

**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:

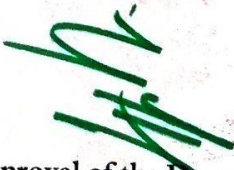
Department of Quality Assurance and University Performance

Director of the Quality Assurance and University Performance

Department: Dr. Ghada Abdal

Date:

Signature:


Approval of the Dean

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*
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Institution Requirements	10	18	22.5	
College Requirements	3	6	7.5	
Department Requirements	33	56	70	
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	
			theoretical	practical
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	
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	
	General	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															
				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 (IT)					
2. Course Code:					
3. Semester / Year:year					
4. Description Preparation Date:					
5. Available Attendance Forms:					
6. Number of Credit Hours (3) / Number of Units (2)					
7. Course administrator's name (mention all, if more than one name)					
Name: dr.					
Email:					
8. Course Objectives					
Course Objectives				<ul style="list-style-type: none"> • Provide the student knowlge and applicatio experties to effective use of the computer with microsoft word 2003 and powerpoint 2003 	
9. Teaching and Learning Strategies					
Strategy					
10. Course Structure					
Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1.	3	Basic steps in word 2003	Listen to the works of the	The development	Listen to the works of the

			Renaissance	weaving music and art forms in the Renaissance	Renaissance
2.	3	Forms	Listen to the works of the Renaissance	The evolution of musical instruments, and blogging in the Renaissance	Listen to the works of the Renaissance
3.	3	Using data system	Listen to sample works Handel	German music in the Baroque Handel	Listen to sample works Handel
4.	3	Editing searching and manipulation	Listen to Bach works sample	German music in the Baroque Bach	Listen to Bach works sample
5.	3		Listen to samples works Kurelli -vivaldi - Tartini	Italian music the Baroque - Kurelli -vivaldi - Tartini	Listen to samples works Kurelli -vivaldi - Tartini
6.	3	Organizing(text, paragraphs and documents)	Listen to samples works to Olli - Ramo	French music the Baroque - Lolli - Ramo	Listen to samples works to Olli - Ramo
7.	3	Tables	Listen to the works of the classical age	Of classical music - Classical Alvenaweh - crystallized forms of the mechanism	Listen to the works of the classical age
8.	3	Pictures and drawings	Listen to the symphony works	Symphony in the classical age	Listen to the symphony works
9.	3		Listen to sample works Hayden	Austrian Hayden	Listen to sample works Hayden
10.	3	Documents checking and printing	Listening to Mozart's work sample	Austrian Mozart	Listening to Mozart's work sample
11.	3	Merge documents, addressing cards	Listening to the Beethoven literature sample	German Beethoven	Listening to the Beethoven literature sample
12.	3		Listen to the works Glock samples	German Glock	Listen to the works Glock samples
13.	3		Listen to sample works Schubert	German Schubert	Listen to sample works Schubert

14.	3	exam	Listen to the works of the Romantic Age	Music in the Romantic Age View and pav the	Listen to the works of the Romantic Age
15.	3	PowerPoint (open/save/close) the program	Examination f the first semes	Examination the first semester	Examination f the first semes
16.	3	document (exchange, save, hide)		Mid-year holiday	
17.	3		Listen to the works of the Romantic Age	Properties of Romantic Age music	Listen to the works of the Romantic Age
18.	3	Create new presentation	Listen to samples Webe works - Mendelssohn	Germans Wel - Mendelssohn	Listen to samples Webe works - Mendelssohn
19.	3		Listen to samples works Schumann - Brahms	Schumann - Brahms	Listen to samples works Schumann - Brahms
20.	3	Drawing tools/ pre-prepar shapes	Listen to samples works Wagner	Wagner	Listen to samples works Wagner
21.	3	Editing slides text	Listen to samples Smta works - Dvora	The authors o Algik Smtana Dvorak	Listen to samples Smta works - Dvora
22.	3		Listen to samples works List	Hungarian author is List	Listen to samples works List
23.	3	Slide design	Listen to samples works Gelinka - Darjumajski - the five friend	Russian autho Gelinka - Darjumajski - the five friend	Listen to samples works Gelinka - Darjumajski - the five friend
24.	3	Slide animation	Listen to samples works tchaykovski	tchaykovski	Listen to samples works tchaykovski
25.	3		Listen to samples works authors Masne Offenbach -	French author Masne - Offenbach - Lewdleb - sar Sanz - Lalu	Listen to samples works authors Masne Offenbach -

			Lewdleb - san Sanz - Lalu		Lewdleb - san Sanz - Lalu
26.	3	Structure design	Listen to samples work Berlioz - Bize	French author Berlioz - Bize	Listen to samples work Berlioz - Bize
27.	3	Discussion	Listen to samples works Creek - Finland Sebelius	Norwegian Creek - Finlan Sebelius	Listen to samples works Creek - Finland Sebelius
28.	3	exam	Listen to samples works Paganini - Verdi	Italian author Paganini - Ve	Listen to samples works Paganini - Verdi
29.	3	exam	Listen to the samples work Strauss	Strauss, Austrian composer	Listen to the samples work Strauss
30	3	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)	
Recommended books and references (scientific journals, reports...)	
Electronic References, Websites	

