

## **Academic Program Description Form**

**University Name:** Tikrit University

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

**Scientific Department:** Accounting Department

**Academic Program Name:** Accounting Department

**Final Degree Name:** Bachelor of Science in Accounting

**Study System:** Course System

**Description Preparation Date:** 2023/9/17

**File Completion Date:** 2023/9/17

**Signature:**

**Department Head Name:** Assoc. Prof. Muthanna Rukan Jassim

**Scientific Assistant Name:** Assoc. Prof. Ashraf Hashim Faris Al-Abdoun

**Date:** 2023/9/17

**File Checked by:** Quality Assurance and University Performance Division

**Quality Assurance Division Director Name:** Osama Musa Farhan

**Signature**

**Date:** 2023/9/17

**Dean's Approval**

### **1. Program Vision**

The Accounting Department aims to be a pioneering scientific institution at the university in achieving excellence in accounting education, research, and professional auditing. To embody this vision, the department seeks to explore the fields of scientific and cognitive development in accounting sciences and align them with international standards in accounting education to ensure quality and high academic standards, as well as to encourage creative scientific research and strive to provide its requirements to meet all community needs with skilled graduates capable of excellence in various fields of accounting and auditing.

### **2. Program Mission**

To provide specialized accounting education opportunities for students in the department, qualifying them academically and practically and elevating the level of research to serve the community.

### **3. Program Objectives**

The department's objectives include the following:

1. Providing the initial educational requirements to prepare qualified graduates capable of performing their duties efficiently and effectively.
2. Enhancing field scientific research by encouraging applied research and addressing practical accounting issues to contribute effectively to finding solutions.
3. Contributing to serving the local community by working to find appropriate solutions to their accounting problems.

4. Building an accounting culture among graduates that enables them to operate in broader areas of accounting.
5. Keeping pace with scientific developments and monitoring updates in accounting to serve the scientific journey of the department.
6. Preparing scientific frameworks (Master's and Ph.D.) to supply universities and institutes with qualified faculty members.
7. Organizing seminars, workshops, and conferences in the field of specialization to discuss contemporary topics or practical issues.

#### 4. Program Accreditation

Is the program accredited? If so, by which authority? No.

#### 5. Other External Influences

Is there a sponsoring authority for the program? Yes, the Ministry of Higher Education and Scientific Research.

#### 6. Program Structure

Structure	Number of Courses	Credit Hours	Percentage	Notes
Institutional Requirements	6	14%	9.4	
College Requirements	10	27%	18	
Department Requirements	40	109%	72.6	
Summer Training				
Other				

\*Notes may include whether the course is compulsory or optional.

#### 7. Program Description / Accounting Curriculum

Year/Level	Course Code	Course Name	Credit Hours
First	1101	Financial Accounting 1	3 (Theory) 2 (Practical)
	1102	Principles of Business	3
	1103	Principles of Economics	2
	1104	Computer 1	2 (Theory) 2 (Practical)
	1105	Arabic Language	2
	2106	Financial Accounting 2	3 (Theory) 2 (Practical)
	2107	General Mathematics	3
	2108	Principles of Statistics	3
	2109	Computer 2	2

<b>Year/Level</b>	<b>Course Code</b>	<b>Course Name</b>	<b>Credit Hours</b>
	2110	Accounting Readings and Correspondence	2
	2111	Human Rights and Democracy	2
		English Language	2
Second	1212	Intermediate Accounting 1	3 (Theory) 2 (Practical)
	1213	Governmental Accounting 1	2 (Theory) 2 (Practical)
	1214	Accounting in English 1	2 (Theory) 2 (Practical)
	1215	Marketing and E-Commerce	3
	1216	Labor Law	2
	1217	Accounting Applications in Computer	2 (Practical) 2 (Theory)
	1218	General Mathematics	2
		English Language	2
	1219	Intermediate Accounting 2	2
	1220	Governmental Accounting 2	2
	1221	Non-Profit Organizations Accounting	3
	1222	General Finance	2
	1223	Operational Research in English	3
	1224	Accounting in English 2	2
Third	1325	Cost Accounting 1	2
	1326	Corporate Accounting	3
	1327	Unified Accounting System 1	3
	1328	Tax Accounting	3
	1329	Financial Statement Analysis	2
	1330	Advanced Financial Accounting	3
	2331	Natural Resource Accounting	2
	2332	Unified Accounting System 2	3
	2333	Cost Accounting 2	2
	2334	Auditing and Control	3
	2335	Accounting Training	4
		English Language	2
Fourth	1437	Advanced Cost Accounting in English 1	2
	1438	Specialized Accounting Systems	3
	1439	International Auditing Standards	2

Year/Level	Course Code	Course Name	Credit Hours
	1440	Managerial Accounting in English 1	2
	1441	International Accounting	2
	1442	Research Methodologies and Ethics	2
	2443	Managerial Accounting in English 2	2
	2444	Advanced Cost Accounting in English 2	2
	2445	International Financial Reporting Standards	2
	2446	Accounting Theory	3
	2447	Accounting Information Systems	3
	2448	Graduation Research Project	2
		English Language	2

## 8. Expected Learning Outcomes of the Program

### Knowledge:

- Provide leading capabilities in accounting and auditing.
- Disseminate knowledge in economic units and government institutions to meet community aspirations.
- Graduates' ability to develop their accounting and cognitive skills and achieve leadership in providing accounting, regulatory, and auditing information.

### Skills:

- Foster creativity, innovation, and leadership.
- Create an open environment for cultural and intellectual exchange.
- Graduates of the Accounting Department should possess the ability to think, solve problems, and manage time.
- Effective communication and constructive interaction with stakeholders.
- Ensure our outcomes are knowledgeable and skilled in completing assigned tasks.

### Values:

- Establish social responsibility and ethics.
- Serve the community and meet its demands.
- Adhere to professional ethics and demonstrate high professional competence.
- Integrity and transparency.
- Quality.

- Ensure students are committed to principles of integrity and transparency, with the ability to apply accounting, regulatory, and auditing concepts in practice.

## 9. Teaching and Learning Strategies

1. **Active Learning:** Encourage student participation in learning processes, such as discussions, group activities, and problem-solving, to enhance their deep understanding of concepts.
2. **Cooperative Learning:** Encourage students to work together in small groups to solve problems related to their studies and share ideas, fostering interaction and knowledge exchange.
3. **Use of Technology:** Utilize technology to provide interactive educational tools such as software programs and online materials to enhance student understanding and motivation.
4. **Problem-Based Learning:** Present specific problems and stimulate students to engage in critical thinking and apply accounting skills to solve them.
5. **Diverse Educational Strategies:** Provide a variety of educational strategies, such as interactive lectures, practical lessons, and hands-on exercises, to meet diverse student needs.
6. **Enhancing Accounting Thinking:** Encourage students to develop accounting thinking skills such as analysis, planning, and inference through thought-provoking questions and applied problems.
7. **Immediate Feedback:** Provide mechanisms for immediate feedback to students regarding their performance and understanding of accounting concepts, whether through periodic assessments or direct interaction with the instructor.

## 10. Assessment Methods

1. **Class Performance Evaluation:** Includes assessing students' performance during lessons, lectures, and workshops through written tests or continuous evaluation of their participation and understanding of materials.
2. **Participation in Discussions and Activities:** Evaluate students' participation in class discussions, group activities, and individual projects to assess their understanding and interaction with materials.
3. **Tests and Assignments:** Conduct regular tests and evaluative assignments to assess their skills in solving issues related to their field and understanding presented concepts.
4. **Research Participation Evaluation:** Assess students' participation in research activities and scientific projects, evaluating their presentation style and analysis of results and conclusions.
5. **Practical Performance Evaluation:** Evaluate students' practical performance through field visits and participation in applied activities.
6. **External Participation Evaluation:** Includes assessing students' participation in external activities such as conferences, seminars, and sports competitions.



## Professional Development for New Faculty Members

1. **Identifying University and Department Needs:** Identify the university and department needs regarding required educational staff and preferred specializations.
2. **Designing Orientation Programs:** Design targeted orientation programs for new and visiting faculty members based on their needs and specializations.
3. **Introducing the University Environment:** Provide a comprehensive introduction to the university and the Accounting Department, including an overview of the department, its vision, mission, objectives, and available services.
4. **Providing Supporting Resources:** Provide necessary resources and support for new faculty members, including training courses, practical workshops, and technical assistance.
5. **Academic Guidance:** Guide new faculty members regarding curricula, research areas, and teaching methods used in the department.
6. **Administrative Guidance:** Guide new faculty members on administrative procedures, responsibilities, university policies, and codes of conduct.
7. **Continuous Support:** Provide ongoing support for new and visiting faculty members through advisory sessions, workshops, and periodic evaluations.

## Professional Development for Faculty Members

1. **Identifying Needs and Setting Goals:** Identify faculty members' needs through surveys and performance evaluations, and then set specific goals to be achieved within the program.
2. **Designing the Development Program:** Based on identified needs and goals, design a comprehensive development program that includes a range of activities, training courses, workshops, and educational resources.
3. **Implementing the Program:** Regularly and systematically implement the development program, including organizing workshops, conducting training courses, and providing appropriate educational resources.
4. **Using Effective Teaching Strategies:** Faculty members learn to use and apply modern and effective teaching strategies, such as cooperative learning, active learning, and educational technology.
5. **Evaluating Learning Outcomes:** Assess the effectiveness of the development program by evaluating faculty members' learning outcomes, such as increased knowledge and teaching skills and interaction with students.
6. **Continuous Development:** Provide ongoing feedback and support for faculty members to enhance their professional and academic development continuously.
7. **Participating in Research and Scientific Publishing:** Encourage faculty members to engage in scientific research and publish findings in reputable academic journals, enhancing their academic status and contributing to knowledge development in their fields.

## 12. Admission Criteria

1. Central Admission.
2. Exceptions (children of martyrs, children of faculty members, distinguished employees, top students from institutes, foreign students).
3. Governmental Education.
4. Evening Studies Admission.

## 13. Main Sources of Information About the Program

1. University, college, and departmental websites.
2. Initial establishment documents of the department.
3. Project for developing and updating curricula of management and economics colleges in Iraqi universities for the year 2017.

## 14. Program Development Plan

1. Developing curricula.
2. Developing postgraduate curricula.
3. Enhancing teaching and administrative capabilities through workshops and seminars in specialized fields.
4. Supporting scientific research efforts by encouraging faculty members to publish, especially in international journals.
5. Conducting training programs to develop students' capabilities in technical fields and information technology.
6. Organizing field visits and scientific trips for students to government institutions.

## Program Skills Map

### Required Learning Outcomes from the Program

Year/Level	Course Code	Course Name	Compulsory/Optional	Knowledge	Skills	Values
First	1101	Financial Accounting	Compulsory	✓	✓	✓
	1102	Principles of Business	Compulsory	✓	✓	✓
	1103	Principles of Economics	Compulsory	✓	✓	✓
	1104	Computer 1	Compulsory	✓	✓	✓
	1105	Arabic Language	Compulsory	✓	✓	✓
	2106	Financial Accounting 2	Compulsory	✓	✓	✓
	2107	General Mathematics	Compulsory	✓	✓	✓



<b>Year/Level</b>	<b>Course Code</b>	<b>Course Name</b>	<b>Compulsory/Optional</b>	<b>Knowledge</b>	<b>Skills</b>	<b>Values</b>
	2108	Principles of Statistics	Compulsory	✓	✓	✓
	2109	Computer 2	Compulsory	✓	✓	✓
	2110	Accounting Readings	Compulsory	✓	✓	✓
	2111	Human Rights and Democracy	Compulsory	✓	✓	✓
		English Language	Compulsory	✓	✓	✓
Second	1212	Intermediate Accounting 1	Compulsory	✓	✓	✓
	1213	Governmental Accounting 1	Compulsory	✓	✓	✓
	1214	Accounting in English 1	Compulsory	✓	✓	✓
	1215	Marketing and E-Commerce	Compulsory	✓	✓	✓
	1216	Labor Law	Compulsory	✓	✓	✓
	1217	Accounting Applications	Compulsory	✓	✓	✓
	1218	General Mathematics	Compulsory	✓	✓	✓
		English Language	Compulsory	✓	✓	✓
	1219	Intermediate Accounting 2	Compulsory	✓	✓	✓
	1220	Governmental Accounting 2	Compulsory	✓	✓	✓
	1221	Non-Profit Accounting	Compulsory	✓	✓	✓
	1222	General Finance	Compulsory	✓	✓	✓
	1223	Research Operations	Compulsory	✓	✓	✓
	1224	Accounting in English 2	Compulsory	✓	✓	✓

Year/Level	Course Code	Course Name	Compulsory/Optional	Knowledge	Skills	Values
Third	1325	Cost Accounting 1	Compulsory	✓	✓	✓
	1326	Corporate Accounting	Compulsory	✓	✓	✓
	1327					

## Course Description

1. **Course Name:**  
Computer Fundamentals
2. **Course Code:**  
1104M
3. **Semester/Year:**  
First Course / First Stage
4. **Date of Preparation of this Description:**  
2023/9/17
5. **Available Attendance Forms:**  
In-class attendance, using the Classroom program to notify students of exam times and to upload monthly exam grades and annual effort grades, along with providing them with specific instructions regarding attendance, absence, and exams, including practical lessons in the computer lab.
6. **Total Study Hours / Total Units:**  
30 hours for 3 units per week.
7. **Course Coordinator Name (if more than one name, mention):**  
Name: Hader Sabah Shaer  
Email: iq.edu.tu@hathers
8. **Course Objectives:**
  - Provide students with scientific knowledge and concepts in the field of computers and information technology related to their lives and community needs.
  - Familiarize students with computer components (internal and external) and various peripherals.
  - Equip students with skills in some computer applications such as drawing programs, data entry, and using Word for printing.
  - Highlight the computer as a multi-use tool in various aspects of life, focusing on the properties of computers and information technology like speed and accuracy in completing tasks related to students' scientific research.
  - Instill in students skills for self-reliance and inquiry through computer applications.
9. **Teaching and Learning Strategies:**
  - **Cooperative Learning Strategy:**  
Encourage students to work together on joint computer projects.

Exchange knowledge and skills in using Word.  
Develop collaboration and communication skills.

- **Inquiry Strategy:**  
Encourage students to research and investigate specific topics using computers.  
Teach them how to search online and use search tools in Word.
- **Random Engagement Strategy:**  
Encourage students to enjoy creativity and think outside the box.  
Use Word features like graphics and colors to spark interest.
- **Concept Mapping Strategy:**  
Use concept maps to organize information and ideas in Word.  
Teach students how to create concept maps for topics.
- **Multiple Intelligences Strategy:**  
Guide students to use their various skills in operating systems.  
Encourage students to leverage their unique abilities in writing, design, and critical thinking.

Use these strategies to enhance the student experience in using Microsoft Word and to strengthen their skills in it.

#### 10. Course Structure:

Week	Hours	Required Learning Outcomes	Unit or Topic Name	Learning Method	Assessment Method
1	2	Computer Basics	Types of Computers, Classifications of Computers, Historical Development of Computers	Lecture, Discussion	
2	2	How Computers Work, Parts of a Computer, Input Devices, Output Devices, Processing Devices, Types of Memory	Computer Components	Theory + Practical	Oral Exam
3	2	Bits and Bytes, Number Systems in Computers, Programming Languages	Programming Languages	Discussion	Theory + Practical
4	2	Computer Platforms, Factors to Consider When Buying a Computer, Main Features of Personal Computers, Random Access Memory, Hard Disk	Internal Components of Computers	Theory + Practical	Quiz

<b>Week</b>	<b>Hours</b>	<b>Required Learning Outcomes</b>	<b>Unit or Topic Name</b>	<b>Learning Method</b>	<b>Assessment Method</b>
5	2	Computer Security and Software Licensing, Computer Viruses and Cyber Hacking	Malicious Software, Ways to Handle Computers via the Internet	Theory + Practical	Discussion
6	2	First Monthly Theory Exam	Theory	Written Exam	
7	2	Operating Systems, Types of Operating Systems, Desktop Components, Booting and Shutting Down the Computer, Taskbar	Components of Operating Systems	Theory + Practical	Oral Exam
8	2	Desktop Area, Showing the Desktop, Language Bar, Main Components of the Desktop	Theory + Practical	Discussion	
9	2	Window Operations, Changing Windows and Managing Files, Creating Files, Renaming Folders, Deleting Files, Copying and Pasting Files, Recovering Deleted Files and Folders	File Management Methods	Theory + Practical	Quiz
10	2	Creating Shortcuts, Searching for Files and Folders, Desktop Backgrounds, Changing Desktop Backgrounds	Desktop Components and Their Management	Theory + Practical	Discussion
11	2	Control Panel, Accessing the Control Panel, Main Topics in Control Panel, Networks and the Internet, Devices and Sound	Theory + Practical	Unit Control	Discussion
12	2	Clock, Language, and Logic, Programs and Accessibility, Instructions and Help, Unfavorable Computer Interactions	Managing Some Window Components	Theory	Oral Exam
13	2	Second Monthly Exam	Theory	Written Exam	
14	2	Some Computer	Operating System	Theory	Homework

Week	Hours	Required Learning Outcomes	Unit or Topic Name	Learning Method	Assessment Method
		Settings, Setting Date and Time, Adding User Accounts, Viewing Internet Networks, Disk Cleanup, Installing Programs, Uninstalling Programs, Extending Battery Life	Settings		
15	2	Practical Exam	Practical	Practical Exam	

### 11. Course Evaluation:

The annual effort grade comprises 30 degrees, divided as follows:

- 10 degrees for the first monthly exam.
- 10 degrees for the second monthly exam.
- 10 degrees for practical exams.

The final exam grade consists of 70 degrees.

### 12. Learning and Teaching Resources:

Required textbooks (if available).

Main references (sources).

Supplementary textbooks and references recommended (scientific journals, Ministry of Higher Education and Scientific Research textbooks, electronic references, all books related to computers and operating systems, various electronic websites and forums).