, planning, and directing during work.		
Skills		
B- Program Skill Objectives		
B1- Manage relationships, meetings, and data through archiving using the most prominent information organization programs for later use.		Learning Outcomes Statement 3
B2- Prepare and prepare for meetings and conferences, and work to manage discussions that serve the organization and the business.		
Ethics		
Developing students' ability to share ideas		
• Part 1: Enhancing student self-confidence through learning and understanding a foreign language.		
• Part 2: Encouraging students to take responsibility for accurately translating a text.		
• Part 3: Encouraging students to work as a team and collaborate.		
• Part 4: Instilling a love of language and learning in students.		

9. Teaching and Learning Strategies
<ol style="list-style-type: none"> 1. Theoretical lectures 2. Individual and group practical exercises 3. Presentation of ready-made models and illustrative examples 4. Referring to websites and forums on the Internet for further information 5. Using teamwork and group work to solve exercises 6. Homework

10. Evaluation methods
<ul style="list-style-type: none"> • Weekly, monthly, daily, and final exams. • Daily and annual reports and research submitted by the student. • Academic activities and visits. • Online and in-person attendance. • Discussions and seminars that may be held, and interaction and responses to the ideas presented.

11. Faculty

Faculty Members

Academic Rank	Specialization		Special Requirements/ Skills (if applicable)	Number of the teaching staff	
	General	Special		Staff	Lecturer
Lecturer	Business Administration	Quality Management		1	
Assistant Lecturer	Public Administration	Human Resource Management		1	
Assistant Lecturer	Business Administration	Marketing Management		1	
Assistant Lecturer	Information Science	Information and Library Science		1	
Assistant Professor	Business Administration	Organization Theory		1	
Professor	Business Administration	Operations		1	
Lecturer	English Literature	Criticism		1	
Assistant Lecturer	Business Administration	Internationalism		1	
Assistant Lecturer	Education Psychology	Behavioral		1	
Assistant Lecturer	Business Administration	Strategic Management		1	
Proofreader	Law	Criminal Law		1	
Programmer	Arabic Language Literature	Criticism		1	
Assistant Lecturer	Computer Science	Computer Science		1	
Lecturer	Business Administration	Quality			1

Professional Development

Mentoring new faculty members

Orientation of New Faculty Members:

1. Continuously encourage reading and using the internet.
2. Review books and research in this field.
3. Emphasize scientific developments.

Professional development of faculty members

Briefly describe the academic and professional development plan and arrangements for faculty such as teaching and learning strategies, assessment of learning outcomes, professional development, etc.

12. Acceptance Criterion

According to the approved controls for central admission, based on what was determined by the Ministry and the controls approved by the formation (Technical Administrative Institute/Basra), depending on the department's capacity.

13. The most important sources of information about the program

- The Holy Quran. \
- The latest textbooks and related research.
- The Internet and conferences.

14. Program Development Plan

1. A scientific symposium on the most prominent tools and emerging topics in management science.
2. Utilizing modern communication methods.
3. Communicating with other departments at international universities to keep pace with any developments or updates that can be utilized within the Iraqi environment.
4. A discussion panel discussing ways to develop and modernize in line with scientific advancements.
5. A workshop for students and faculty members.