

**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 staP 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, quaJerly), 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:** .....Tikrit.....

**Faculty/Institute:** ....Medicine.....

**Scientific Department:** ....Pharmacology.....

**Academic or Professional Program Name:** ...English.....

**Final Certificate Name:** .....MBBS.....

**Academic System:** ..... Yearly

**Preparation Date:**10-9-2024

**File Completion Date:**10-9-2024

**Signature:**

**Head of Department Name:**

Inst.Dr. Imad Noman Sharif

**Signature:**

**Scientific Associate Name:**

Assist .Prof. Dr. Hashim Abdel  
Sattar Jabbar

**Date:**

**Date:**

**The file is checked by:**

**Department of Quality Assurance and University Performance**

**Director of the Quality Assurance and University Performance Department:**

**Date:**

**Signature:**

**Approval of the Dean**

### 1. Program Vision

To guide students with the two gender according to the needs of society

### 2. Program Mission

Prepare chances to students to be good doctors in the future

### 3. Program Objectives

Develop the health side to make students with good personality

### 4. Program Accreditation

Does the program have program accreditation? And from which agency? No

### 5. Other external influences

Is there a sponsor for the program? No

### 6 Program Structure

Program Structure	Number of Courses	Credit hours	Percentage	Reviews•
Institution Requirements	1	2	% 100	basic
College Requirements	1	2	% 100	basic

Department Requirements	1	2	% 100	basic
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	
2024-2025/first		English	theoretical	practical
			2	

### 8. Expected learning outcomes of the program

Knowledge

Learning Outcomes 1

To express oneself

Learning Outcomes Statement 1

To know the important terms

Learning Outcomes 2

Learning Outcomes 3

To be able to read

Learning Outcomes 4

Learning Outcomes 5

To be able to solve problems

Learning Outcomes Statement 2

Learning Outcomes Statement 3

To read quickly and easily

Learning Outcomes Statement 4

Learning Outcomes Statement 5

To use polite style to solve problems

### 9. Teaching and Learning Strategies

Face to face lecture/act roles

### 10. Evaluation methods

Daily, monthly, and final exams

## 11. Faculty

Faculty Members: Israa Ubaid Ajaj (instructor)

Academic Rank	Specialization		Special Requirements/Skills (if applicable)		Number of the teaching staff	
	General	Special			Staff	Lecturer
instructor	English Language	Methods of Teaching English Language			yes	

### Professional Development:

- 1- To follow the rules of the lesson and not outside matters
- 2- Relying on lecture teaching and working in groups

## 12. Acceptance Criterion

Central acceptance by the ministry of Education from scientific branch 6<sup>th</sup> year secondary schools

## 13. The most important sources of information about the program

Recommended program by the university and ministry

## 14. Program Development Plan



To provide a lab/ increase studying hours

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
2024-2025/first		English	basic	x	x	x	x	x	x	x	x	x	x	x	x

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

## Course Description Form

1. Course Name: English					
2. Course Code:					
3. Semester / Year: First semester / 2023-2024					
4. Description Preparation Date: 10-9-2023					
5. Available Attendance Forms: lectures/yearly					
6. Number of Credit Hours (Total) / Number of Units (Total): 24 first semester					
7. Course administrator's name (mention all, if more than one name)					
Israa Ubaid Ajaj <a href="mailto:Xd45057@tu.edu.iq">Xd45057@tu.edu.iq</a>					
8. Course Objectives					
<b>Course Objectives</b>			skillful	.....	
			cognitive	.....	
			sentimental	.....	
9. Teaching and Learning Strategies					
<b>Strategy</b>	Lecture/ board screen				
10. Course Structure					
<b>Week</b>	<b>Hours</b>	<b>Required Learning Outcomes</b>	<b>Unit or subject name</b>	<b>Learning method</b>	<b>Evaluation method</b>
1	2	Use of special prepositions of time, place	prepositions	a lecture	Ask questions

2	2	Ask questions Asking with appropriate words for place, time, time and condition	Use of question tools	a lecture	Oral test
3	2	Ask questions Asking with appropriate words for place, time, time and condition	Use of question tools	a lecture	Daily exam
4	2	Expressing attitudes in the past tense	past tense	a lecture	Questions and Answers
5	2	Using past tense adverbs	past tense	a lecture	Oral test
6	2	Demonstrative pronouns for singular and plural	Demonstrative pronouns	a lecture	Daily exam
7		First month exam for the first semester			
8	2	The difference between countable and uncountabl	Countable and uncountable nouns	a lecture	Questions and Answers
9	2	Identify some dverbs	Adverbs of time and place	a lecture	Questions and Answers
10	2	Sentence formation	Adverbs of Manner	a lecture	Questions and Answers
11	2	Use appropriate adverbs	Adverbs of Manner	a lecture	Questions and Answers
12	2	Learn the rules of writing	Composition	a lecture	Questions and Answers
13		Learn the rules of writing	Composition	a lecture	Daily exam
14		Second month exam for the first semester			

First semester %15: monthly exam %10, quiz %5				
Second semester %15: monthly exam %10, quiz %5 ,Striving Annual 30 +Final Exam 70 %				
<b>11. Course Evaluation</b>				
New Headway Plus for first year students				
<b>12. Learning and Teaching Resources</b>				
Required textbooks (curricular books, if any)				
Soars, L.& Soars, J, (2003),New head way :for beginners: Student's Book .Oxford :Oxford University Press				
Main references (sources)				
Recommended books and references Beginner Student's Book .John and Liz Soars (scientific journals, reports...)				
<a href="https://www.oup.com/elt">https://www.oup.com/elt</a>				
Electronic References, Websites				
<a href="https://www.worldcat.org/title/new-headway-intermediate/oclc/52504103">https://www.worldcat.org/title/new-headway-intermediate/oclc/52504103</a>				