

**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

the introduction:

The educational program is considered a coordinated and organized package of academic courses that includes procedures and experiences organized in the form of academic vocabulary, the main purpose of which is to build and refine the skills of graduates, making them qualified to meet the requirements of the labor market. It is reviewed and evaluated annually through internal or external audit procedures and programs such as the external examiner program.

The description of the academic program provides a brief summary of the main features of the program and its courses, indicating the skills that students are working to acquire based on the objectives of the academic program. The importance of this description is evident because it represents the cornerstone of obtaining program accreditation, and the teaching staff participates in writing it under the supervision of the scientific committees in the scientific departments.

This guide, in its second edition, includes a description of the academic program after updating the vocabulary and paragraphs of the previous guide in light of the latest developments in the educational system in Iraq, which included a description of the academic program in its traditional form (annual, quarterly), in addition to adopting the description of the academic program circulated according to the study department book.T3/2906 dated 5/3/2023 regarding programs that adopt the Bologna Process as a basis for their work.

In this area, we can only emphasize the importance of writing descriptions of academic programs and courses To ensure the smooth running of the educational process.

Concepts and terminology:

a descriptionthe programAcademic:The academic program description is concise and conciseBased on its vision, mission and objectives, including an accurate description of the targeted learning outcomes according to specific learning strategies.

a descriptionThe decision:It provides a necessary summary of the most important characteristics of the course and the learning outcomes that the student is expected to achieve, demonstrating whether he has made the most of the available learning opportunities.And it is derived fromProgram description.

Program vision:An ambitious picture for the future of the academic program to be an advanced, inspiring, motivating, realistic and applicable program.

Program message:It briefly explains the objectives and activities necessary to achieve them, and also identifies the program's development paths and directions.

Program Goals: 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/study subjects included in the academic program according to the approved learning system (semester, annual, Bologna track), whether it is a requirement (ministry, university, college, or scientific department), along with the number of study units.

Learning Outcomes: A compatible set of knowledge, skills, and values that the student has acquired after successfully completing the academic program. The learning outcomes for each course must be determined in a way that achieves the program objectives.

Education strategies And learning: They are the strategies used by a faculty member to develop student teaching and learning, and they are plans that are followed to reach learning goals. i.e. TDescribe all activitiesSafiya And extracurricularsTo achieve learning outcomesFor 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:

Check the file before

Section Ensuring quality and university performance

Manager name Section quality assurance And university performance:

the date

the signature

Authentication of the Dean

See the program .1
to remember Vision of the program as stated in the university's bulletin and website.

Program message .2
to remember The program's mission is as stated in the university's bulletin and website.

Program Goals .3
General statements that describe what the program or institution intends to achieve.

Program accreditation .4
Does the program have program accreditation? From which side?

Other external influences .5
Is there a sponsor for the program?

Program structure .6				
comments *	percentage	Study unit	Number of courses	Program structure
				Enterprise requirements
				College requirements
				Department requirements
				summer training
				Other

* Notes may include whether the course is core or elective.

Program description .7				
Credit hours		Name of the course or course	Course or course code	Year/level
practical	theoretical			

Expected learning outcomes of the programme .8	
Knowledge	
Statement of learning outcomes 1	Learning outcomes 1
Skills	
Statement of learning outcomes 2	Learning outcomes 2
Statement of learning outcomes 3	Learning outcomes 3
Value	
Statement of learning outcomes 4	Learning outcomes 4
Statement of learning outcomes 5	Learning outcomes 5

Teaching and learning strategies .9
Teaching and learning strategies and methods adopted in implementing the

program in general.

Evaluation methods .10

Implementing it in all stages of the program in general.

education institution .11

Faculty members

Preparing the teaching staff		Special requirements/skills (if any)		Specialization		Scientific rank
lecturer	angel			private	general	

Professional development

Orienting new faculty members

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

Professional development for faculty members

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

Acceptance standard .12

(Developing regulations related to admission to the college or institute, whether central admission or others mentioned)

The most important sources of information about the program .13

Remember briefly.

Program development plan .14

Skills chartprogram															
Learning outcomes required from the programme												Essential or optional?	Course Name	Course Code	Year/level
Value				Skills				ShineA flutter							
C4	C3	C2	C1	B4	B3	B2	B 1	A4	A3	A2	A1				

Please check the boxes corresponding to the individual learning outcomes from the program subject to evaluation ●

Course description form

Course Name .1					
Intellectual capital					
CodeThe decision .2					
the chapter /the year .3					
Second course 2023/2024					
Date this was preparedthe description .4					
7-2-2024					
Attendance forms available .5					
My presence					
Number of study hours (total)/number of units (total) .6					
30 - 2 hours					
Name of the course administrator(If more than one name is .7 mentioned)					
Name: Fatima Al-Zahraa Ali Abdul Email:fatmealzeri@gmail.com					
Course objectives .8					
The article aims to discuss the objectives of intellectual capital Methods of measuring the dimensions and levels of intellectual capital			Objectives of the study subject		
Teaching and learning strategies .9					
Lectures Dialogue and discussion					The strategy
Course structure .10					
Evaluation method	Learning method	Name of the unit or topic	Required learning outcomes	hours	the week
		Intellectual capital (conceptual introduction)		2	1
		Stages of capital development			2
		Intellectual			3

		the concept of intellectual capital			4
		Capital components			5
		Intellectual Human capital			6
		properties and components			7
		Structural capital and Relationship capital			8
		the customer			9
		First month exam			10
		Intellectual capital relationship			11
		Managed by Knowledge			12
		Importance Intellectual capital			13
		sets The four to construct the organization			14
		capital building requirements			15
		Intellectual in the organization			
		measurement and disclosure			
		Capital accounting			
		Intellectual			
		Second month exam			
		Methods Accounting used in measurement			
		Intellectual capital			
		Importance Capital measurement			
		Intellectual			
		the most important methods of measuring Intellectual capital			
Course evaluation .11					
Distribution of the grade out of 100 according to the tasks assigned to the student, such as daily preparation, daily, oral, monthly, written exams, reports, etc. 40 degree quest addition 60 marks final exam					

Learning and teaching resources .12	
	Required textbooks (methodology, if any)
Intellectual capital A. M. Nazim Jawad Abd	Main references (sources)
Readings in intellectual capital Prof. Dr. Saud Jaber Al-Amiri	Recommended supporting books and references (scientific journals, reports....)
	Electronic references, Internet sites