

**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:** University of Baghdad

**Faculty/Institute:** College of Fine Arts



## Academic Program Description Form

University Name: Baghdad

Faculty/Institute . college of fine arts

Scientific Department: art education

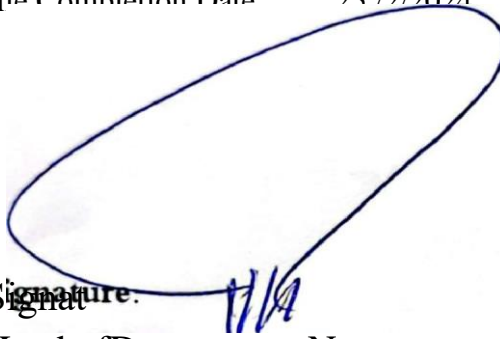
Academic or Professional Program Name : Baca lore

Final Certificate Name: Baca lore in art education

Academic System: annual

Description Preparation Date: 25/2/2024


File Completion Date: 25 /2/2024

Signature: 

Head of Department Name:

Prof.Dr.salih ahmed mahidi

Date:25/2/2024

Signature: 

Scientific Associate Name:

Date:

The file is checked by:

Department of Quality Assurance and University Performance

25/2/2024

Signature: 

Director of the  
Quality Assurance and  
University Performance

Department: Date:

Signature:

Approval of the Dean

## 1. Program Vision

The College of Fine Arts seeks to be one of the leading higher education institutions at the University of Baghdad in the field of modern education and scientific research through its scientific, research and administrative activities. It also works to provide an integrated path for its students and professors to make them active and creative in serving the community in the fields of teaching and learning the living arts.

## 2. Program Mission

Working to prepare and graduate leading scientific and leadership competencies in the fine arts and to develop the balance of knowledge in the field of scientific research to serve the local, regional and international community, as well as training and refining the minds of students scientifically and cognitively, and emphasizing social and cultural values and responding to the requirements of the local market.

## 3. Program Objectives

1. Embodying the vision, mission and goals of the University of Baghdad, and applying the best educational practices with a focus on ensuring and enhancing quality and performance. 2. Preparing specialized cadres capable of serving the community and preparing for the preparation of future specializations. 3. Spreading the culture of human diversity in society, transferring knowledge and linguistic skills, writing academic research, and creative scientific achievement through student- and teaching-focused activities. 4. The college seeks to conclude scientific and cultural cooperation agreements with corresponding colleges and corresponding departments in different colleges to achieve best practices in the fields of teaching, learning and translation. 5. Focusing on the educational and moral aspects of all its members and spreading the spirit of dedication, tolerance, commitment and work to serve the nation. 6. Paying attention to intellectual and cultural construction through openness to the experiences of other countries in the fields of languages, literature and translation. 7. Focus on the educational and moral aspect of the student and instill a spirit of dedication, tolerance and commitment.

## 4. Program Accreditation

no more

## 5. Other external influences

Is there a sponsor for the program?

## 6. Program Structure

Program Structure	Number of Courses	Credit hours	Percentage	Reviews*
Institution	90	90		

<b>Requirements</b>				
<b>College Requirements</b>	<b>yes</b>			
<b>Department Requirements</b>	<b>yes</b>			
<b>Summer Training</b>	<b>no</b>			
<b>Other</b>				

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

<b>7. Program Description</b>				
<b>Year/Level</b>	<b>Course Code</b>	<b>Course Name</b>	<b>Credit Hours</b>	
2024- 2023 the first		Basics of using a computer	<b>theoretical</b>	<b>practical</b>
			<b>1</b>	<b>2</b>

<b>8. Expected learning outcomes of the program</b>	
<b>Knowledge</b>	
The computer is defined in a scientific manner -Explains the components of the computer according to the educational content Describes computer basics in sequential steps	
- Differentiates between types of computers - Distinguish between the physical parts of the computer - Distinguishes between input devices and output devices - Practically performs keyboard shortcuts	
<b>Ethics</b>	
Developing students' abilities to share ideas	

<b>9. Teaching and Learning Strategies</b>
Learning through presentation To learn by doing and practical performance (application inside the classroom) .



## 10. Evaluation methods

Weekly, monthly, daily exams and the end of the year exam.

## 11. Faculty

### Faculty Members

Academic Rank	Specialization		Special Requirements/Skills (if applicable)		Number of the teaching staff	
	General	Special			Staff	Lecturer
Assistant Professor	Art Education	Art Education			staff	

## 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

Internet sites teach students Word and Powerpoint skills Computer and Internet basics book

## 14. Program Development Plan

1- Field visits for students to computer science colleges. 2- Conducting workshops to improve students' skills in using computer programs. 3- Deleting some vocabulary and developing it to suit the students' mental abilities. 4- Requesting the educational institution to provide supporting and basic equipment and supplies to achieve better teaching and learning.

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
2024/2023		Basics of using a computer													

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

## Course Description Form

<b>1. Course Name:</b>					
Basics of using a computer					
<b>2. Course Code:</b>					
<b>3. Semester / Year:</b>					
yearly					
<b>4. Description Preparation Date:</b>					
2024/2/29					
<b>5. Available Attendance Forms:</b>					
Only my presence					
<b>6. Number of Credit Hours (Total) / Number of Units (Total)</b>					
90 hours annually. 3 hours per week					
<b>7. Course administrator's name (mention all, if more than one name)</b>					
Name: Najlaa khudher Hassan Email: <a href="mailto:najla.k@cofarts.uobaghdad.edu.iq">najla.k@cofarts.uobaghdad.edu.iq</a>					
<b>8. Course Objectives</b>					
<p>1. Introducing students to the computer, its components, how it works 2. Introducing students to the importance of computer applications in their academic performance 3. Training students on applying computer programs. 4. Helping students use computer programs to carry out their work 5. Preparing students to teach this subject in middle schools 6. Participating in implementing programs and spreading the spirit of cooperation while practicing practical activities</p>					
<b>9. Teaching and Learning Strategies</b>					
<b>Strategy</b>		1. Learning strategy through presentation 2- Action learning strategy and practical performance (application in the classroom)			
<b>10. Course Structure</b>					
<b>Week</b>	<b>Hours</b>	<b>Required Learning Outcomes</b>	<b>Unit or subject name</b>	<b>Learning method</b>	<b>Evaluation method</b>
	3 hours	-Introduces computers in scientific manner Explains	Computer life cycle Word program interface - Computer generations - Homepage components - Areas of computer use - Components	Learning through presentation -Learning doing practical performance	Practical examination Written oral tests reports

		<p>components of computer according to the educational content - Describe computer basics sequential steps</p> <p>Mentions the types of memory</p> <p>Differentiates between types of computers</p> <p>Distinguish between the physical parts of the computer.</p> <p>Distinguish between input devices and output devices</p> <p>Practically perform keyboard shortcuts</p> <p>Distinguish between the types of monitors used in computers</p>	<p>Insert tab - Types of computers - How to insert the image - Inserting shapes and how to write inside them - Training to distinguish types of computers - Design tab - The first month theoretical exam - Practical exam - Completed the practical exam - The physical entity of the computer - Page Layout tab - Practical training to distinguish Keyboard shortcuts PowerPoint interface Home tab - Practical training to distinguish computer hardware and software components - Print and their types - Listings tab - Design tab - The second month theoretical exam - The second month practical exam - Movements tab - Transitions tab - Final practical exam - A theoretical final exam</p>	(application in classroom)
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## 11. Course Evaluation

The distribution is as follows: 30 marks for monthly and daily exams for the first semester. 30 marks for monthly and daily exams for the second semester. 40 marks for the final exams, which include (15 theoretical exams, 25 practical exams)

## 12. Learning and Teaching Resources

Required textbooks (curricular books, if any)	Computer basics book and its office applications
Main references (sources)	Computer and Internet Basics Book (Written Ziad Muhammad Abboud)
Recommended books and references (scientific journals, reports...)	
Electronic References, Websites	

