

**Ministry of Higher Education and Scientific Research
Scientific Supervision and Scientific Evaluation Apparatus
Directorate of Quality Assurance and Academic Accreditation
Accreditation Department**



**Sawa University
College of Health and Medical Technologies Scientific
Department of Health Administration**

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 with regard of outcomes of Administration Department .

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: Sawa University

Faculty/Institute: College of Health and Medical Technologies

Scientific Department: Department of Administration

Academic or Professional Program Name: Bachelor of Administration Health
(manager)

Final Certificate Name: Bachelor's degree in Health Administration

System: " Semester \ Annual Integrated Courses " Description

Preparation Date: 5 / 4 / 2024


File Completion Date: 6/4/2024

Signature: 

Head of Department Name:

T . Attallah Bani Hmood

Date: /10 / 4/2024

Signature: 

Scientific Associate Name:

.Prof.Dr. Ali Hussein salman

Date: 17/ 4 /2024

The file is checked by:

Department of Quality Assurance and University Performance

Director of the Quality Assurance and University Performance Department:

Assist.Proof.Dr. Nada Sami naser

Date: 14-4-2024

Signature: 

Assist.Proof.Dr. Hassen Raheem Kudhur
Approval of the Dean

2024/4/12
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1. Program Vision

The Department of Optics Technologies was established in 2021 as per the administrative order issued by the Ministry of Higher Education & Scientific Research, No. 13741 on 21st November 2021. The Department aims to graduate technicians with high proficiency, qualified to work in Ophthalmology hospitals, health centers and private clinics.

- Study Period: 4 years
- Study Language: English

2. Program Mission

Due to the widespread of using eyeglasses and lenses, there has been a great need to optometrists and visual technicians in the various institutions of health, whether public or private.

3. Program Objectives

Department of Optics Technologies focuses on achieving a number of objectives. They can be summarized as follows:

- Providing efficient graduates, highly qualified in the field of ophthalmology so as to meet the country's need according to the medical and economical development requirements, all together with ensuring teaching staff for universities and institutes.
- Constant promotion to curricula and study plans for all grades so as to keep pace with the recent development in the field of ophthalmology.
- Keeping pace with the fast changes in the field of IT and analysis of medical data.
- Focusing on scientific research and its essential role in serving the community by conducting scientific and applied research.
- Interacting with the related public sector institutions to organize training courses for our medical staff.
- Striving to improve performance so as to achieve comprehensive quality assurance.
- Encouraging scientific cooperation with corresponding Arab and international universities and institutions.
- Exchanging experiences in a way that ensures development and reinforcement of the department as well as the educational process.

4. Program Accreditation

The mission of the Department is summarized in providing graduates, qualified and highly trained in the field of ophthalmology, diagnosis of eye diseases and manufacture of eyeglasses as well as contact lenses. Graduates indeed shall be featured with high level of knowledge and creativity in their major, in accordance with the international medical standards and quality assurance. The medical programs shall be corresponding to those adopted by the Department of Optics Technologies at the Technical Health College / University of Baghdad. Moreover, it is remarkable to note that the results shall be analyzed through the use of bio-statistics methods.

5. Program Structure

Program Structure	Number of Courses	Credit hours	Percentage	Reviews*
Institution Requirements	3	-	-	-
College Requirements	-	-	-	-
Department Requirements	53	158	50%	Basic
Summer Training	2	4	50%	Basic
Other	-	-	-	-

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

6. Program Description

Year/Level	Course Code	Course Name	Credit Hours	
			theoretical	Practical
The first stage/first course	HMTA 111	Principle of accounting (1)	3	-
The first stage/first course	HMTA 112	Principles of Administration(1)	3	-
The first stage/first course	HMTA 113	Health administration(1)	3	-
The first stage/first course	HMTA 114	Arabic language	2	-
The first stage/first course	HMTA 115	English language	2	-
The first stage/first course	HMTA 116	Computer application	1	2
The first stage/first course	HMTA 117	Statistic	2	0
First stage/second course	HMTA 121	Principle of accounting (2)	3	-
First stage/second course	HMTA 122	Principles of Administration(2)	3	-
First stage/second course	HMTA 123	Health administration(2)	3	-
First stage/second course	HMTA 124	Communications skills	3	-
First stage/second course	HMTA 125	Human rights	2	-
First stage/second course	HMTA 126	Health and professional safety	3	-
First stage/second course	HMTA127	Mathematics	2	-
The second stage / first course	HMTA 211	Marketing management	3	-
The second stage / first course	HMTA 212	Professional ethics	3	-
The second stage / first course	HMTA 213	Services management	3	-
The second stage / first course	HMTA 214	Health crisis management	2	-
The second stage / first course	HMTA 215	Human sources management	3	-
The second stage / first course	HMTA 216	Production and operation management	2	-

The second stage / first course	HMTA 217	Organizational behavior	3	-
The second stage / first course	HMTA 218	Baath party crimes	2	-
The second stage / second course	HMTA 221	Health economies	3	-
The second stage / second course	HMTA 222	Health Services management	3	-
The second stage / second course	HMTA 223	Organizational behavior	3	-
The second stage / second course	HMTA 224	Intermediate accounting	3	-
The second stage / second course	HMTA 225	Human sources management	3	-
The second stage / second course	HMTA 226	Environmental health	2	-
The third stage first course	HMTA311	Organized theory	3	-
The third stage first course	THMA312	Financial management	3	-
The third stage first course	HMTA313	Global health care	3	-
The third stage first course	THMA314	Crisis management	3	-
The third stage first course	HMTA315	Epidemic management	2	-
The third stage first course	THMA316	Electronic health	2	-
The third stage first course	HMTA317	Ready made application (1)	2	-
The third stage second course	THMA321	Health information system	3	-
The third stage second course	HMTA322	Cost accounting	3	-
The third stage second course	THMA323	Laws and health systems	3	-
The third stage second course	HMTA324	Hospitals management	3	-
The third stage second course	THMA325	Health politic care	3	-
The third stage second course	HMTA326	Sumer training	-	3
The third stage second course	THMA327	Ready made application(2)	2	-
The fourth stage first course	HMTA411	Management of quality assurance	3	-
The fourth stage first course	HMTA412	Research methods	1	-
The fourth stage first course	THMA413	Evolution of health services	3	-
The fourth stage first course	HMTA414	Research project	-	6
The fourth stage first course	THMA415	Strategic management	3	-

The fourth stage first course	HMTA416	Crisis management	3	-
The fourth stage second course	HMTA426	Management of quality assurance	3	-
The fourth stage second course	HMTA426	Health insurance	3	-
The fourth stage second course	HMTA426	Health finance management	3	-
The fourth stage second course	HMTA426	Research project	-	6
The fourth stage second course	HMTA426	Accounting administration	3	-
The fourth stage second course	HMTA426	Strategic management	3	-
The fourth stage second course	HMTA426	Marketing of health services	2	-
The fourth stage second course	HMTA427	Ready made application(2)	2	-
The fourth stage second course	HMTA429	Informations systems	3	-

7. Expected learning outcomes of the program

Knowledge

1- Graduation of scientific cadres with specialization.
 2- Operates and maintains the medical equipment used in eye examination.
 3- Enabling students to obtain knowledge, intellectual understanding, and skills to identify vision testing devices and ways to maintain them.
 4- Teaching the student the skills required to deal with different cases of eye diseases.
 5- Enabling the student to contribute to understanding cases of eye disease and to intervene as necessary.

1- That the student knows the basics of the required sciences.
 2- That the student understands the required scientific details.
 3- The student should analyze scientific developments.

Skills

1 - That the student uses the devices correctly.
 2- That the student applies what he has learned in practice.

1- Good knowledge of the principles of optics and related sciences.
 2 - Technical ability in his field of work and monitoring the patient's vital conditions.

1 - The student must bring the necessary materials.

1- Good knowledge of medical terminology.
 2- Good knowledge of the English language.

2 - That the student performs the appropriate procedures for the situations he faces.

Ethics

1- Working as a team.
 2- That the student recognizes the importance of academic subjects.

1- Commitment to the ethics of the university institution
 2- Receiving information and cognitive receptivity

8. Teaching and Learning Strategies

- 1 - Classroom education through theoretical and practical lectures
- 2- Learning through hospitals
- 3- Preparing scientific reports and research.

9. Evaluation methods

- 1- Exams.
- 2- Writing and presenting reports and research.
- 3- Scientific discussions.
- 4- For daily attendance and activities.

Academic Rank	Specialization		Number of the teaching staff	
	General	Special	Staff	Lecturer

T . attallah bani hmood	materials Sciences	polymers Sciences	Yes	
Dr. meryam ali hussian	Accounting	accounting	Yes	
T .assistance arshed salman	accounting	accounting	Yes	
T .assistance amen fahed	accounting	Banking and financial accounting	Yes	
T .assistance salam hashem	accounting	Banking and financial accounting	Yes	
T .assistance was an hameed	Law	law	Yes	
T .assistance Ali fakher	Agriculture science	Agricultural crops	Yes	
T .assistance Ali hadi	Social health	Social health	Yes	
T .assistance wassam mohammed	Social health	Social health	Yes	
T .assistance mohammed abdullah	accounting	accounting	Yes	
T .assistance afrah hadi	accounting	accounting		Yes
T .assistance maryam sami	accounting	accounting		Yes
T .assistance noor abd alkhder	accounting	accounting		Yes

Professional Development

Mentoring new faculty members

Directing new faculty members to the necessity of working on developing the scientific method, methods of delivering scientific lectures, and how to deliver practical material to the student

Professional development of faculty members

Working to find development ideas and working to develop scientific laboratories and the practical aspect, since the students' specialization is a scientific specialization.

11. Acceptance Criterion

Students who have graduated from preparatory school in the scientific branch are allowed to be accepted into the university's Optometry Technology Department after passing and succeeding in the study and obtaining an average of 70% or more for admission. The department accepts graduates of preparatory school in the scientific branch in biology only.

12. The most important sources of information about the program

- 1- Textbooks prescribed by the Ministry of Higher Education and Scientific Research
- 2- External scientific sources
- 3- Using libraries and the Internet

13. Program Development Plan

The department has many methodological and research plans in order to develop the department and the environmental environment, as the department presidency, the department council, and the scientific committee work to provide all requirements for the development of the department.

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
2023-2024 first semester Step one	HMTA 111	Principle of accounting (1)	Basic	√	√	√	√	√	√	√	√	√	√	√	
	HMTA 112	Principles of Administration(1)	Basic	√	√	√	√	√	√	√	√	√	√	√	
	HMTA 113	Health administration (1)	optional	√	√	√	√	√	√	√	√	√	√	√	
	HMTA 114	Arabic language	optional	√	√	√	√	√	√	√	√	√	√	√	
	HMTA 115	English language	optional	√	√	√	√	√	√	√	√	√	√	√	
	HMTA 116	Computer application	optional	√	√	√	√	√	√	√	√	√	√	√	
	HMTA 117	Statistic	optional	√	√	√	√	√	√	√	√	√	√	√	

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
2023-2024 second semester Step one+	HMTA 121	Principle of accounting (2)	Basic	√	√	√	√	√	√	√	√	√	√	√	√
	HMTA 122	Principles of Administration (2)	Basic	√	√	√	√	√	√	√	√	√	√	√	√
	HMTA 123	Health administration(2)	Basic	√	√	√	√	√	√	√	√	√	√	√	√
	HMTA 124	Communications skills	optional	√	√	√	√	√	√	√	√	√	√	√	√
	HMTA 125	Human rights	optional	√	√	√	√	√	√	√	√	√	√	√	√
	HMTA 126	Health and professional safety	optional	√	√	√	√	√	√	√	√	√	√	√	√

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	
2023-2024 first semester Step two	HMTA127	Mathematics	Basic	√	√	√	√	√	√	√	√	√	√	√	√	
	HMTA 211	Marketing management	Basic	√	√	√	√	√	√	√	√	√	√	√	√	
	HMTA 212	Professional ethics	Basic	√	√	√	√	√	√	√	√	√	√	√	√	
	HMTA 213	Services management	Basic	√	√	√	√	√	√	√	√	√	√	√	√	
	HMTA 214	Health crisis management	optional	√	√	√	√	√	√	√	√	√	√	√	√	
	HMTA 215	Human sources management	optional	√	√	√	√	√	√	√	√	√	√	√	√	
	HMTA 216															Production management
	HMTA 217															Organizational

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
2023-2024 second semester Step two	HMTA 218	Baath party crimes	Basic	√	√	√	√	√	√	√	√	√	√	√	√
	HMTA 221	Health economies	Basic	√	√	√	√	√	√	√	√	√	√	√	√
	HMTA 222	Health Services management	Basic	√	√	√	√	√	√	√	√	√	√	√	√
	HMTA 223	Organizational behavior	Basic	√	√	√	√	√	√	√	√	√	√	√	√
	HMTA 224	Intermediate accounting	Basic	√	√	√	√	√	√	√	√	√	√	√	√
	HMTA 225	Human sources management	Basic	√	√	√	√	√	√	√	√	√	√	√	√
	HMTA 226	Environmental health	Basic	√	√	√	√	√	√	√	√	√	√	√	√

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
2023-2024 Step three	HMTA311	Organized theory	Basic	√	√	√	√	√	√	√	√	√	√	√	√
	THMA312	Financial management	Basic	√	√	√	√	√	√	√	√	√	√	√	√
	HMTA313	Global health care	Basic	√	√	√	√	√	√	√	√	√	√	√	√
	THMA314	Crisis management	Basic	√	√	√	√	√	√	√	√	√	√	√	√
	HMTA315	Epidemic management	Basic	√	√	√	√	√	√	√	√	√	√	√	√
	THMA316	Electronic health	Basic	√	√	√	√	√	√	√	√	√	√	√	√
	HMTA317	Ready made application (1)	Basic	√	√	√	√	√	√	√	√	√	√	√	√

