



Ministry of higher education and scientific research
Scientific supervision and evaluation apparatus
Department of quality assurance and academic accreditation

Academic program and course description guide

2024

Introduction:

The educational program is a coordinated and organized package of courses that includes procedures and experiences organized in the form of study vocabulary, the main purpose of which is to build and refine the skills of graduates, making them qualified to meet the requirements of the labor market. It is reviewed and evaluated annually through internal or external audit procedures and programs, such as the external examiner program.

The description of the academic program provides a brief summary of the main features of the program and its decisions, indicating the skills that are being worked on to provide students based on the objectives of the academic program. The importance of this description is manifested because it represents the cornerstone in obtaining program accreditation and is co-written by teaching staff under the supervision of scientific committees in scientific departments.

This manual, in its second version, includes a description of the academic program after updating the vocabulary and paragraphs of the previous manual in the light of the developments 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 description of the academic program circulated under the book of the Department of studies Pm3/2906 on 3/5/2023 with respect to programs that adopt the Bologna track as the basis for their work.

In this area, we can only emphasize the importance of writing the description of academic programs and curricula to ensure the proper functioning of the educational process.

Concepts and terminology:

Description of the academic program: the description of the academic program 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 from the student to achieve, proving whether he has made the most of the

available learning opportunities. It is derived from the program description.

Program Vision: an ambitious picture of the future of the academic program to be an advanced, inspiring, motivating, realistic and applicable program.

Program message: it briefly explains the goals and activities necessary to achieve them, as well as defines the development paths of the program and its directions.

Program objectives: these are phrases 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 track), whether it is a requirement (Ministry, University, College and scientific department) with the number of academic units.

Learning outcomes: a compatible set of knowledge, skills and values acquired by the student after the successful completion of the academic program and must determine the learning outcomes for each course in a way that achieves the objectives of the program.

Teaching and learning strategies: these are the strategies used by the faculty member to develop the teaching and learning of the student and are plans that are followed to reach the learning goals. That is, it describes all classroom and extra-curricular activities to achieve the learning outcomes of the program.

Academic program description form

University Name: University.... Kirkuk.....

Faculty/Institute: faculty...Physical education and sports science.....

Scientific Department: Department.....

Name of academic or professional program: Bachelor.....Physical education and sports science

Name of the final certificate: Bachelor.....Physical education and sports science

Academic system: annual

Date of preparation of the description:

Date of filling the file:

Signature

Signature:

Head of department name:
name:

Scientific associate

Professor Shahin Ramzi Rafiq

Hamid Muhammad Amash

Date:31-3-2024

Date:31-3-2024

Check the file by the:

Department of Quality Assurance and University Performance

Department of Quality Assurance and University Performance name:
Abdulqader Nawzad Ismail

Date:

Signature:

Dean Authentication

1. Program Vision

The College of Physical Education and Sports Sciences seeks to prepare graduates in physical education and sports sciences to work in governmental departments and utilize their expertise in the practical field and application

2. Program message

Working on preparing and graduating pioneering scientific and leadership competencies in the field of physical education and sports sciences, as well as advancing the knowledge base in scientific research in the field of physical education and sports. This is aimed at serving the local, regional, and international communities, in addition to training and refining students' minds scientifically and cognitively. It also emphasizes social and cultural values and responds to the requirements of the local market

3. Program objectives

- 1 – Introducing students to the importance of management and its role in the success, progress and development of work in general and in the sports field in particular.
- 2 -Introducing students to the importance of management as it is the backbone of the success of any sports organization, whether it is federations or sports clubs.
- 3- Introducing students to the concept of management and organization and its basic components and elements

4. Software accreditation

There is no

5. Other external influences

There is no

6. Program structure

Program structure	Number of courses	Academic unit	Percentage ratio	* notes
Foundation requirements	60	2		Basic course
College requirements	Yes			
Department requirements				
Summer internship				
Other				

*Comments may include whether the course is basic or optional.

7. Program description

Year / level	Course code	Course name	Approved hours	
2023-2024 fourth	CPE AO4	Administration and organisation	practical	2

8. Expected learning outcomes of the program

Knowledge

- A1- Enabling students to obtain knowledge and introduction to the science .of sports management
- A2- Enabling students to obtain knowledge of administrative leadership, .administrative planning, and preparing administrators
- A3- Enabling students to obtain knowledge of organizing and managing .tournaments, courses and competitions
- A4- Enabling students to obtain knowledge of practical steps and administrative decision-making.

Skills

- .B1 - Students acquire general knowledge of sports management
- B2 - Students gain the ability to lead administratively, plan, prepare and .organize
- .B3 - Students gain the ability to manage sports competitions
- B4 - Giving students the skill of organizing tournaments and courses .(conducting all kinds of draws)
- ..B5 - Providing students with the skill of making administrative decisions

Values

- Developing students' abilities to share ideas

9. Teaching and learning strategies

- 1Providing students with the skill of managing sports competitions of all kinds through theoretical explanation of the subject's vocabulary.
- 2- Providing students with the skill of organizing sports tournaments and competitions

10. Evaluation methods
In-class dialogues and discussions, weekly, monthly and daily exams, and the end-of-year exam.

11. Teaching staff						
Faculty members						
Scientific rank	Specialization		requirements/ Special skills (if any)		teaching staff number	
	General	specific			cadre	
prof	Physical education	Administration and organisation			cadre	

Professional development
Mentoring new faculty members
Professional development of faculty members

12. Acceptance criterion
Direct admission

13. The most important sources of information about the program

1 -Required textbooks/methodological books/auxiliary books

2 -Main references (sources): basic texts prepared by the subject teacher in agreement with the teachers of the subject administration and organization in neighboring universities .

A) Recommended books and references (scientific journals, reports,.....) Reports - scientific periodicals and magazines

B) Electronic references, Internet sites,.....the International Information Network (the Internet(

14. Program development plan

1 -Using new concepts in the field of sports management and using electronic devices to display information

2 -Developing the program through approved meetings after forming ministerial committees and discussing the curriculum items for the purpose of approving them by the deans' committee of the faculties of physical education and sports sciences..

Course description form 10.Course structure

Week	hours	Required learning outcomes	Name of the unit / subject	Learning method	Evaluation method
First	2	An educational lecture - familiarizing students with the vocabulary of the subject and informing them of how to distribute grades for the two semesters.	Administration and organization	Explanation of theoretical lectures by subject teachers using modern teaching and presentation methods	Daily exams Evaluating daily student participation Quarterly exams Final exams Field application
Second	2	The concept of management, its nature and its origins			
Third	2	The importance of management in the sports field			
fourth	2	Planning in the sports field + its importance + types + elements			
fifth	2	Organization in the sports field + its importance +			

		its elements + types			
sixth	2	Employment			
Seventh	2	Guidance in the sports field			
eighth	2	Communication + its types, sports leadership + its types + leadership theories			
ninth	2	Motivation, its importance and types			
tenth	2	Decision making in the sports field, its stages and methods of participation			
eleventh	2	General discussion and review of previous lectures			
twelfth	2	First semester exam			
thirteenth	2	Oversight, its importance, reasons for its existence, and supervisory standards			

Fourteenth	2	Coordination + its types + principles			
fifteenth	2	Organizing sports courses and competitions			
sixteenth	2	Field application			
eventeenth	2	Field application			
Eighteenth	2	Field application			
nineteenth	2	Field application			
Twenty	2	Field application			
Twenty-First	2	Field application			
Twenty-second	2	Individual placement + its disadvantages + its advantages			
Twenty-third	2	How to organize individual tournaments			
Twenty-fourth	2	Marital installment + its disadvantages + its advantages			

Twenty-fifth	2	How tournaments are organized by doubles			
Twenty-sixth	2	Organizing tournaments in a league manner			
Twenty-seventh	2	Organizing tournaments in a league manner			
Twenty-eighth	2	Management of sports festivals + types of celebrations + rules and principles of celebrations			
Twenty-ninth	2	Open discussion dialogues			
Thirtieth	2	Exam second semester			

11. Course development plan

Enhancing the student's self-confidence in practical life, strengthening his will, developing a love of participation and cooperation, and the possibility of applying what he has learned in his future life to build an educated sports community