

**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: Arabic

Name of Final Degree: Bachelor of Science in Anesthesia.

Academic System: semester

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 study

5. Other External Influences

6. Program Structure				
Program Structure	Number of courses	Study unit	Percentage	Note
Enterprise Requirements	8	8		Secondary course
College Requirements	yes			
Department Requirements	yes			
Summer Training				
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 / second stage	Arabic		Theoretical

8. Expected Learning Outcomes Of The Program
Knowledge
Informing students about the importance of the Arabic language and how to work with it
Skills

Expanding the student's skill in using punctuation tools, writing numbers, and distinguishing verbs.

Values

1. Developing students' abilities in sharing ideas and scientific and practical skills .
2. Enabling students to write official correspondence and write books and research while controlling language and punctuation

9. Teaching and Learning Strategies

1. Explain the scientific material using the slideshow program blackboard and posters to deliver ideas of importance in the scientific material.
2. Writing a review paper summarizing the most important ideas presented during the lectures.
3. Linking the educational ideas of the material with the critical opinions of students.

10. Evaluation Methods

1. Scientific discussion, oral dialogue, monthly and final exams.
2. Study groups
3. Homework.

11. Faculty

Faculty Members

Preparation of the teaching staff		Special Requirements/Skills (if applicable)		Specialization		Academic Rank
Lecturer	Staff			special	General	
	Staff	Research methodology	Baath Party crimes	Islamic sciences (Quran)	Arabic	

12. Program Development Plan

1. Using the method of solving linguistic problems that are related to the use of the Arabic language, by involving students in the discussion lessons and conducting a short exam at the end of the discussion lesson. The grades of these exams will be the basis for the student's semester pursuit after adding a final grade to the course.

2. Developing electronic lectures and creating electronic communication platforms that are more capable of communicating with students.

[illegible]

Course Description Form

1. Course Title:	
Arabic Language	
Course Code:	
2. Semester / Year :	
semester	
3. The history of the preparation of this description	
14/ 02/ 2024	
4. Available Forms of Attendance:	
Attendance (face-to-face learning)	
5. Number of Credit Hours (Total) / Number of Units (Total):	
4 hours per week	
6. Course administrator's name (if more than one name)	
Israa Najm Abdel Reda - Email: asraangem@gamil.com	
7. Course Objectives	
1. At the end of the year, the student will be able to distinguish between language vocabulary such as dhaad, dhaa, number, countable, punctuation marks in writing, and the style of correspondence. 2. Distinguish between verbs, such as imperative, present or past tense, and how to write a nominal and verbal sentence.	
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
Quiz Classroom activities Theoretical exams	Using educational means such as screen and computer to present the lecture, pictures, and manuscripts Use pen and blackboard to clarify and explain	Arabic	Distinguishing between verbs	4 hour	1
			Past, present and imperative tense	4 hour	2
Quiz Classroom activities Theoretical exams			The difference between dhaad and dhaa	4 hour	3
Quiz Classroom activities Theoretical exams			Punctuation marks	4 hour	4
Quiz Classroom activities Theoretical exams			Number and number and how to use them	4 hour	5
			Writing correspondence	4 hour	6
Quiz Classroom activities Theoretical exams			A scientific and entertaining trip to Al-Mutanabbi Street		7
			Visit libraries at the holy shrines		8
Quiz Classroom activities Theoretical exams			Clarifying some Arabic concepts, such as the science of men	4 hour	9
			Noun, Tanween, and the meanings prepositions	4 hour	10
Quiz Classroom activities Theoretical exams			Applications for common linguistic errors	4 hour	11
			The extended alifs and the short alif	4 hour	12
Quiz Classroom activities Theoretical exams			The difference between writing the long ta', the open ta', and the bound ta'	4 hour	13
			Writing the hamza and its types	4 hour	14
			The language of administrative discourse, along with presenting examples of administrative correspondence	4 hour	15

10. Course Evaluation

The distribution is as follows:

30 degrees monthly exams.

70% for the final exam of the semester

11. Learning and Teaching Resources

Required textbooks (methodology, if any)	• Arabic language vocabulary for the first academic year of technical universities
Main references (sources)	• Arabic language book
Recommended books and references (Scientific journals, reports...)	
Electronic References, Websites	