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: .....diyala university.....
Faculty/Institute: .....collage of islamic science.....
Scientific Department: ..... Al-Sharia.....
Academic or Professional Program Name: ..... Bachelor's degree in Islamic law.....
Final Certificate Name: ..... Bachelor's degree in Islamic law.....
Academic System: ...**courses**.....
Description Preparation Date: 2023-2024
File Completion Date: 1/2/2024

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
The vision of the Sharia Department through the development of an advanced, inspiring, motivating, realistic, and applicable academic program is to clarify the scientific content, educational objectives, and expected outcomes for students in the field of computer science.

2. Program Mission
The Sharia Department seeks to achieve and provide comprehensive education in the fundamentals of computer science. It also aims to develop students' intellectual and research skills to meet the requirements of the job market. The department is dedicated to rigorous scientific research and community service, and it encourages the principles of dialogue, understanding, and communication with all cultures.

3. Program Objectives

In general, the program or institution intends to achieve the following:

1. Training students in the fundamentals of computer science and its office applications.
2. Expanding students' knowledge and enriching their understanding, preparing them to keep pace with technological advancements.
3. Training students to utilize diverse sources and public references on the internet.

These goals indicate the program's focus on providing students with a strong foundation in computer science, equipping them with the necessary skills to adapt to technological advancements, and promoting their ability to effectively utilize online resources and references.

4. Program Accreditation

Does the program have program accreditation? And from which agency?

no

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	/	/	/	/
College Requirements	69	69	100%	/
Department Requirements	69	69	100%	/

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
first stage	108 sh h1		2	

8. Expected learning outcomes of the program

Knowledge	
Learning Outcomes 1 The program aims to equip students with a wealth of knowledge about computer usage, software, and applications.	Learning Outcomes Statement 1 The program aims to establish scientific foundations within academic studies that have a positive impact on society as a whole, encompassing all its components and diverse spectra.
Skills	
Learning Outcomes 2 - The Sharia Department aims to provide students with the necessary skills to effectively use computers and conduct research on the internet. This includes: Computer Literacy: The program focuses on teaching students the fundamentals of using computer hardware and software. They learn about operating systems, file management, word processing, spreadsheets, and other office applications.	Learning Outcomes Statement 2 this equips them with the practical skills needed to navigate and utilize computer systems efficiently. Students learn to discern credible sources, critically analyze information, and apply proper research methodologies in their studies.

- Internet Research: The program emphasizes training students on how to conduct effective and reliable research using internet resources. This involves teaching them techniques for searching, evaluating, and citing information from various online sources.	
Learning Outcomes 3 Communication and Collaboration Skills: This includes the ability to communicate effectively with teams and work with others on technical projects, exchanging ideas and information clearly and comprehensibly.	Learning Outcomes Statement 3 The program aims to develop a diverse range of technical, analytical, and creative skills
Ethics	
Learning Outcomes 4 Technical Values: Studying computer science provides you with a strong technical foundation and a deep understanding of modern technology. You learn about hardware, software, networks, and systems.	Learning Outcomes Statement 4 Understanding and effectively interacting with technology has numerous benefits in daily life and various professional fields.
Learning Outcomes 5 Indeed, studying computer science provides opportunities for communication and collaboration with others.	Learning Outcomes Statement 5 Developing interactive applications and platforms can have a significant impact on enhancing communication, fostering collaboration, solving problems, and promoting social development.

9. Teaching and Learning Strategies

Active learning: This strategy encourages students to actively participate in the learning process. This can be achieved through the use of group discussions, interactive activities, hands-on applications, and team projects. Students are encouraged to explore concepts and actively solve problems.

10. Evaluation methods

Classroom discussions.

Daily quizzes.

Monthly exams.

Periodic reports and their discussions, along with the resulting outcomes and scientific findings.

11. Faculty

Faculty Members

Academic Rank	Specialization		Special Requirements/Skills (if applicable)		Number of the teaching staff	
	General	Special			Staff	Lecturer
Assistant Lecturer. Ina'am rabah mohammed	Computer science	Computer science			/	

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)

To be a learner who holds a certificate of completion of secondary education (scientific/literary/Islamic).

13. The most important sources of information about the program

State briefly the sources of information about the program.

The book "Fundamentals of Computer and Office Applications" is issued by the Ministry of Higher Education and Scientific Research.

Search engines:

14. Program Development Plan

The analysis of the program is carried out within specialized committees in the department. These committees are responsible for assessing the program's implementation and determining the levels of application and success. They also identify any weaknesses or shortcomings and propose solutions based on the vision of the scientific committees in the department.

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
second	108 sh h1	Computer science	basic	/					/			/		/	/

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

Course Description Form

1. Course Name: computer science / first
2. Course Code: 108 sh h1
3. Semester / Year: second semester
4. Description Preparation Date: 1/2/2024
5. Available Attendance Forms: daily
6. Number of Credit Hours (Total) / Number of Units (Total) 30
7. Course administrator's name (mention all, if more than one name)
Name: ina'am rabah mohammed Email: m.anaamrabah@uodiyala.edu.iq
8. Course Objectives

Course Objectives	Understanding the basic concepts: The computer course aims to introduce students to the fundamental concepts and terminology in the field computers. Students learn about the components a computer, programming principles, operating systems, networks, databases, and other foundational concepts. Enhancing technical and technological skills: computer course contributes to the developmen students' abilities to effectively use technology computer tools. Students learn how to use vari software programs and applications and interact computer devices.

9. Teaching and Learning Strategies	
Strategy	The Inductive Method:

	The Discussion Method: The Deductive Method Utilizing Modern Technologies:

10. Course Structure

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
first	2	achieve student mastery and understanding of this topic both theoretically and practically	Introduction to the development of computer generations	Lecture and discussion	daily and monthly exam
Second	2	achieve student mastery and understanding of this topic both theoretically and practically	Types of the computer	Lecture and discussion	daily and monthly exam
third	2	achieve student mastery and understanding of this topic both theoretically and practically	Computer components	Lecture and discussion	daily and monthly exam

fourth	2	achieve student mastery and understanding of this topic both theoretically and practically	Hardware components	Lecture and discussion	daily and monthly exam
fifth	2	achieve student mastery and understanding of this topic both theoretically and practically	Input devices	Lecture and discussion	daily and monthly exam
sixth	2	achieve student mastery and understanding of this topic both theoretically and practically	Output devices	Lecture and discussion	daily and monthly exam
seventh	2	achieve student mastery and understanding of this topic both theoretically and practically	System unit	Lecture and discussion	daily and monthly exam

eighth	2	achieve student mastery and understanding of this topic both theoretically and practically	Introduction of windows operating system	Lecture and discussion	daily and monthly exam
ninth	2	achieve student mastery and understanding of this topic both theoretically and practically	Task bars	Lecture and discussion	daily and monthly exam
tenth	2	achieve student mastery and understanding of this topic both theoretically and practically	Desktop icons	Lecture and discussion	daily and monthly exam

eleventh	2	achieve student mastery and understanding of this topic both theoretically and practically	Files and folders	Lecture and discussion	daily and monthly exam
Twelve	2	achieve student mastery and understanding of this topic both theoretically and practically	Files and folders creation	Lecture and discussion	daily and monthly exam
Thirteenth	2	achieve student mastery and understanding of this topic both theoretically and practically	Copy and cut	Lecture and discussion	daily and monthly exam
fourteenth	2	achieve student mastery and understanding of this topic both theoretically	Internet and computer network	Lecture and discussion	daily and monthly exam

		and practically			
fifteenth	2	achieve student mastery and understanding of this topic both theoretically and practically	E- email	Lecture and discussion	daily and monthly 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)	The book "Fundamentals of Computer and Office Applications" is issued by the Ministry of Higher Education and Scientific Research.
Electronic References, Websites	Web sites with scientific relationships with courses