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: .....**ibnsina**.....

Faculty/Institute: .....**Dentistry College**.....

Scientific Department: ……

Academic or Professional Program Name: ……

Final Certificate Name: ……

Academic System: ……

Description Preparation Date: 22/11/2024

File Completion Date: 22/11/2024

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:

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	2	2		
College Requirements	yes			
Department Requirements	yes			

Summer Training	**no**			
Other				

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

7. Program Description				
Year/Level	**Course Code**	**Course Name**	**Credit Hours**	
first		**computer**	**theoretical**	**practical**

8. Expected learning outcomes of the program	
Knowledge	
Learning Outcomes 1	The student acquires sufficient knowledge of computer terminology, which is: • Recognizes the shape of the calculator and the tangible components (hardware) or intangible components (software) it contains. • To learn computer skills. To learn about the data that the computer deals with, how to differentiate between the types of this data (letters, images, files, etc.) and how it is stored and processed in the computer.

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

Daily, monthly, mid and final examination

11. Faculty

Faculty Members

Academic Rank	Specialization		Special Requirements/Skills (if applicable)		Number of the teaching staff	
	General	Special			Staff	Lecturer
Assistant lecturer	Computer science	Software programming				

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

1- Graham Brown, David Watson, "Cambridge IGCSE information andcommunication technology", 3rd Edition (2020).
2- Alan Evans, Kendall Martin, Mary Ann Poatsy, "Technology in ActionComplete", 16th edition 2020.
3- Ahmed Banafa, "introduction to Artificial Intelligence (AI), 1st edition2024.
4- الخضر علي الخضر بحاث," اساسيات الحاسوب", 2016
الدكتور عادل عبدالنور، "مدخل الى عالم الذكاء الاصطناعي"2005,

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
2024-2025\first		computer	basic												

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

Course Description Form

1. Course Name:
computer
2. Course Code:
3. Semester / Year:
yearly
4. Description Preparation Date:
5. Available Attendance Forms:
by presence
6. Number of Credit Hours (Total) / Number of Units (Total)
30 hour yearly, 1 hour a week
7. Course administrator's name (mention all, if more than one name)
Name: Hajir Najah Email: hajernajah@ibnsina.edu.iq Doaa Jalood\ Tuqa abdulmohsen\ Safa Riyadh\ Jomanaa Suhail
8. Course Objectives

Course Objectives	• **Preparing qualified graduates to deal with applied software and information technolog efficiently to develop students' abilities to invest in the developments in information technology and meet their needs.**

9. Teaching and Learning Strategies

Strategy	

10. Course Structure

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
30	1 hour		-Computer components HW and		Daily, monthl

			SW -basic Microprocessor &mair memory -I\O data File -Storage Devices -Computer peripherals & extensions -Operating System part 1 -Operating System part 2) -exam -introduction to office -Word 2016 -Spread sheet. -Making PowerPoint Slide show 2016. - students presentation 1 - students presentation 2 -students presentation 3 - computer networks 1 -computer network 2 -The internet 1 - searching the internet -Browsing some useful websites (google) -Cloud Storage -E-mai accounts and communication -Data security part 1 -Data security part 2 -Viruses -Computer errors and troubleshooting		mid and final examination

			exam - - introduction to AI -AI Apps -Ethics AI		

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)	Graham Brown, David Watson, "Cambridge IGCSE information and communication technology", 3rd Edition(2020).
Recommended books and references (scientific journals, reports…)	1- Graham Brown, David Watson, "Cambridge IGCSE information and communication technology", 3rd Edition(2020). 2-Alan Evans, Kendall Martin, Mary Ann Poatsy, "Technology in Action Complete", 16th edition 2020. 3- Ahmed Banafa, "introduction to ArtificialIntelligence (AI), 1st edition 2024. 4- الخضر علي الخضر بحاث," اساسيات الحاسوب", 2016 5- "2005,الدكتور عادل عبدالنور، "مدخل الى عالم الذكاء الاصطناعي
Electronic References, Websites	1. Stanford Engineering Everywhere 2. MIT OpenCourseWare · 3. GitHub ·

	4. W3Schools · Codecademy.