**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**: ……………

**Faculty/Institute**: ……………

**Scientific Department**: …………

**Academic or Professional Program Name**: …………

**Final Certificate Name**: …………

**Academic System**: …………

**Description Preparation Date**:

**File Completion Date**:


**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** |
|---|
| Program vision is written here as stated in the university's catalogue and website. |

| 2. **Program Mission** |
|---|
| Program mission is written here as stated in the university's catalogue and website. |

| 3. **Program Objectives** |
|---|
| General statements describing what the program or institution intends to achieve. |

| 4. **Program Accreditation** |
|---|
| Does the program have program accreditation? And from which agency? |

| 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** | | | | |
| **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 | |
|---|---|---|---|---|
| | | | theoretical | practical |
| | | | | |

## 8. Expected learning outcomes of the program

| Knowledge | |
|---|---|
| Learning Outcomes 1 | Learning Outcomes Statement 1 |
| **Skills** | |
| Learning Outcomes 2 | Learning Outcomes Statement 2 |
| Learning Outcomes 3 | Learning Outcomes Statement 3 |
| **Ethics** | |
| Learning Outcomes 4 | Learning Outcomes Statement 4 |
| Learning Outcomes 5 | Learning Outcomes Statement 5 |

## 9. Teaching and Learning Strategies

Teaching and learning strategies and methods adopted in the implementation of the program in general.

## 10. Evaluation methods

Implemented at all stages of the program in general.

## 11. Faculty

### Faculty Members

| Academic Rank | Specialization | | Special Requirements/Skills (if applicable) | Number of the teaching staff | |
|---|---|---|---|---|---|
| | General | Special | | Staff | Lecturer |
| | | | | | |

### Professional Development

**Mentoring new faculty members**

Briefly describes the process used to mentor new, visiting, full-time, and part-time faculty at the institution and department level.

**Professional development of faculty members**

Briefly describe the academic and professional development plan and arrangements for faculty such as teaching and learning strategies, assessment of learning outcomes, professional development, etc.

## 12. Acceptance Criterion

**(Setting regulations related to enrollment in the college or institute, whether central admission or others)**

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

State briefly the sources of information about the program.

## 14. Program Development Plan

| 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 |
| | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |
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| | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |

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

# Course Description Form

| 1. Course Name: |
|---|
| Computer Applications |

| 2. Course Code: |
|---|
| ML16 |

| 3. Semester / Year: |
|---|
| The first and second for the initial academic year |

| 4. Description Preparation Date: |
|---|
| 31-1-2024 |

| 5. Available Attendance Forms: |
|---|
| |

| 6. Number of Credit Hours (Total) / Number of Units (Total) |
|---|
| 1 theoretical hour plus 2 practical hours |

| 7. Course administrator's name (mention all, if more than one name) |
|---|
| Name: MSC. Ali Kareem Abed<br>Email: alikareemit9@gmail.com<br>Name : MSC. Zaniab Hameed Kadhim |

## 8. Course Objectives

| Course Objectives | Providing students with computer knowledge, including understanding its components, different types of operating systems, and various applications, as well as office software |
|---|---|

## 9. Teaching and Learning Strategies

| Strategy | |
|---|---|
| | |

## 10. Course Structure

| Week | Hours | Required Learning Outcomes | Unit or subject name | Learning method | Evaluation method |
|---|---|---|---|---|---|

| 1 + 2 + 3 | 6 | <ul><li>Introduction to computer devices</li><li>Computer components</li><li>Input and output devices</li><li>Types of memory</li></ul> | Computer's components | Theoretical scientific lectures and scientific/interactive media presentations | according to the tasks assigned to the student such as daily preparation, daily oral, monthly, or written exams, reports |
|---|---|---|---|---|---|
| 4 + 5 + 6 + 7 + 8 | 10 | <ul><li>Computer operating systems Comprehensive understanding of As well as Fundamentals of operating systems All types of computers OS Its goals and categorization As well as the structure Fundamental functioning dos with its commands Internal and external And pertaining to administration Files and directories</li></ul> | Operating System | Theoretical scientific lectures and scientific/interactive media presentations | according to the tasks assigned to the student such as daily preparation, daily oral, monthly, or written exams, reports |

| | | | | | |
|---|---|---|---|---|---|
| 9 +10 +11 | 6 | Installation Requirements Windows 7<br><br>• Desktop components<br>• Taskbar icons<br>• Desktop background<br>• Control Panel | Windows 7 | Theoretical scientific lectures and scientific/interactive media presentations | according to the tasks assigned to the student such as daily preparation, daily oral, monthly, or written exams, reports |
| 12 + 13 + 14 | 6 | • Introduction to using the Microsoft Word program<br>• Interface components of the program<br>• File tab<br>• Insert tab<br>• Page tab<br>• Main<br>• Design tab | **Microsoft office word 2010** | Theoretical scientific lectures and scientific/interactive media presentations | according to the tasks assigned to the student such as daily preparation, daily oral, monthly, or written exams, reports |
| 15 + 16+ 17 | 6 | • Review the language checking tab and comments, along with other program features. | **Microsoft office word 2010** | Theoretical scientific lectures and scientific/interactive media presentations | according to the tasks assigned to the student such as daily preparation, daily oral, monthly, or written exams, reports |

| 18 +<br>19 +<br>20 +<br>21 +<br>22 | 10 | • Introduction to Microsoft Excel<br>• Interface components of the program<br><br>File tab<br><br>Insert tab<br><br>Page tab<br><br>Main<br><br>Data tab<br><br>• Mathematical functions in Excel Program<br>• Statistical functions in Excel program | **Microsoft office excel 2010** | Theoretical scientific lectures and scientific/interactive media presentations | according to the tasks assigned to the student such as daily preparation, daily oral, monthly, or written exams, reports |
|---|---|---|---|---|---|
| 23 +<br>24 +<br>24 +<br>26 +<br>27 | 10 | Introduction to Microsoft PowerPoint<br>• Interface components of the program<br>• File tab<br>• Home Tab<br>• Insert tab<br>• Design Tab | **Microsoft Office PowerPoint 2010** | Theoretical scientific lectures and scientific/interactive media presentations | according to the tasks assigned to the student such as daily preparation, daily oral, monthly, or written exams, reports |

| 28 + 29 + 30 | 6 | **Internet and electronic mail** | **Internet and electronic mail** | Theoretical scientific lectures and scientific/interactive media presentations | according to the tasks assigned to the student such as daily preparation, daily oral, monthly, or written exams, reports |
|---|---|---|---|---|---|

## 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) | |
|---|---|
| Main references (sources) | |
| Recommended books and references (scientific journals, reports…) | |
| Electronic References, Websites | |