

Academic Program Description Form

University Name: Middle Technical University.

Faculty / Institute: Institute of Medical Technology – Al-Mansour.

Scientific Department: health of Administration

Academic or Professional Program Name: commercial correspondence

Final Certificate Name:

Academic System: annual

Description Preparation Date:10\3\2024

File Completion Date:10\3\2024

Signature:	Signature:
Head of Department Name:	Scientific Associate Name:
Date:	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

Leadership and excellence in the field of technical education and scientific research. and concern to its quality to build a knowledge society.

2. Program Mission

To provide an educational and research environment conducive to education and creativity that will contribute to the preparation of highly qualified graduates, to achieve effective national and international scientific twinning, and to strengthen partnership with the sectors of society and international institutions in the relevant fields.

3. Program Objectives

The institute aims to graduate technical personnel to work in medical laboratories, conduct continuous laboratory analyses, general chemical examinations, examine liquids, and operate laboratory equipment.

4. Program Accreditation

Not yet.

5. Program external influences

6. Program Structure

Program Structure	Number of Courses	Credit hours	percentage	Reviews*
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Institution Requirements				
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	
year		commercial correspondence	Theoretical 1 hour	Practical 2 hour

8. Expected Learning Outcomes of the Program	
Knowledge	
Learning Outcomes 1	Introducing the student to the rules and principles of commercial correspondence
Skills	
Learning Outcomes 2	Formulating various types of commercial messages and how to use commercial vocabulary at the appropriate time
Ethics	

Learning Outcomes 3	Deepening the student's awareness of the importance of correspondence in the field of business and the importance of adhering to timings and implementing business deals in all circumstances.
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9. Teaching and Learning Strategies
- Discussion, role-playing, presentation, dialogue and criticism

10. Evaluation Methods
Listening, dialogue, asking questions, tests (pre- and post-tests), case studies

11. Faculty					
Faculty Members					
Academic Rank	Specialization		Special Requirements / Skills (if applicable)	Number of the teaching staff	
	General	Special		Staff	Lecturer
Teacher	public administration	organization and organizational behavior	Knowledge of vocabulary in the world of business, commercial correspondence, and commercial abbreviations	****	

Professional Development
Mentoring new faculty members
Professional Development of faculty members

12.Acceptance Criterion

13.The most important sources of information about the program
<ul style="list-style-type: none"> - commercial correspondence in English, M.D.SPONNER&J.S.McKELLEN, المكتبة الحديثة, وترتيب اديب الزين, ترجمة للنشأة والنشر للطباعة والنشر - commercial correspondence ,Oxford handbook,new edition,A.Ashly

14.Program Development plan
<ul style="list-style-type: none"> - Increasing central admission to the department by reducing the average - Rewriting the prescribed curriculum and making it a semi-annual curriculum in line with modern trends in health administration, with annual additions

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
year		commercial correspondence	Basic	\\ \\ \\				\\ \\ \\ \\					\\ \\ \\ \\		

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

Course Description Form

1. Course Name: commercial correspondence	
2. Course Code:	
3. Semester / Year: year	
4. Description Preparation Date: 10\3\2024	
5. Available Attendance Forms:10\3\2024	
6. Number of Credit Hours (Total) / Number of Units (Total)90hours\180 units	
7. Course administrators name (mention all, if more than one name)	
Name:Dr.Sahraa Anwer Huseein Email:sahra.anwar@mtu.edu.iq	
8. Course Objectives:	
Course Objectives	<ul style="list-style-type: none">●●●
9. Teaching and Learning Strategies	

Strategy	<div style="border: 1px solid black; padding: 5px;"> <p>- Discussion, role-playing, presentation, dialogue and criticism</p> </div>
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10.Course Structure					
Week	Hours	Required Learning Outcomes	Unit or Subject name	Learning method	Evaluation method
1	3	Cognitive and skills outcome	Commercial correspondence types of correspondence letter purpose of business commercial letters qualities of goods commercial letter	Lecture	Listening
2-4	3	Cognitive and skills outcome	Basic structure of business letter	Lecture and classroom exercises	classroom exercises, Work groups
5	3	Cognitive and skills outcome	Optional parts of business letters	Lecture	classroom exercises,
6	3	Cognitive outcome	Kinds of business letter	Lecture	Listening
7-8	3	Cognitive and skills outcome	letter of inquiry	Lecture and classroom exercises	classroom exercises, Work groups

9-10	3	Cognitive and skills outcome	Reply to letter of inquiry	classroom exercises, Work groups	classroom exercises, Work groups
11	3	Cognitive and skills outcome	claim and adjustment letters, letters of compliant	Lecture and classroom exercises	classroom exercises, Work groups
12-14	3	Cognitive and skills outcome	Reply to the letter of compliance	classroom exercises, Work groups	classroom exercises,
15	3	Cognitive	Revision and first semester Exam	revision	Correct an answer
16-17	3	Cognitive and skills outcome	Letter of employment	Lecture	classroom exercises,
18-20	3	Cognitive	Social Business letter	Lecture	classroom exercises,
21-23	3	Cognitive and skills outcome	Using email with correspondence\Advantage\ Disadvantage\ email addresses	classroom exercises, Work groups	classroom exercises,
24-25	3	Cognitive and skills outcome	Email layout and Style	classroom exercises, Work groups	classroom exercises,
26-29	3	Cognitive and skills outcome	Selected abbreviation	classroom exercises, Work groups	classroom exercises, Work groups
30	3	Cognitive	Revision		Correct answer

11.Course Evaluation

Listening, dialogue, asking questions, tests (pre- and post-tests), case studies,reading

12.Learning and Teaching Resources	
Required textbooks (curricular books, if any)	
Main references (sources)	<ul style="list-style-type: none"> - commercial correspondence in English, M.D.SPONNER&J.S.McKELLEN, ترجمة وترتيب اديب الزين, المكتبة الحديثة للطباعة والنشر - commercial correspondence ,Oxford handbook,new edition,A.Ashly
Recommended books and references (scientific journals, reports....)	
Electronic References, Websites	