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/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:

Name of the scientific

Dr. Naseer Qasim Khalaf. Prof. Shehab

Dr. Muhammad Walid

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: Prof. Dr. Hanan Adnan Abaoub

the date ┌. └┌<└ /<○

the signature

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 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 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. Learn the basics of electronic -2 computers. Informing the student about -3 scientific development in the electronic field. Identify the most important points -4 of 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 • 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-

Teaching and learning strategies -9
• 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

Evaluation methods -10
• .Written tests
• .Oral exams
• .Practical tests
• Direct oral questions to the student
• Opening the floor for discussion
• . Paying attention to and emphasizing attendance

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

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 optio ?nal	Course Name	Cours e Code	Year/l evel
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

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	
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	
● Helping students to know the assessment 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	
1- Activating the role of the learner in educational situations Motivating learners to generate creative ideas -2 about a specific topic, by searching for correct answers, or possible solutions to the issues	strategy

presented to them That students become accustomed to respecting -3 and appreciating the opinions of others That students become accustomed to benefiting -4 from The ideas of others, by developing and building on them	

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**	• **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**	• **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**	• **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**	• **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**	• **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**	• **privacy Computer** • **Licenses Computer Programs** • **Species Licenses** • **Property Intellectual**	2	VI
First month exam					**Seventh**

Monthly written ,examinations and daily oral and written examinations	Blackboard and data show	Ethics in the Internet world	• Except penetration Electronic • Malware • Computer viruses	2	VIII
Monthly written ,examinations and daily oral and written examinations	Blackboard and data show	Ethics in the Internet world	• 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	• 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	• 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	• 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	• 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	Identifythe 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 knowthe 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 knowthe 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

Course evaluation -11	
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	
Resources for learning and teaching -12	
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