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:

<u>Academic Program Description</u>: 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.

<u>Course Description</u>: 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.
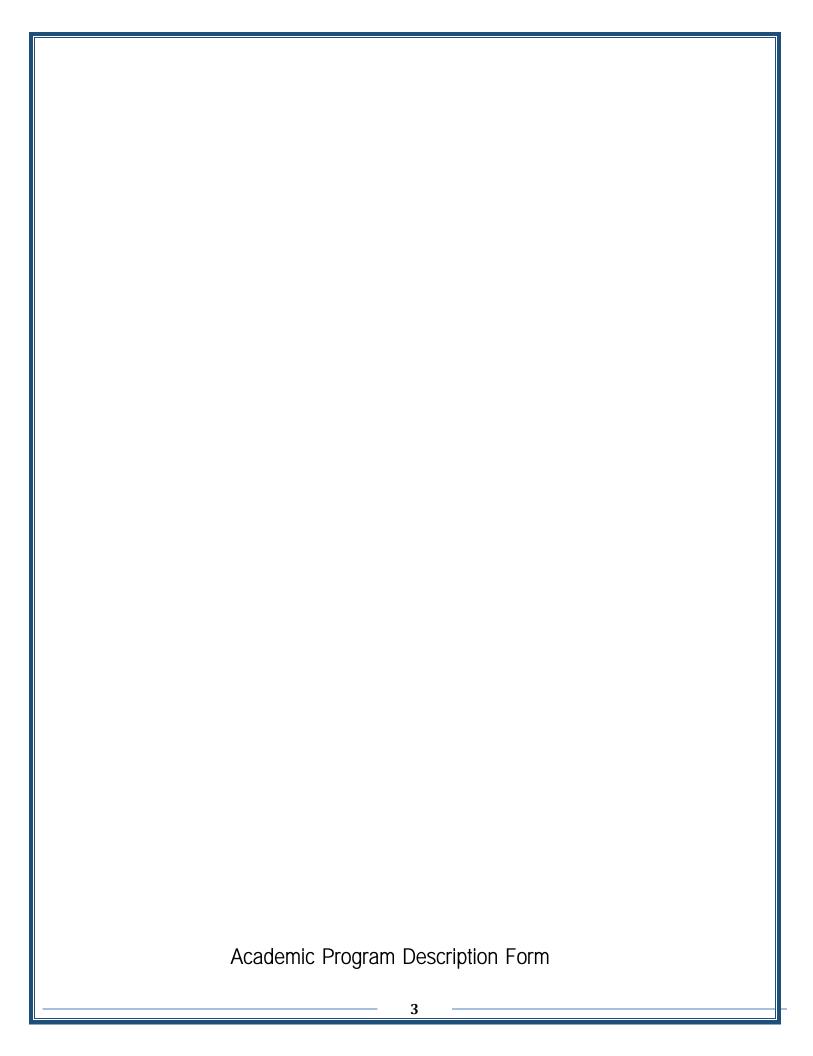
<u>Program Mission:</u> Briefly outlines the objectives and activities necessary to achieve them and defines the program's development paths and directions.

<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.

<u>Curriculum Structure:</u> 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.

<u>Learning Outcomes:</u> 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: University of Diyala
Faculty/Institute: College of Islamic Sciences
Scientific Department: Islamic Law
Academic or Professional Program Name: The English Language
  Final Certificate Name: Bachelor's Degree in Islamic Sciences

Academic System: The Semester System
Description Preparation Date: 2023\2024
 File Completion Date: 1/2/2024

Signature: **Signature:**
Head of Department Name: **Scientific Associate Name:**
Prof. Dr. Mushtaq Nadhim   Prof. Dr. Ahmed Aboud

Date: **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 Department of Islamic Law, its professors and curricula consider intellectual and jurisprudential differences as diversities, not contradictions, and that the multiplicity of opinions stems from the intellectual freedom endorsed by the Holy Quran in its saying "There is no compulsion in religion" (Surah Al-Baqarah, verse 256). The existence of differences is a Quranic reality and a divine tradition, within the legal frameworks that reconcile between sound reasoning and explicit texts, and establish the motto of the strength of culture, not the culture of strength.

2. Program Mission

The Department of Islamic Law aims to provide comprehensive education in comparative Islamic jurisprudence and its principles, as well as to develop the intellectual and research skills of students to meet the requirements of the job market. The department focuses on scientific

research and community service, and encourages understanding and communication between cultures.

3. Program Objectives

1-Expanding students' knowledge, enriching their information, and preparing them to keep up with cultural development.

2-Teaching students how to practice studying religious texts and extracting the linguistic meanings from them.

3-Building a modern base for students in order to build a cohesive and unified community.

4-Establishing strong foundations for the student to practice the use of Prophetic sayings in deriving rulings.

5-The student should practice integrating with all social classes and peaceful coexistence among them.

6-Training students on the diverse use of sources and scientific references.

7-Preparing students to teach this subject in educational institutions where they will work after graduation.

4. Program Accreditation

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

No, it does not.

5. Other external influences

Is there a sponsor for the program?

Yes, there is. Its sponsor is the Ministry of Higher Education and Scientific Research.

6. Program Structure

Program Structure	Number of Courses	Credit hours	Percentage	Reviews*
Institution Requirements	/	/	/	/
College Requirements	69	160	100%	69

Department Requirements	69	160	100%	69
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
2024/Sophomore Year	٢ ش ح ١٣٤	Computer sciences	1hr	

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

1- The availability of scientific and serious methodologies, and systematic plans to establish the foundations of a pluralistic civil society characterized by values of tolerance and coexistence through a humanistic discourse directed towards all humans, based on an understanding of religion and representing its laws through its texts and diverse data.

2-Using the main jurisprudential sources and analyzing them in a way that ensures a sound understanding for the student according to the cognitive foundation of those jurisprudential opinions.

3- Field visits to some religious institutions, attending lectures by their owners, and discussing some ideas.

10. Evaluation Methods

Study discussions, daily tests, monthly exams, periodic reports, their discussions, and the resulting outcomes of those researches and scientific achievements.

11. Faculty

Faculty Members

Academic Rank	Specialization		Special Requirements/Skills (if applicable)	Number of the teaching staff	
	General	Special		Staff	Lecturer
Asst. Lect. Ina'am Rabah Muhammed	General			Staff	

Professional Development

Mentoring New Faculty Members

Introducing new faculty members to the university's vision, mission, organizational structure, policies, and procedures. Empowering new faculty members to have a better understanding of their rights and responsibilities. Providing new faculty members with detailed information about university facilities and services.

Professional Development of Faculty Members

1-Setting the broad outlines of the course by the department's scientific committee, discussing with the faculty member and clarifying their teaching path.

2- Promoting the development of textbooks that include the agreed-upon curriculum by the ministerial committees.

3-Updating the curriculum according to the teaching vision.

4-Writing periodic research papers within the specific specialization and discussing them within the department's plan.

5-It is recommended for teachers to use modern tools in delivering lessons, such as educational films, relative diagrams, smart boards, and electronic calculator programs.

6-Participating in seminars, workshops, conferences, and the development of teaching skills.

7-Sending academic missions to international universities and benefiting from the developments taking place in those universities.

12. Acceptance Criterion

The learner has to hold a certificate of secondary education (scientific, literary, and Islamic).

13. The Most Important Sources of Information About The Program

1-Journal of the College of Islamic Sciences / Diyala University

2-Master's theses and doctoral dissertations.

3-Researcher's website on the search engine.

4- Gate Research / Google Scholar / Scopus ,the digital repository of Diyala University.

6-Al-Shamila library.

7-Virtual library

14. Program Development Plan

Analyzing the program within the specialized committees of the department, determining the rates of implementation and success, diagnosing weaknesses and addressing them according to the vision of the scientific committees in the department, and consulting experts from corresponding departments and branches in other universities.

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**
Sophomore Year/ First Semester	**134 ٢ ش ح**	**Computer Sciences**	**Basic**						/				/	/	

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

Course Description Form

1. Course Name: Computer Sciences	
2. Course Code: ش ح ٢ 134	
3. Semester / Year: The first semester	
4. Description Preparation Date: 22\5\2024	
5. Available Attendance Forms: Daily attendance	
6. Number of Credit Hours (Total) / Number of Units (Total): 30\15	

7. Course administrator's name (mention all, if more than one name)

Name: Asst. Inst. Ina'am Rabah Muhammed
Email: m.anaamrabah@uodiyala.edu.iq

8. Course Objectives

Course Objectives	Cognitive goals: Make the student able to:
	1- Understanding the basics: the computer science subject aims to introduce students to the basic concepts and terminology in the field of computers. Students learn about the components of a computer, programming principles, operating systems, networks, databases, and other fundamental concepts.
	2- Enhancing technical and technological capabilities: Computer science contributes to developing students' abilities in effectively using technology and computer tools. Students learn how to use various programs and applications and interact with computer devices.

9. Teaching and Learning Strategies

Strategy	1-Modified lecture.
	2-Discussion
	3-Interrogation

		4- Using modern technologies and some electronic sources of information su as libraries and electronic programs.			

10. Course Structure

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1	2	An introduction to office programs		Discussion	Oral exams, Students' attendance ,and participat in the classroom
2	2	Office Word		Discussion	
3	2	Tabs and menus		Discussion	Oral exams, Students' attendance ,and participat in the classroom
4	2	Home tab		Discussion	
5	2	Insert tab		Discussion	Oral exams, Students' attendance ,and participation in the classroom.
6	2	An introduction to Office Excel		Discussion	
7	2	Excel home tab		Discussion	
8	2	The Mathematical equation of Excel program		Discussion	Oral exams, Students' attendance ,and participation in the classroom.
9	2	Merging and centering cells		Discussion	
10	2	A practical example		Discussion	Oral exams, Students' attendance ,and participation in the classroom.
11	2	An introduction to Office Powerpoint		Discussion	
12	2	Tabs of Powerpoint program		Discussion	
13	2	Adding animations to the presentation		Discussion	
14	2	Adding transitions to the presentation		Discussion	
15	2	Inserting a video into the presentation		Discussion	

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 fundamental textbook of computer basics its desktop applications.

Main references (sources)	The fundamental textbook of computer basics its desktop applications.
Electronic References, Websites	Websites related to the academic subje explained throughout the course.

The teacher of the subject: Asst. Lect. Ina'am Rabah Muhammed