

**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 - 2025

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.

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Academic Program Description Form

University Name: Tikrit University

Faculty/Institute: Veterinary Medicine

Scientific Department: public health

Academic or Professional Program Name: Computer

Final Certificate Name: Bachelor of Veterinary Medicine and Surgery

Academic System: Semester

Description Preparation Date: 5/10/2024

File Completion Date: 6 / 10/2024

Signature:

Head of Department Name:

Ph.D. Ali Qays Jalil

Date: 6/10/2024

Signature:

Scientific Associate Name:

Prof. Dakheel Hussein Hedree

Date: 6/10/2024

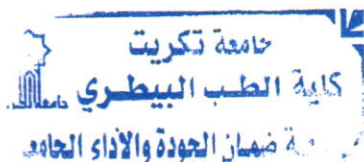
The file is checked by:

Assist. Prof. Dr Ahmed Abdullah Sultan

Quality Assurance And University Performance Manager

Date : 6 / 10 / 2024

Signature:



Approval of the Dean

Prof. Dr. Bashar Sadeq Numi

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Academic Program Description Form

University Name: Tikrit university

Faculty/Institute: veterinary medicine

Scientific Department: public health

Academic or Professional Program Name: bachelors of veterinary medicine

Final Certificate Name: bachelors of veterinary medicine and sugary

Academic System: Quaterly

Description Preparation Date: 20/1/2025

File Completion Date: 20/1/2025

Signature:

Head of Department Name:

Ph.D. Ali Q. Jalil

Date: 20 – 1 – 2025

Signature:

Scientific Associate Name:

Dr. Montaser M. Helal

Date: 20 – 1 – 2025

The file is checked by:

Department of Quality Assurance and University Performance

Director of the Quality Assurance and University Performance Department:

Dr. Ahmed A. Sultan

Date: 20\1\2025

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*
Institution Requirements	45			
College Requirements	yes			
Department Requirements	yes			
Summer Training	no			
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
2024-2025	VED1004	computer		

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

Daily and monthly and final exam
Practical test

11. Faculty

Faculty Members

Academic Rank	Specialization		Special Requirements/Skills (if applicable)	Number of the teaching staff	
	General	Special		Staff	Lecturer
Assistant prof.	Computer science			2	
Assistant lecturer	Economic management			3	

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

Develop the strategy of studying by using new method to make the lesson easy and understandable by students

Program Skills Outline

Required program Learning outcomes

Year/Level	Course Code	Course Name	Basic or optional	Required program Learning outcomes														
				Knowledge				Skills				Ethics						
				A1	A2	A3	A4	B1	B2	B3	B4	C1	C2	C3	C4			
2024-2025	VED1004	computer	basic	√						√								

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

Course Description Form

1. Course Name:					
computer					
2. Course Code:					
VED1004					
3. Semester / Year:2024-2025					
Year					
4. Description Preparation Date:					
20 – 1 – 2025					
5. Available Attendance Forms:					
my presence					
6. Number of Credit Hours (Total) / Number of Units (Total):					
45					
7. Course administrator's name (mention all, if more than one name)					
Name: sawsan Ali hamid Email: sawsan.ali@tu.edu.iq					
Name: Saba H. Rasheed Email: sabahussein88@tu.edu.iq					
Name: Saad S. Nasif Email: Saad_nasif@tu.edu.iq					
Name: Rana W. Khaled Email: ranawaleed@tu.edu.iq					
Name: Asmaa W. Hasan Email: asmaa.w.hasan@tu.edu.iq					
8. Course Objectives					
Course Objectives		Teaching the student the basic of compute and how use it Learn the students the operating system (windows) Teach the students the using of application like Microsoft office			
9. Teaching and Learning Strategies					
Strategy	The main strategies is using the new technique that help the students how can using the comp in the studying level and using internet to help them to find the references and the he digital b and articles				
10. Course Structure					
Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1	3	Introduction		Computer	-
2	3	Operating system		Computer	-
3	3	The basic of using		Computer	quiz
4	3	Windows		Computer	-
4	3	The using of general		Computer	Exam
6	3	benefit of using		Computer	quiz
7	3	computer		Computer	-
8	3	Microsoft office		Computer	-
9	3			Computer	quiz
10	3			Computer	
11	3			computer	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)	الحاسوب وتطبيقاته المكتبية
Main references (sources)	الحاسوب وتطبيقاته المكتبية
Recommended books and references (scientific journals, reports...)	الحاسوب وتطبيقاته المكتبية
Electronic References, Websites	https://www.isbniraq.org/?product%A8%D9%8A%D8%A9-

Dr. Ali Q. Jalil

Head of public health branch

20 – 1 – 2025