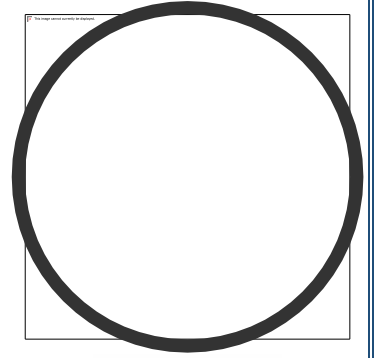**Ministry of Higher Education and Scientific Research**
Scientific Supervision and Scientific Evaluation Apparatus
Directorate of Quality Assurance and Academic Accreditation
Accreditation Department

Academic Program and Course Description Guide

2024

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.

Academic Program Description Form

University Name: **Al–Nahrain University**

Faculty/Institute: **College of Law**

Scientific Department: **Private Law Department**

Academic or Professional Program Name: **Introduction to study law +**

New Headway Plus

Final Certificate Name: **Bachelor in Law**

Academic System: **Courses/ Second course 2023–2024**

Description Preparation Date: **3/2024**

File Completion Date: **3/2024**

Signature: Signature:

Head of Department   **Scientific Associate**

Name:Raad Hashim   **Name:Salma Talal**

Date:3/2024

Date:3/2024

The file is checked by: **Zahraa Naser**

Department of Quality Assurance and University Performance

Director of the Quality Assurance and University Performance Department:

Date: **3/2024**

Signature:

Approval of the Dean

1. **Program Vision**

Serving the legal profession and legal consultations by providing distinguished legal education, based on the practical approach to legal rules and their application to various types of problems and issues, and contributing to serving society and preserving rights among its members.

2. **Program Mission**

Preparing and graduating a specialized legal cadre, deepening practical research in various legal specializations, consolidating the concept of the rule of law in the state, spreading the culture of justice and protecting the rights and legal centers of individuals, and strengthening cultural and scientific ties with scientific institutions in order to reach the accreditation required for the quality of higher education.

3. **Program Objectives**

• Developing the capabilities of faculty members by participating in conferences, seminars and specialized courses.

• Developing scientific and cognitive relations with other corresponding colleges at home and abroad.

• Keeping pace with developments with scientific research that addresses contemporary challenges to raise the level of legal knowledge.

• Strengthening scientific twinning with corresponding colleges and specialized local, regional and international organizations.

4. Program Accreditation

No

5. Other external influences

6. Program Structure

Program Structure	Number of Courses	Credit hours	Percentage	Reviews*
Institution Requirements	**44**	**96**		
College Requirements				
Department Requirements				
Summer Training				
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
The first level	NLU-112	computer	√	√

8. Expected learning outcomes of the program

Knowledge	
Teaching the student to be familiar with the basic rules for dealing with and managing a computer to help him complete	Practical application of the calculator

projects, print matters, and create presentations.	
Skills	
Enabling students to obtain knowledge and understanding of computer components	Discussions
Enabling students to know and understand computer instructions	Application and testing
Ethics	
Enabling students to solve the problems they face using the computer	Monthly duties
Reducing the student's financial burden by enabling him to rely on his experience and not on offices	Practical projects

9. Teaching and Learning Strategies

- Practical explanation
- Practical application by the student
- Practical projects

10. Evaluation methods

- Daily exams
- Brainstorming
- Monthly exam
- Assignments

11. Faculty

Faculty Members						
Academic Rank	**Specialization**		**Special Requirements/Skills (if applicable)**		**Number of the teaching staff**	
	General	**Special**			**Staff**	**Lecturer**
phd	Communication engineering√	Communications and information engineering			√	
master	Computer science	Artificial intelligence			√	
master	Computer science				√	

Professional Development
Mentoring new faculty members
Participating in courses, holding seminars and workshops, and following up with the department head
Professional development of faculty members
Follow up with the deanship and the department presidency, ongoing courses, holding meetings, and questionnaires

12. Acceptance Criterion

Central admission (general channel, private education channel)

13. The most important sources of information about the program

A methodical book

−Lieutenant

- PowerPoint lectures
- Internet sources

14.	Program Development Plan
Updating the academic material by developing the version of the operational and applied programs that are explained	

Program Skills Outline																
				Required program Learning outcomes												
Year/Level	Course Code	Course Name	Basic or optional	Knowledge				Skills				Ethics			
				A1	A2	A3	A4	B1	B2	B3	B4	C1	C2	C3	C4
The first level	Basic practical computers		basic												
	Basic theoretical computers		basic												

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

Course Description Form

1. Course Name:
computer

2. Course Code:

3. Semester / Year:
The first and second courses for the academic year 2023−2024

4. Description Preparation Date:
3/2024

5. Available Attendance Forms:
Presence in halls and laboratories

6. Number of Credit Hours (Total) / Number of Units (Total)
2 hours - 2 units

7. Course administrator's name (mention all, if more than one name)
Name: : M.D. Areej Hamid   Email: areej@nahrainuniv.edu.iq Name: M. Zahraa Nasser   Email: Zahra.n@nahrainuniv.edu.iq Name: M.M. Abdul Rahman Jassim Email: Abdulrahman.alrumaih@gmail.com

8. Course Objectives

Course Objectives	• **The student can benefit from the calculator in his pract projects and graduation project** • **The student's ability to use a calculator in his workplace** • **The student uses the calculator to search for sources for research and theses…**

9. Teaching and Learning Strategies

Strategy	Practical explanation - Practical application by the student - Practical projects

10. Course Structure

Week	Hours	Required Learning	Unit or subject	Learning	Evaluation

1	2	Outcomes	name	method	method
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15		get to know the compute Components of an ancien computer Over the yea computer parts Internal and external Data and information Operating systems Getting to know Windows Files and folders Computer security and softwar licenses Office program Search onlin Breakthroug Protection methods	computer generations- Calculator components Operating systems Computer security Software licenses Breakthroug Windows	Explanati and applicatic	Oral question Exams Snap Projects Exams Monthly

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)	Computer basics and office applications

Main references (sources)	
Recommended books and references (scientific journals, reports…)	Windows binder + Internet search bas binder + Word binder
Electronic References, Websites	Websites related to the curriculum