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:

Head of Department Name:

Date:

Signature:

Scientific Associate Name:

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

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

Course Description Form

1. Course Name:
Computer Applications
2. Course Code:
3. Semester / Year:
The first and second for the Third 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 Email: alikareemit9@gmail.com 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
1-15	**30**	Identify the concept of the program, its benefits, specifications, features and speed of operation. Excel is a program - a vital concept, basic	**Microsoft** Excel	Theoretical scientific lectures + scientific/interactive media presentations	Daily practical exams and students' interaction with

		data types and how to enter them. Identify the main screen and its components and it contains different options and effective actions, cancel the program, close the file. A workbook or worksheet - how to save the work - open the saved file, enter data and perform calculations, learn how to adjust or coordinate data and structure it within an integration or group of cells. - Learning about ways to collect data or a group of cells in its various forms, as well as how to sort data, etc. count, sqrt, ave, sum, min, max - Using some of the functions provided by the program, such as social functions, sharing the relevant ones. For which the program provides how to copy data or transfer data. Editing - Getting to know the revision process (and learning about the concept of arithmetic operations as well as the concept of absolute relative cells). - Controlling the dynamic display: changing			questions, inquiries, homework, and reports

		its style and format through the constant use of tools. - Dealing with verification From how to convert data digitally and textually into diagrams of its types (and learning how to conduct transactions (chat handler) by following them and refining the details that they can do. - Learning how to add or delete rows or select them on the work page and how to print data digitally or it will change.			
16–25	**20**	The concept of the program, its operation, the steps of data analysis (SPSS), the statistical program - identifying the components of the main screen, entering data, saving and retrieving data, types of data (direct or calculated) - sorting and altering data, determining the statistical procedure through the statistical topics that the student addresses in Statistics lessons: Descriptive statistics (analytical) - how to include a variable or case, merge files, descriptive analysis,	Spss	Theoretical scientific lectures + scientific/interactive media presentations	Daily practical exams and students' interaction with questions, inquiries, homework, and reports

		recognize the statistical summary of the given data and benefit from the data it provides in exploring data or reports for columns or rows, regression - perform comparison of means, comparison between variables or (square) chi (such as non-parametric test) - conducting some parametric tests (quality control - applications of quality control panels (charts with dealing - charts) such as) line, histogram, pie chart, bar chart, scatter diagram graph. ... . and others			
26–30	**10**	The concept of the program and its benefits, its operation, the components of the main screen, the concept of the Power Point program and its benefits. (presentation) Presentations - building a new presentation through the templates provided by the program or dealing directly, storing the presentation, making the presentation, making modifications and saving the changes. Or text-planning	power point	Theoretical scientific lectures + scientific/interactive media presentations	Daily practical exams and students' interaction with questions, inquiries, homework, and reports

		image to build Presentation, inserting a new slide, whether it contains text, entering notes, entering the main titles of the slide (footers) or (headers) - Learn how to add drawings through the available drawing tools, modify the text, control its shape, layout, and change the plan, control the colors and background of the slide, and ways to control them. Such as zooming in and out or cutting, adding natural images - chart clip - adding and controlling tools, adding charts from Excel or a data page from databases - dealing with various display commands such as timing, moving from one slide to another and its methods, methods and setting sound effects for slides, animation, movement			

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	