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

# 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.

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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.

**<u>Program Vision</u>**: 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.

**<u>Program Objectives</u>**: 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.

<u>Teaching and learning strategies</u>: 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:

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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

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	10	18	22.5	
Requirements				
College	3	6	7.5	
Requirements				
Department	33	56	70	
Requirements				
Summer Training	0			
Other	0			

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

7. Program Description								
Year/Level     Course Code     Course Name     Credit Hours								
			theoretica	practical				
			I					
second		Computer (IT)	1	2				

8. Expected learning outcomes of the program							
Knowledge							
Learning Outcomes 1	Learning Outcomes Statement 1						
Skills							
Learning Outcomes 2	Learning Outcomes Statement 2						
Learning Outcomes 3	Learning Outcomes Statement 3						
Ethics	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

Implemented at all stages of the program in general.

11. Faculty							
Faculty Members							
Academic Rank	Specialization		Special Requirements/Skills (if applicable)		Number of the teaching staff		
	Genera I	Special			Staff	Lecturer	
Professor	5	5			5	0	
Assistant professor	4	3			3	2	
Teacher	0	0			0	1	
Assistant Teacher	0	0			0	6	

#### **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

State briefly the sources of information about the program.

## 14. Program Development Plan

	Program Skills Outline														
							Req	uired	progr	am Lo	earnin	g outcon	ies		
Year/Level	Course Code	Course Name	Basic or	Knowledge S		Knowledge Skills		Ethics	Ethics						
		optional	A1	A2	A3	A4	B1	B2	<b>B3</b>	B4	C1	C2	С3	C4	
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• Please tick the boxes corresponding to the individual program learning outcomes under evaluation.

# **Course Description Form**

1. Cour	se Name:	Computer (IT)							
2. Course Code:									
3. Seme	ester / Ye	ar:year							
4. Desc	ription Pr	eparation Date:							
5. Avai	lable Atter	ndance Forms:							
6. Num	ber of Cre	dit Hours (3) / Num	ber of Units (2	2)					
	se admir	nistrator's name (m	ention all if	more than on	e name)				
Name: dr.					e namej				
Emai	il:								
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Course Objec	-	VC3	Provi	de the student know	vlge and applicatio				
			experties to eff	fective use of the co d 2003 and powerp	mputer with				
9. Teac	hing and l	_earning Strategies		<b>.</b>					
Strategy									
10. Course	10. Course Structure								
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		Outcomes	subject	method	method				
			name						
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			Renaissance	and art form i	Renaissance
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			- Tartini	- Tartini	- Tartini
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			sample		sample
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			works of the	Romantic Ag	works of the
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