

**Ministry of Higher Education and Scientific Research
Scientific Supervision and Evaluation Authority
Department of Quality Assurance and Academic Accreditation
Accreditation Department**



Academic Program and Course Description Guide

2024

Introduction:

The educational program is a coordinated and organized package of courses that include procedures and experiences organized in the form of academic vocabulary whose main purpose is to build and refine the skills of graduates, making them qualified to meet the requirements of the labor market, which is reviewed and evaluated annually through internal or external audit procedures and programs such as the external examiner program.

The academic program description provides a summary of the main features of the program and its courses, indicating the skills students are working to acquire based on the academic program objectives. The importance of this description is evident because it represents the cornerstone of obtaining program accreditation, and faculty members participate in writing it under the supervision of the scientific committees in the scientific departments.

This guide, in its second edition, includes a description of the academic program after updating the vocabulary and paragraphs of the previous guide in light of the latest developments in the educational system in Iraq, which included a description of the academic program in its traditional form (annual, quarterly), in addition to adopting the description of the academic program circulated according to the book of the Department of Studies 3/2906. On 5/3/2023 with regard to programs that adopt the Bologna Process as a basis for their work.

In this area, we can only emphasize the importance of writing descriptions of academic programs and courses to ensure the smooth conduct of the educational process.

Concepts and Terminology:

Academic Program Description: The description of the academic program provides a 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 necessary summary of the most important characteristics of the course and the learning outcomes that the student is expected to achieve, demonstrating whether he or she has 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 a developed, inspiring, motivating, realistic, and applicable program.

The Program's Mission: It briefly explains the goals and activities necessary to achieve them, and also defines the program's development paths and directions.

Program Objectives: These 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/study subjects included in the academic program according to the approved learning system (semester, annual, Bologna track), whether it is a requirement (ministry, university, college, or scientific department), along with the number of study units.

Learning Outcomes: A consistent set of knowledge, skills, and values that the student has acquired after the successful completion of the academic program. The learning outcomes for each course must be determined in a way that achieves the program objectives.

Teaching and Learning Strategies: They are the strategies used by the faculty member to develop the student's teaching and learning, and they are plans that are followed to reach the learning goals. That is, it describes all curricular and extracurricular activities to achieve the learning outcomes of the program.

Academic Program Description Form

University Name:.....

College/Institute: College: Al-Safwa University College

Scientific Department: Department of Anesthesia Techniques.....

Name of the academic or professional program: computer principles

Name of Final Degree: Bachelor of Science in. Anesthesia.....

Academic System: semesters

Description preparation date: 10 /5 / 2023

Date of filling the file: 13/03/2024

Signature

Name of Scientific Assistant:

Date:

Signature

Name of Department Head:

Date:

Check the file by

Division of Quality Assurance and University Performance.

Name of the Director of the Quality Assurance and University Performance

Division:

Date:

Signature

Dean's approval

1. Program Vision

Al Safwa University College seeks to be one of the leading higher education institutions in the field of modern education and scientific research through its scientific, research and administrative activities. It also works to provide an integrated path for its students and professors to make them active and creative in serving society in all fields.

2. Program Message

Working to prepare and graduate leading scientific and leadership competencies in anesthesia techniques and to develop the balance of knowledge in the field of scientific research to serve the local, regional and international community, as well as training and refining the minds of students scientifically and cognitively, and emphasizing social and cultural values and responding to the requirements of the local market.

3. Program Objectives

1. Embodying the vision, mission and goals of Al-Safwa University College, and applying the best educational practices with a focus on ensuring and enhancing quality and performance.
Preparing specialized cadres capable of serving the community and preparing for the preparation of future specializations.
3. Spreading the culture of human diversity in society, transferring scientific knowledge and skills, writing academic research, and creative scientific achievement through student- and teaching-focused activities.
4. The college seeks to conclude scientific and cultural cooperation agreements with corresponding colleges and corresponding departments in different colleges to achieve best practices in the fields of education and learning.
5. Focusing on the educational and moral aspects of all its members and spreading the spirit of dedication, tolerance, commitment and work to serve the nation.
6. Paying attention to intellectual and cultural construction through openness to the experiences of other countries in all fields of education.
7. Focusing on the educational and moral aspects of the student and instilling a spirit of dedication, tolerance and commitment.

4. Programmatic Accreditation

Theoretical and practical study

5. Other External Influences

Laboratories, libraries, hospitals, Internet

6. Program Structure

Program Structure	Number of courses	Study unit	Percentage	Note
Enterprise Requirements	15	2		basic
College Requirements	yes			
Department Requirements	yes			
Summer Training	yes			
Other				

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

7. Program Description

Year/Level	Course Name	Course or Course Code	Credit Hours
2023-2024 / Fourth	Computer principles		Theoretical 1 hour per week practical 2 hours per week

8. Expected Learning Outcomes Of The Program

Knowledge

Get to know the entire and external parts of computer How to deal with the computer, these parts and programs

Skills

1. Expanding students' skills in knowledge of computer hardware and software components
2. Learn about the computer life cycle.
3. In addition to how to use and deal with the programs

Values

Developing students' abilities to share ideas and how to use programs professionally.

9. Teaching and Learning Strategies

1. Explaining the scientific material through the use of Power Point.
2. Practical application on the computer inside the laboratory.
3. The importance of knowing computer components and office programs.

10. Evaluation Methods

Weekly and daily exams, a mid-term exam, and an end-of-semester exam

11. Faculty

Faculty Members

Preparation of the teaching staff		Special Requirements/Skills (if applicable)	Specialization		Academic Rank
Lecturer	Staff		special	General	

	Staff			Engineering electrical and computer	Assistant Lecturer
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Curriculum Skills Outline															
Learning outcomes required from the program															
Emotional and value goals				Program Skills Objectives				Cognitive Objectives			Basic or optional	Course Name	Course Code	Year /Level	
G 4	G 3	G 2	G 1	B 3	B 3	B 2	B 1	A 3	A 3	A 2					A 1
√	√	√	√	√	√	√	√	√	√	√	√	Basic	Computer principles		2023-2024

Course Description Form

1. Course Title:	
Computer principles	
Course Code:	
2. Semester / Year :	
semester	
3. The history of the preparation of this description	
13/ 02/ 2024	
4. Available Forms of Attendance:	
Attendance (face-to-face learning)	
5. Number of Credit Hours (Total) / Number of Units (Total):	
3 hours per week 1 hour theoretical, 2 hours practical Number of Units: 2 units	
6. Course administrator's name (if more than one name)	
Baneen Mohammed - Email: banen.mohammed@alsafwa.edu.iq	
7. Course Objectives	
1. Providing the student with the skills of dealing with basic office applications and creating office files and documents. Using the operating system as well as the basics of working within the digital environment. 2. Providing the student with knowledge in managing and using various computer applications.	
8. Teaching and Learning Strategies	
Strategies	1. Education strategy collaborative concept planning. 2. Brainstorming education strategy. 3. Education Strategy Notes Series

9. Course Structure					
Evaluation Method	Learning Method	Unit Or Subject Name	Required Learning Outcomes	Horus	week
Weekly and daily exams, a mid-term exam, and an end-of-semester exam	1. Explaining the scientific material by identifying the stages of the computer life cycle 2- Practical application on the computer inside laboratories 3- Introducing the student to the ethics of the electronic world and computer operating systems	Computer principles	1. Identify the physical parts of the calculator, such as the mouse, keyboard, and input and output units 2. Providing students with the skill of using computers and how to deal with office programs.	3 hours	1
				3 hours	2
				3 hours	3
				3 hours	4
				3 hours	5
				3 hours	6
				3 hours	7
				3 hours	8
				3hours	9
				3 hours	10
				3 hours	11
				3 hours	12
				3 hours	13
				3 hours	14
				3 hours	15
Midyear Holiday					

10. Course Evaluation

The distribution is as follows: 25 marks for the theoretical mid-semester exams, 10 marks for the practical mid-semester exams, and 10 marks for evaluation. 35 theoretical final exams and 25 practical final exams

11. Learning and Teaching Resources

Required textbooks (methodology, if any)	
Main references (sources)	• Principles of computer science
Recommended books and references (Scientific journals, reports...)	• Arm e Foundational Concepts of Computer Science2017 .
Electronic References, Websites	