

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**

## Introduction:

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

The description of the academic program provides a brief summary of the main features of the program and its courses, indicating the skills that are being worked on to acquire the students, based on the objectives of the academic program. The importance of this description is evident because it represents the cornerstone of obtaining program accreditation, and the teaching staff participates 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, 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 conduct 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 learning opportunities available. 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.

**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 successfully completing 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: Diyala University

College/Institute: 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

Description preparation date: 2/25/2024

Date of filling the file: 2/25/2024

Signature Signature:

Name of the branch head: Prof.  
assistant:

Dr. Naseer Qasim Khalaf. Prof.  
Shehab

Name of the scientific

Dr. Muhammad Walid

Date: Date: 2024/2/25

Check the file here before

Division of Quality Assurance and University Performance

Name of the Director of the Quality Assurance and University Performance Division:  
Prof. Dr. Hanan Adnan Abaoub

the date 2024/2/25

the signature

Hanan Adnan Abaoub  
H.A. A.

The vision of the program - 1

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

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 the basics of Office programs
2. Developing the student's ability to use mathematical operations in Excel
3. Use charts to present results
4. Developing the student's ability to use the PowerPoint program
5. Create presentations
6. Developing the student's ability to connect to the Internet
7. Learn to use Office programs with its various Word applications And Excel PowerPoint

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
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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 course	Course or course code	Year/level
practical	theoretical	the computer		2023- 2024
√	√			

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 -2 Learn the basics of Office office programs Informing the student about the -3 scientific development in the field of software 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	<ul style="list-style-type: none"> <li>Helping students apply what they have learned in practical subjects inside .and outside the university setting</li> <li>Skill in using • Office programs with its various applications: Excel , PowerPoint, and email</li> <li>Skill in using software Office office</li> </ul>

	<ul style="list-style-type: none"> <li>• Learn about other similar applications</li> <li>• Training students on software</li> </ul>
Value	
Statement of learning outcomes 3	Learning outcomes 3
<ul style="list-style-type: none"> <li>- Increasing communication between individuals, which contributes to building a learning community</li> <li>- Learn to set the right priorities for any problem</li> </ul>	<ul style="list-style-type: none"> <li>• Developing a spirit of cooperation</li> <li>• self evaluation</li> <li>• Leadership evaluation</li> <li>• Delivering the scientific material to the student <ul style="list-style-type: none"> <li>• Motivate the student morally to interact in the lecture</li> <li>• Increasing the student's ability and skill to build intelligent systems that have the ability to deduce and find appropriate solutions</li> </ul> </li> </ul>
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-

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

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

Teaching profession -11					
.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

<b>Professional development</b>
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
<ul style="list-style-type: none"> <li>- The average of students in the sixth year (preparatory, vocational), .through which admission to the university level takes place</li> <li>- Acceptance by the Olympic Committee (only for champion .(athletes</li> <li>- Raising the College of Physical Education and Sciences'</li> </ul>



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 three-four)

Part Three: Application of Excel

Part Four: Applying presentations

Internet basics

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												Essen tial or optio ?nal	Course Name	C ou rs e C od e	Year/l evel
Value				Skills				Knowledge							
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		
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Please check the boxes corresponding to the individual learning outcomes from the program subject to evaluation  
 Course description form

1. Name of <b>the computer course</b>	
2. Course Code Tem2-2	
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	
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"> <li>● Helping students to know the assessment methods used to - .ensure that students achieve the targeted learning outcomes</li> <li>● Helping students to know the relationship of the program and - its academic elements ( courses or subjects) with the awarded .certificate and future job qualifications</li> </ul>	Objectives of the study subject

<ul style="list-style-type: none"> <li>● Helping students apply the practical materials they have - .learned inside and outside the university setting</li> <li>● Helping students apply the theoretical subjects they have - .learned inside and outside the university setting</li> <li>● Helping students apply their ideas and talents inside and - .outside the university setting</li> </ul>	
<p>9. Teaching and learning strategies</p>	
<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>	<p>strategy</p>

<b>10. Course Structure (Computer)</b>					
<b>Evaluation method</b>	<b>Teaching method</b>	<b>Name of the unit/topic</b>	<b>Required learning outcomes</b>	<b>hours</b>	<b>the week</b>
Monthly written examinations, and daily oral and written examinations	<b>Blackboard and data show</b>	Office programs	<ul style="list-style-type: none"> <li>• <b>General introduction to the course</b></li> </ul>	2	<b>the first</b>
Monthly written examinations, and daily oral and written examinations	<b>Theoretical+ practical</b>	Excel Program	<ul style="list-style-type: none"> <li>• <b>Office programs</b></li> <li>• <b>Evolution of software versions</b></li> </ul>	2	<b>the second</b>
Monthly written examinations, and daily oral and written examinations	<b>Theoretical+ practical</b>	Excel Program	<ul style="list-style-type: none"> <li>• <b>Getting to know Excel</b></li> </ul>	2	<b>the third</b>
Monthly written examinations, and daily oral and written examinations	<b>Theoretical+ practical</b>	Excel Program	<ul style="list-style-type: none"> <li>• <b>Getting to know the Excel interface</b></li> </ul>	2	<b>the fourth</b>
Monthly written examinations, and daily oral and written examinations	<b>Theoretical+ practical</b>	Excel Program	<ul style="list-style-type: none"> <li>• <b>Identify the tapes</b></li> </ul>	2	<b>Fifth</b>
Monthly written examinations, and daily oral and written examinations	<b>Theoretical+ practical</b>	Excel Program	<ul style="list-style-type: none"> <li>• <b>Get to know the file menu</b></li> </ul>	2	<b>VI</b>
<b>First month exam</b>					<b>Seventh</b>
Monthly written examinations, and daily oral and written examinations	<b>Theoretical+ practical</b>	Excel Program	<ul style="list-style-type: none"> <li>• <b>Get to know the list of entries</b></li> </ul>	2	<b>VIII</b>

Monthly written examinations, and daily oral and written examinations	<b>Theoretical+ practical</b>	Excel Program	<b>Learn about the list of equations</b>	2	<b>Ninth</b>
Monthly written examinations, and daily oral and written examinations	<b>Theoretical+ practical</b>	Excel Program	<ul style="list-style-type: none"> <li>• <b>Get to know the layout menu</b></li> </ul>	2	<b>The tenth</b>
Monthly written examinations, and daily oral and written examinations	<b>Theoretical+ practical</b>	Excel Program	<b>Get to know the list of data</b>	2	<b>eleventh</b>
<b>Second month exam</b>					<b>twelveth</b>
Monthly written examinations, and daily oral and written examinations	<b>Theoretical+ practical</b>	Excel Program	<ul style="list-style-type: none"> <li>• <b>File types</b></li> <li>• <b>Import and Export</b></li> </ul>	2	<b>Thirteenth</b>
Monthly written examinations, and daily oral and written examinations	<b>Theoretical+ practical</b>	Excel Program	<ul style="list-style-type: none"> <li>• <b>Working papers</b></li> </ul>	2	<b>fourteenth</b>
<b>Third monthly exam</b>					<b>Fifteenth</b>
Written - oral - exams	<b>Theoretical+ practical</b>	PowerPoint program	<b>Learn about presentation software</b>	2	<b>sixteen</b>
Written and oral .exams	<b>Theoretical+ practical</b>	PowerPoint program	<b>Getting to know the PowerPoint interface</b>	2	<b>seventeenth</b>
Written and oral .exams	<b>Theoretical+ practical</b>	PowerPoint program	<b>Identify the tapes</b>	2	<b>eighteen</b>
Written - oral - practical tests	<b>Theoretical+ practical</b>	PowerPoint program	<b>Identify the file menu</b>	2	<b>nineteenth</b>
Written and oral .exams	<b>Theoretical+ practical</b>	PowerPoint program	<b>Get to know the main menu</b>	2	<b>twenty</b>
<b>Monthly exam</b>					<b>twenty one</b>

Written and oral .exams	<b>Theoretical+ practical</b>	PowerPoint program	<b>Get to know the list of entries</b>	2	<b>twenty two</b>
Written and oral .exams	<b>Theoretical+ practical</b>	PowerPoint program	<b>Learn about the design menu</b>	2	<b>Twenty-three</b>
Written and oral .exams	<b>Theoretical+ practical</b>	PowerPoint program	<b>Get to know the transfer list</b>	2	<b>Twenty-four</b>
Written and oral .exams	<b>Theoretical+ practical</b>	PowerPoint program	<b>Get to know the list of movements</b>	2	<b>twenty five</b>
<b>Monthly exam</b>					<b>twenty six</b>
Written and oral .exams	<b>Theoretical+ practical</b>	PowerPoint program	<b>Get to know the display menu</b>	2	<b>twenty seven</b>
Written and oral .exams	<b>Theoretical+ practical</b>	PowerPoint program	<b>Learn about a checklist</b>	2	<b>Twenty-eight</b>
Written and oral .exams	<b>Theoretical+ practical</b>	PowerPoint program	<b>Identify templates</b>	2	<b>Twenty-nine</b>
<b>Monthly exam</b>					<b>thirty</b>

<b>Course evaluation -11</b>	
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 The first course is 25, the second course is 25, and the final exam is 50	
<b>Resources for learning and teaching -12</b>	
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