

**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**

**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: ..Al nahrain University.....

Faculty/Institute: ...College of Law.....

Scientific Department: .....Law....

Academic or Professional Program Name: .....Law.....

Final Certificate Name: ....Law.....

Academic System:.....

Description Preparation Date: 3/2024

File Completion Date:3/2024



Signature:

A handwritten signature in blue ink, appearing to read 'Saja Mohammed Abbas', enclosed in a blue rectangular box.

Head of Department

Name: prof: saja

mohammed abbas

Date:3/2024

Signature:

A handwritten signature in black ink, appearing to read 'Salma Talal', enclosed in a light blue rectangular box.

Scientific Associate

Name:Salma Talal

Date:3/2024

The file is checked by: Zahraa Naser

Department of Quality Assurance and University Performance

Director of the Quality Assurance and University Performance Department:

Date: 3/2024

Signature:

A handwritten signature in black ink, appearing to read 'Zahraa Naser', enclosed in a light blue rectangular box.

A handwritten signature in black ink, enclosed in a light blue rectangular box.

Approval of the Dean

### **1. Program Vision**

Serving the legal profession and legal consultations by providing distinguished legal education, based on the practical approach to legal rules and their application to various types of problems and issues, and contributing to serving society and preserving rights among its members.

### **2. Program Mission**

Preparing and graduating a specialized legal cadre, deepening practical research in various legal specializations, consolidating the concept of the rule of law in the country, spreading the culture of justice and protecting the rights and legal centers of individuals, and strengthening cultural and scientific ties with scientific institutions in order to reach the accreditation required for the quality of higher education.

### **3. Program Objectives**

- Developing the capabilities of faculty members by participating in conferences, seminars, and specialized courses.
- Developing scientific and cognitive relations with other corresponding colleges at home and abroad.
- Keeping pace with developments with scientific research that addresses contemporary challenges to raise the level of legal knowledge.
- Strengthening scientific twinning with corresponding colleges and specialized local, regional and international organizations

### **4. Program Accreditation**

No

--

**5. Other external influences**

Is there a sponsor for the program?

**6. Program Structure**

Program Structure	Number of Courses	Credit hours	Percentage	Reviews*
Institution Requirements	<b>44</b>	<b>96</b>		
College Requirements				
Department Requirements				
Summer Training				
Other				

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

**7. Program Description**

Year/Level	Course Code	Course Name	Credit Hours	
Fourth Stage/ Level	NLU-413	Commercial law + New Headway Plus	theoretical	

**8. Expected learning outcomes of the program**

**Knowledge**

<p>1- To know what commercial law is</p> <p>2- To know what business is and the duties of a trader</p> <p>3- To know differences</p>	<p>addressing a lecture and asking questions to the students through brainstorming</p>
--	--

<p>between commercial papers, commercial transfer, promissory and the check</p> <p>4- Increase the number of legal terminologies</p> <p>5- Teaching students tenses and formulating questions in English</p>	
<b>Skills</b>	
The student will be able to learn the necessary commercial terminology in their advanced stages of study.	Using technological means to present the lecture and ask questions
Develops basic skills in formulating sentences in legal language.	Using group brainstorming to compose sentences and solve English language exercises
<b>Ethics</b>	
The ability to receive commercial legal information	Daily assignments
The ability to participate with others in solving the problems they face in forming legal sentences	Segmenting long words and working on hearing them more than once in order to memorize them

## 9. Teaching and Learning Strategies

Weekly in-person lectures that include an explanation of the course.

Lectures for the New headway plus

External examples linking the law to the English language

## 10. Evaluation methods

Written tests

Oral exams

Pop quizzes

## 11. Faculty

### Faculty Members

Academic Rank	Specialization		Special Requirements/Skills (if applicable)		Number of the teaching staff	
	General	Special			Staff	Lecturer
Phd	International law	International law			v	
M.A.	Translation and interpretation in English	Legal language			v	

### Professional Development

#### Mentoring new faculty members

Participating in courses, holding seminars and workshops, and following up with the department head

#### Professional development of faculty members

Follow-up with the deanship and department leadership, ongoing courses, holding meetings, learning questionnaires, professional development, etc.

## 12. Acceptance Criterion

Central admission (general channel, private education channel)

## 13. The most important sources of information about the program

Methodical book

Lectures in PowerPoint format

Sources from the Internet



#### 14. Program Development Plan

Updating the program's vocabulary by linking the English language with an introduction to the study of law and focusing on increasing students' cultural awareness by conducting a continuous comparison process of the Arabic language system and the English language.

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
Fourth Stage/ level		Commerci al law + New Headway plus	Basic												

- Please tick the boxes corresponding to the individual program learning outcomes under evaluation.

## Course Description Form

1. Course Name: Commercial law + New Headway plus	
2. Course Code:	
3. Semester / Year: Second Semester 2023-2024	
4. Description Preparation Date: 3/2024	
5. Available Attendance Forms: 3/2024	
6. Number of Credit Hours (Total) / Number of Units (Total) 1 hour per week +1 unit	
7. Course administrator's name (mention all, if more than one name)	
Name Phd. Ayaat Mohammed Email: ayaat.mohammed@law.nahrainuniv.edu.iq Name: M.A. Shahad Mohammed Ghani Email: shahad.muhammad@nahrainuniv.edu.iq	
8. Course Objectives	
<b>Course Objectives</b>	1- To know what commercial law is 2- To know what business is and the duties of a trader 3- To know differences between commercial papers, commercial transfer, promissory and the check 4- Increase the number of legal terminologies 5- Teaching students tenses and formula questions in English
9. Teaching and Learning Strategies	
<b>Strategy</b>	Weekly in-person lectures that include an explanation of the course. Lectures for the New headway plus/for beginners External examples linking the law to the English language.

10. Course Structure					
Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1	1	The merchant Business	The merchant Business and duties Commercial papers The check The crime of endorsement The commercial companies	Explanation and application of oral questions	Daily exams Monthly exams Homework
2		Duties of a trader			
3		Commercial papers			
4		Commercial transfer			
5		Data of promissory			
6		The check			
7		The crime of issuing a check without balance			
8		The punishment of issuing a check without balance			
9		The crime of endorsement			
10		The punishment of endorsement			
11		Commercial companies			
12		Kinds of companies			
13		Present simple			
14		Present continuous			
15		Present perfect simple Present perfect continuous Past simple tense Past continuous Past perfect simple Past perfect continuous			

  

11. Course Evaluation	
Distributing the score out of 100 according to the tasks assigned to the student such as daily preparation, daily oral, monthly, or written exams, reports .... etc	

  

12. Learning and Teaching Resources	
Required textbooks (curricular books, if any)	Commercial law + New Headway plus
Main references (sources)	
Recommended books and references (scientific journals, reports...)	Iraqi law journals
Electronic References, Websites	Reputable Internet sites on the subject