



Ministry of Higher Education and
Scientific Research
Scientific supervision and evaluation
device
Department of Quality Assurance and
Academic Accreditation

Accreditation Department

Academic program description guide

2024

: the introduction

An educational program is a coordinated and organized package of ...courses that includes

It consists of procedures and experiences organized into academic vocabulary, the main purpose of which is to build and refine skills

Graduates, which makes them qualified to meet the requirements of the labor market, are reviewed and evaluated annually via

Internal or external audit procedures and programs, such as the external . examiner program

The academic program description provides a brief summary of the main features of the program and its courses

The skills that students are working on acquiring are based on the objectives of the academic program and are evident

The importance of this description is that it represents the cornerstone of obtaining programmatic accreditation and participation

In writing the teaching staff 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 vocabulary and paragraphs

The previous guide in light of the latest developments in the educational system in Iraq, which included a description

The academic program is in its traditional form (annual, quarterly), in addition to adopting the program description

The academic circulated according to the letter of the Department of Studies T.M. 3/2906 on 5/3/2023 regarding

. 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 running of the educational process

: Concepts and terminology

Description of the academic program : The description of the academic program 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 necessary summary of the most important characteristics of the course and the learning outcomes expected of the student to achieve, demonstrating whether he or she has made the most of the available learning opportunities . He is a hangman, . according to the program description

The program vision : An ambitious picture for the future of the academic program to be a developed, inspiring, motivating, realistic and applicable . program

Program mission : The goals and activities necessary to achieve them in a brief way. It also defines the program's development paths

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

Program structure : All courses / study subjects included in the academic program according to the approved learning system (semester, annual, Bologna track), whether you are required (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's 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 classroom and extracurricular activities to achieve the . learning outcomes of the program

Academic program description form

University name : Diyala University

College : College of Physical Education and Sports Sciences

Scientific Department : Theoretical Sciences Branch

Name of the academic or professional program : Bachelor of Physical
..... Education and Sports Sciences

Name of final degree : Bachelor's in Physical Education and Sports
.. Sciences

School system . annual

Date of preparing the description : 3/10/2024

Date of filling out the file : 3/10/2024

: Signature Signature

of branch head : A. Dr. Naseer Qasim Khalaf Name of Scientific Assistant

A. Dr. Mohamed Walid Shehab :

: Date : Date

Check the file here before

Division of Quality Assurance and University Performance

Name of the Director of the Quality Assurance and University

: Performance Division a . Dr. Hanan Adnan Abaoub

the date

the signature

Authentication of the Dean

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| The vision of the program - 1 |
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| Diyala University seeks scientific leadership, excellence and creativity in the fields of higher education and scientific research to serve the community and enhance its local, regional and international standing to .reach the highest levels of quality and international accreditation |
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Program message -2

Providing effective academic university education through continuous development of academic programs in many specializations in light of the requirements of development plans to serve the labor market and .contribute to promoting sustainable development

Program objectives -3

1. Teaching computer basics and its components
2. Developing the student's ability to understand computer basics and the techniques used in computer programs and connecting to the Internet
3. Learn to administer operating systems for various programs
4. Learn to use electronic operating systems
5. Learn to use computer security and software licenses

Program accreditation -4

Does the program have program accreditation? From which side? both

Other external influences -5

Is there a sponsor for the program? both

Program structure -6

| *comments | percentage | Study unit | Number of courses | Program structure |
|-----------|------------|------------|-------------------|-------------------------|
| Basic | | 2 | 1 | Enterprise requirements |
| | | | | College requirements |
| | | | | Department requirements |
| | | | | summer training |
| | | | | Other |

Notes may include whether the course is core or elective *

Program description -7

| Credit hours | Name of the | Course or | Year/level |
|--------------|-------------|-----------|------------|
|--------------|-------------|-----------|------------|

| | | | | |
|-----------|-------------|------------------|-------------|------------|
| | | course or course | course code | |
| practical | theoretical | the computer | | 2023- 2024 |
| √ | √ | | | |

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| Expected learning outcomes of the program - 8 | |
| Knowledge | |
| Statement of learning outcomes 1 | Learning outcomes 1 |
| Highlighting the student's personality in a way that develops him | The certificate awarded and future -1 .job qualifications Learn the basics of electronic -2 computers Informing the student about -3 scientific development in the electronic field Identify the most important points of -4 scientific communication in the digital world |
| Skills | |
| Statement of learning outcomes 2 | Learning outcomes 2 |
| Increasing the student's self-- .confidence Highlighting the hidden talents of - the student | -1 Helping students apply the practical materials they have learned inside and outside the university .setting -2 Skill in using electronic operating systems -3 Skill in using computer security and software licenses -4 Identify the parts of the calculator Installing the calculator parts -5 |
| Value | |
| Statement of learning outcomes 3 | Learning outcomes 3 |
| - Increasing communication between individuals, which contributes to building a learning community - Learn to set the right priorities for any problem | • Developing a spirit of .cooperation • self evaluation • Leadership evaluation • Delivering the scientific material to the student • Motivate the student morally to interact in the lecture |

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| | <ul style="list-style-type: none"> Increasing the student's ability and skill to build intelligent systems that have the ability to deduce and find appropriate solutions |
| Statement of learning outcomes 4 | Learning outcomes 4 |
| Developing respect for time and time in completing and implementing work. Developing the spirit of fair competition among work groups in pursuit of quality work, excellence and diversity in performance | self evaluation. -Leadership evaluation. Appreciating the efforts of scientists- |

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| Teaching and learning strategies -9 |
| <ul style="list-style-type: none"> .Method of delivery (lecture) Use of educational electronic platforms Educational videos Utilizing the teaching ability and experience in delivering the scientific material to the student and making the student feel the importance of time Discussion method |

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| Evaluation methods -10 |
| <ul style="list-style-type: none"> .Written tests .Oral exams .Practical tests Direct oral questions to the student Opening the floor for discussion . Paying attention to and emphasizing attendance |

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| Teaching profession -11 |
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| .Faculty members | | | | | |
|------------------------------|-------|---------------------------------------|----------------|-------------------|---------------------------------------|
| Preparing the teaching staff | | Special requirements/ skills (if any) | Specialization | | Scientific rank |
| lecturer | angel | | private | general | |
| | √ | | Computer | computer Sciences | Assistant Professor assistant teacher |

Professional development

Orienting new faculty members

Briefly classifies the process used to orient new, visiting, full-time, and .part-time faculty at the institution and department levels

Professional development for members of the teaching profession

Briefly describe the academic and professional development plan and arrangements for faculty members such as teaching and learning strategies, assessment of learning outcomes, professional development, .etc

Acceptance criterion - 12

Establishing regulations related to enrollment in the college or institute, whether central admission or others mentioned

- The average of students in the sixth year (preparatory, vocational), .through which admission to the university level takes place
- Acceptance by the Olympic Committee (only for champion .(athletes
- Raising the College of Physical Education and Sciences' acceptance rate equivalent to the acceptance rate of the Colleges of .Engineering and Sciences

The most important sources of information about the -13 program

Course
 Computer basics and office applications (Part One)
 Chapter One: Computer Fundamentals
 Chapter Two: Computer components
 Chapter Three: Computer security and software licenses
 Chapter Four: Operating Systems
 The second part
 Microsoft Word and PowerPoint

Program development plan -14

The program works to develop the student's academic personality in a manner commensurate with the ambitions of the modern state. -
 Highlighting the strengths of students in a way that allows them to form a leadership personality in the future. -
 Extracting the student's hidden talents to develop his field of work and raise the level of .education
 Modern scientific sources and the latest scientific research are periodically -
 reviewed through which the prescribed curriculum is developed . -
 The . theoretical and practical material is combined to develop the curriculum

Program skills chart

| Learning outcomes required from the programme | | | | | | |
|---|--------|-----------|-----------------------|-------------|-------------|------------|
| Value | Skills | Knowledge | Essential or optional | Course Name | Course Code | Year/level |
| | | | | | | |

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|--------|--------|--------|--------|----|----|----|--------|--------|--------|--------|--------|-------|--------------|---|---------------|
| | | | | | | | | | | | | | | e | |
| C 4 | C 3 | C 2 | C 1 | B4 | B3 | B2 | B 1 | A 4 | A 3 | 2 a | A 1 | | | | 2023- 2024 |
| √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | Basic | Comp uter | | |

Please check the boxes corresponding to the individual learning outcomes from the program subject to evaluation
Course description form

| |
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| 1. Name of the computer course |
| |
| 2. Course Code Tem2-1 |
| |
| 3. Semester/Year: Annual |
| |
| 4. The date this description was prepared is 3/10/2024 |
| |
| 5. Available forms of attendance: 2 hours per week and daily attendance |
| |
| 6. Number of study hours (total) / Number of units (total) 60 hours / 60 units |
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| 7. Name of the course administrator (if more than one name is mentioned) | |
| M.M. Saja Salem Muhammad, Head of the Scientific Group - 1 A . M. Waseem Saad Nassif -2 M Sarah Ali Abdel Karim .15:00 | |
| 8. Course objectives | |
| <ul style="list-style-type: none"> ● Helping students to know the evaluation methods used to - .ensure that students achieve the targeted learning outcomes ● Helping students to know the relationship of the program and - its academic elements (courses or subjects) with the awarded .certificate and future job qualifications ● Helping students apply the practical materials they have - .learned inside and outside the university setting ● Helping students apply the theoretical subjects they have - .learned inside and outside the university setting ● Helping students apply their ideas and talents inside and - .outside the university setting | Objectives of the study subject |
| 9. Teaching and learning strategies | |
| <p>1- Activating the role of the learner in educational situations</p> <p>Motivating learners to generate creative ideas -2 about a specific topic, by searching for correct answers, or possible solutions to the issues presented to them</p> <p>That students become accustomed to respecting -3 and appreciating the opinions of others</p> <p>That students become accustomed to benefiting -4 from The ideas of others, by developing and building on them</p> | strategy |

| 10. Course Structure (Computer) | | | | | |
|---|---------------------------------|--|---|--------------|-------------------|
| Evaluation method | Teaching method | Name of the unit/topic | Required learning outcomes | hours | the week |
| Monthly written examinations, and daily oral and written examinations | Blackboard and data show | Computer basics | <ul style="list-style-type: none"> • Phases of the computer life cycle • The development of computer generations • Electronic computer • Data and information | 2 | the first |
| Monthly written examinations, and daily oral and written examinations | Blackboard and data show | Computer basics | <ul style="list-style-type: none"> • Advantages the computer • Areas of computer use • Computer's components • Types of computers | 2 | the second |
| Monthly written examinations, and daily oral and written examinations | Blackboard and data show | Computer's components | <ul style="list-style-type: none"> • ingredients the computer • The physical parts of a computer • Software entity | 2 | the third |
| Monthly written examinations, and daily oral and written examinations | Blackboard and data show | Computer's components | <ul style="list-style-type: none"> • A system preparation in the computer • Your personal computer | 2 | the fourth |
| Monthly written examinations, and daily oral and written examinations | Blackboard and data show | Computer security and software licenses | <ul style="list-style-type: none"> • Ethics of the electronic world • Forms of abuse in the digital world • Computer security | 2 | Fifth |
| Monthly written examinations, and daily oral and written examinations | Blackboard and data show | Computer security and software licenses | <ul style="list-style-type: none"> • privacy Computer • Licenses Computer Programs • Species Licenses • Property Intellectual | 2 | VI |
| First month exam | | | | | Seventh |
| Monthly written examinations, and daily oral | Blackboard and data show | Ethics in the Internet | <ul style="list-style-type: none"> • Except penetration Electronic • Malware | 2 | VIII |

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|---|--|--------------------------|---|---|--------------------|
| and written examinations | | world | <ul style="list-style-type: none"> • Computer viruses | | |
| Monthly written examinations, and daily oral and written examinations | Blackboard and data show | Internet ethics | <ul style="list-style-type: none"> • The most important steps necessary to protect against hacking operations Computer harm to health | 2 | Ninth |
| Monthly written examinations, and daily oral and written examinations | Blackboard and data show | Operating Systems | <ul style="list-style-type: none"> • Definition of operating system • Operating system functions | 2 | The tenth |
| Monthly written examinations, and daily oral and written examinations | Blackboard and data show | Operating Systems | <ul style="list-style-type: none"> • Operating system goals • Classification of operating systems OS Windows 7 | 2 | eleventh |
| Second month exam | | | | | twelveth |
| Monthly written examinations, and daily oral and written examinations | Blackboard and data show | Operating Systems | <ul style="list-style-type: none"> • Folders and files • Icons • Perform operations on windows | 2 | Thirteenth |
| Monthly written examinations, and daily oral and written examinations | Blackboard and data show | Operating Systems | <ul style="list-style-type: none"> • desktop backgrounds • control Board • Some common cases and settings in the computer | 2 | fourteenth |
| Third monthly exam | | | | | Fifteenth |
| Written - oral - exams | Data show + practical application | Word processor | Learn about printing programs | 2 | sixteen |
| Written and oral .exams | Data show + practical application | Word processor | Getting to know the Word interface | 2 | seventeenth |
| Written and oral .exams | Data show + practical application | Word processor | Identify the tapes | 2 | eighteen |

| | | | | | |
|----------------------------------|--|-----------------------|---|---|---------------------|
| Written - oral - practical tests | Data show + practical application | Word processor | Identify the file menu | 2 | nineteenth |
| Written and oral .exams | Data show + practical application | Word processor | Get to know the main menu | 2 | twenty |
| Monthly exam | | | | | twenty one |
| Written and .oral exams | Data show + practical application | Word processor | Get to know the list of entries | 2 | twenty two |
| Written and .oral exams | Data show + practical application | Word processor | Learn about the design menu | 2 | Twenty-three |
| Written and .oral exams | Data show + practical application | Word processor | Get to know the layout menu | 2 | Twenty-four |
| Written and .oral exams | Data show + practical application | Word processor | Familiarize yourself with a list of references | 2 | twenty five |
| Monthly exam | | | | | twenty six |
| Written and .oral exams | Data show + practical application | Word processor | Get to know the mailing list | 2 | twenty seven |
| Written and .oral exams | Data show + practical application | Word processor | Learn about a checklist | 2 | Twenty-eight |
| Written and .oral exams | Data show + practical application | Word processor | Learn about the View menu | 2 | Twenty-nine |
| Monthly exam | | | | | thirty |

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| Evaluation of the course -11 |
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| Distribution of the score out of 100 according to the tasks assigned to the student, such as daily preparation, daily, oral, monthly, written exams, .reports, etc |
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| The first course is 25, the second course is 25, and the final exam is 50 |
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| Resources for learning and teaching -12 |
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| the computer | Required textbooks (methodology, if any) |
| Course-based computer lectures | Main references (sources) |
| | Recommended supporting books and references (scientific (...journals, reports |
| | Electronic references, Internet sites |