

**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 University  
**Faculty/Institute:** college of fine arts  
**Scientific Department:** musical arts 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**

A- Cognitive Objectives

1. Understanding Network Concepts: Grasping fundamental concepts such as servers, clients, protocols, and methods of communication between devices.
2. Recognizing Network Types: Identifying the differences between local area networks, wide area networks, and wireless networks.
3. Device Configuration: Learning how to configure network devices such as routers and switches.

4. Security and Protection: Understanding security concepts in networks and how to protect data and information.

**\*\*Cognitive Objectives in Excel 2010 Program:\*\***

1. Interface Familiarization: Understanding the Excel 2010 interface, menus, and toolbars.

2. Data Management: Learning how to create and format tables and data in Excel.

3. Formulas and Functions: Understanding how to use formulas and functions to perform calculations and analyze data.

**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				

<b>College Requirements</b>				
<b>Department Requirements</b>				
<b>Summer Training</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>	
<b>year</b>		<b>computer</b>	<b>theoretical</b>	<b>practical</b>
			1	
			1	2

<b>8. Expected learning outcomes of the program</b>	
<b>Knowledge</b>	
Learning Outcomes 1	Learning through explanation using illustrative tools such as smart boards and practical application on the computer.
<b>Skills</b>	
Learning Outcomes 2	Learning Outcomes Statement 2
Learning Outcomes 3	Learning Outcomes Statement 3
<b>Ethics</b>	
Learning Outcomes 4	Learning Outcomes Statement 4
Learning Outcomes 5	Learning Outcomes Statement 5

<b>9. Teaching and Learning Strategies</b>
Learning through listening to lectures and practical application on the computer.

<b>10. Evaluation methods</b>

Learning through two theoretical tests, two practical tests, daily quizzes, and participation in lectures through daily preparation.

## 11. Faculty

### Faculty Members

Academic Rank	Specialization		Special Requirements/Skills (if applicable)		Number of the teaching staff	
	General	Special			Staff	Lecturer
Second class	computer					

### Professional Development

#### Mentoring new faculty members

By continuously updating vocabulary each year by 15%.

#### 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

Practical cognitive tests that highlight the student's ability.

## 13. The most important sources of information about the program

Basics of Computer and Office Applications Part Three

Basics of Computer and Office Applications Part Four



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					
2. Course Code:					
3. Semester / Year: year					
4. Description Preparation Date:					
5. Available Attendance Forms:					
6. Number of Credit Hours (Total) / Number of Units (Total)					
60 hours practical,30 hour theoretical					
7. Course administrator's name (mention all, if more than one name)					
Name: zahraa hadi khazaal					
Email: zahraa.h@cofarts.uobaghdad.edu.iq					
8. Course Objectives					
<b>Course Objectives</b>			<ul style="list-style-type: none"> <li>• .....</li> <li>• .....</li> <li>• .....</li> </ul>		
9. Teaching and Learning Strategies					
<b>Strategy</b>					
10. Course Structure					
<b>Week</b>	<b>Hou rs</b>	<b>Required Learning Outcomes</b>	<b>Unit or subject name</b>	<b>Learning method</b>	<b>Evaluation method</b>
1		The student's ab to comprehend	Network History Definition	Theoreti lecture	exam

		studied topic this week.			
2		The student's ability to comprehend studied topic this week.	Components computer network and associated devices.	Theoretical lecture	exam
3		The student's ability to comprehend studied topic this week.	Classification Computer Network General Classification According Engineering Design	Theoretical lecture	exam
4		The student's ability to comprehend studied topic this week.	Classification computer network according network scope.	Theoretical lecture	exam
5		The student's ability to comprehend studied topic this week.	What is the Intranet, the Internet, and Extranet?	Theoretical lecture	exam
6		The student's ability to comprehend studied topic this week.	Cloud Computing And its component	Theoretical lecture	exam
7		The student's ability to comprehend studied topic this week.	Mid exam	Theoretical lecture	exam
8		The student's ability to comprehend studied topic this week.	Benefits and drawbacks of cloud computing.	Theoretical lecture	exam
9		The student's ability to comprehend	Learning the Evolution of 2010 interface	Theoretical lecture	exam

		studied topic this week.	how to access program.		
10		The student's ability to comprehend studied topic this week.	Understanding contents of worksheet, defining a cell, and how to view a worksheet using different methods.	Theoretical lecture	exam
11		The student's ability to comprehend studied topic this week.	Understanding File menu in terms of creating, saving, opening worksheet.	Theoretical lecture	exam
12		The student's ability to comprehend studied topic this week.	How to create a table within a worksheet and edit it in terms of font settings.	Theoretical lecture	exam
13		The student's ability to comprehend studied topic this week.	How to edit the table in terms of copy pasting, copy formatting, differences between them	Theoretical lecture	exam
14		The student's ability to comprehend studied topic this week.	How to add borders to the table, change font color, format the table appropriately.	Theoretical lecture	exam
15		The student's ability to comprehend studied topic this week.	Mid exam	Theoretical lecture	exam
16		The student's ability to comprehend studied topic this week.	How to merge cells and wrap text within a worksheet, and the difference between them.	Theoretical lecture	exam
17		The student's ability to comprehend studied topic this week.	Understanding conditional formatting.	Theoretical lecture	exam
18		The student's ability to comprehend	Creating a table and editing it by deleting	Theoretical lecture	exam

		studied topic this week.	cells, adding c rows, or columns		
19		The student's ab to comprehend studied topic this week.	How to format height and colu width, hide a row column, unhide and protect worksheet.	Theoreti lecture	exam
20		The student's ab to comprehend studied topic this week.	Moving or copyin worksheet w removing protection.	Theoreti lecture	exam
21		The student's ab to comprehend studied topic this week.	Understanding automatic summation of range of cells inserting equation determine highest value, low value, and the co of values within table.	Theoreti lecture	exam
22		The student's ab to comprehend studied topic this week.	Mid exam	Theoreti lecture	exam
23		The student's ab to comprehend studied topic this week.	Understanding Internet ethics.	Theoreti lecture	exam
24		The student's ab to comprehend studied topic this week.	What is Internet and Inter etiquette?	Theoreti lecture	exam
25		The student's ab to comprehend studied topic this week.	The negative eff of the Internet society, what computer vulnerability, wh the hacker, and h to protect computer from it	Theoreti lecture	exam
26		The student's ab to comprehend	How to fill c within the ta	Theoreti lecture	exam

		studied topic this week.	upwards downwards in sequential manner		
27		The student's ability to comprehend studied topic this week.	Creating a detailed chart consolidating it.	Theoretical lecture	exam
28		The student's ability to comprehend studied topic this week.	Controlling header and footer the sheet	Theoretical lecture	exam
29		The student's ability to comprehend studied topic this week.	Adding sequential page numbers to sheet separately.	Theoretical lecture	exam
30		The student's ability to comprehend studied topic this week.	Mid exam	Theoretical lecture	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)	Computer Fundamentals and Office Applications Part 3 Computer Fundamentals and Office Applications Part 4
Main references (sources)	
Recommended books and references (scientific journals, reports...)	Research about history of Computer network and its application
Electronic References, Websites	Website from internet about Computer network and excel 2010

