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: . baghdad

Faculty/Institute: fine arts
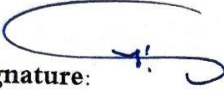
Scientific Department: music

Academic or Professional Program Name: .description academic

Final Certificate Name: B.Sc.

Academic System: annual

Description Preparation Date:

File Completion Date:

Signature:

Head of Department Name:

Prof Dr. Waleed Hasan AL-Jaberi

Date:

Signature:

Scientific Associate Name:

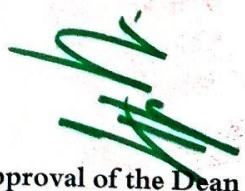Prof Dr. Rajaa Saadi Lafta

Date:

The file is checked by:

Department of Quality Assurance and University Performance

Director of the Quality Assurance and University Performance

Department:Dr.Ghada Abdal

Date:

Signature:

Approval of the Dean

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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. Give the student the basic information about computer and the operating system of it as well as Microsoft office word and work on it.

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		**60 hour practical 30 hour theoretical**		
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
			1	2

8. **Expected learning outcomes of the program**	
Knowledge	
Learning Outcomes 1	Understanding Computer Components: − Recognizing the basic components of a computer such as the processor, memory, and graphics card. − Understanding the role of the motherboard, hard drives, and input/output devices. 2. Introduction to Windows Operating System: − Understanding the concept of an operating system and its importance.

	− Familiarizing with the user interface and its key elements. − Learning how to manage files and folders. 3. Security and Maintenance: − Understanding basic computer security concepts. − Learning how to prevent viruses and security threats. − Performing simple computer maintenance to ensure optimal performance. 4. Using Microsoft Word 2010: − Learning how to create and format text documents using Word 2010. − Adding and formatting text, tables, images, and
Skills	
Learning Outcomes 2	1. Students' ability to interact with the operating system and use various programs, including installation, and utilize Microsoft Word for document creation and editing.
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

Learning through explanation using visual aids such as interactive whiteboards and practical application on the computer.

10. Evaluation methods

Through theoretical exams (2), practical exams (2), daily quizzes, and active participation during lectures with daily preparation.

11. Faculty

Faculty Members

Academic Rank	Specialization		Special Requirements/ Skills (if applicable)	Number of the teaching staff	
	General	Special		Staff	Lecturer
Asst.lec	Computer engineering	Computer engineering		yes	

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

• Computer Fundamentals and Office Applications Part 1
• Computer Fundamentals and Office Applications Part 2

14.	Program Development Plan

By updating the vocabulary annually by 15%.

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

2. Course Code: computer

3. Semester / Year: 2024

4. Description Preparation Date:

5. Available Attendance Forms:

6. Number of Credit Hours (Total) / Number of Units (Total) 3

7. Course administrator's name (mention all, if more than one name)
Name: zahraa hadi khazaal Email: zahraa.h@cofarts,uogahdad.edu.iq

8. Course Objectives	
Course Objectives	● **Define what is the computer the operating system as well the miscrosoft office word.**

9. Teaching and Learning Strategies

Strategy	

10. Course Structure

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

1			The ability student to kr and understan The object Of this week	The computer History	Theoretic lecture	exam
2			The ability of student to know and understand The object Of this week	The generation computer	Theoretic lecture	exam
3			The ability of student to know and understand The object Of this week	Software hardware compone	Theoretic lecture	exam
4			The ability of student to know and understand The object Of this week	The internal component of computer in details	Theoretic lecture	exam
5			The ability of student to know and understand The object Of this week	The motherbo benefit	Theoretic lecture	exam
6			The ability of student to know and understand The object Of this week	Types of assential Ram and secondary Ram and the platfo Of computer as we How to pro computer against virus	Theoretic lecture	exam
7			The ability of student to know and understand The object Of this week	Mid exam	exam	exam
8			The ability of student to know and understand The object Of this week	Define operating System windows 10	Theoretic lecture	exam
9			The ability of student to know and understand The object Of this week	Define desktop With content and How can use the	Practical lecture	exam
10			The ability of student to know and understand The object Of this	Understand Taskbar With properties And start menu	Practical lecture	exam

			week			
11			The ability of student to know and understand The object Of this week	How can replace Background Of desktop and Control resolution	Practical lecture	exam
12			The ability of student to know and understand The object Of this week	Understand Control panel and How can remove program	Practical lecture	exam
13			The ability of student to know and understand The object Of this week	Understand update Windows And enable Firewall	Practical lecture	exam
14			The ability of student to know and understand The object Of this week	Create folder and Compare file And folder, delete ,rename folder and How to empty Recycle bin	Practical lecture	exam
15			The ability of student to know and understand The object Of this week	Mid exam	Practical lecture	exam
16			The ability of student to know and understand The object Of this week	Define MS word And his menu	Practical Lecture	exam
17			The ability of student to know and understand The object Of this week	How to create Word document And edit on it as Well as save it	Practical Lecture	exam
18			The ability of student to know and understand The object Of this week	Explain file menu	Practical Lecture	exam
19			The ability of student to know and understand The object Of this week	How to interact With text, Edit it and select it	Practical lecture	exam
20			The ability of student to know and understand The object Of this week	How to edit Paragraph inside document	Practical lecture	exam

21			The ability of student to know and understand The object Of this week	Insert table inside Document and edit it	Practical lecture	exam
22			The ability of student to know and understand The object Of this week	Mid exam	exam	exam
23			The ability of student to know and understand The object Of this week	Insert picture and Build blocks	Practical Lecture	exam
24			The ability of student to know and understand The object Of this week	How to control Margin during print	Practical Lecture	exam
25			The ability of student to know and understand The object Of this week	How to edit Whole word document	Practical Lecture	exam
26			The ability of student to know and understand The object Of this week	Search and replace Word in document	Practical Lecture	exam
27			The ability of student to know and understand The object Of this week	Create whole Graph and make It as group	Practical Lecture	exam
28			The ability of student to know and understand The object Of this week	Control footer And header	Practical Lecture	exam
29			The ability of student to know and understand The object Of this week	Inset page number In series for whole document	Practical Lecture	exam
30			The ability of student to know and understand The object Of this week	Mid exam	exam	exam

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)	Computer Fundamentals and Office Applications Part 1 Computer Fundamentals and Office Applications Part 2
Recommended books and references (scientific journals, reports…)	Research about history of Computer and its application
Electronic References, Websites	Website from internet about Computer and its application