



Ministry of higher education and scientific research
Scientific supervision and evaluation apparatus
Department of quality assurance and academic
accreditation

Academic program and course description guide

2024

Introduction:

The educational program is a coordinated and organized package of courses that includes procedures and experiences organized in the form of study 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 decisions, indicating the skills that are being worked on to provide students

based on the objectives of the academic program. The importance of this description is manifested because it represents the cornerstone in obtaining program accreditation and is co-written by teaching staff under the supervision of scientific committees in scientific departments.

This manual, in its second version, includes a description of the academic program after updating the vocabulary and paragraphs of the previous manual in the light of the developments 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 description of the academic program circulated under the book of the Department of studies Pm3/2906 on 3/5/2023 with respect to programs that adopt the Bologna track as the basis for their work.

In this area, we can only emphasize the importance of writing the description of academic programs and curricula to ensure the proper functioning 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 brief summary of the most important characteristics of the course and the learning outcomes expected from the student to achieve, proving whether he has made the most of the available learning opportunities. It is derived from the program description.

Program Vision: an ambitious picture of the future of the academic program to be an advanced, inspiring, motivating, realistic and applicable program.

Program message: it briefly explains the goals and activities necessary to achieve them, as well as defines the development paths of the program and its directions.

Program objectives: these are phrases 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 track), whether it is a requirement (Ministry, University, College and scientific department) with the number of academic units.

Learning outcomes: a compatible set of knowledge, skills and values acquired by the student after the successful completion of the academic program and must determine the learning outcomes for each course in a way that achieves the objectives of the program.

Teaching and learning strategies: these are the strategies used by the faculty member to develop the teaching and learning of the student and are plans that are followed to reach the learning goals. That is, it describes all classroom and extra-curricular activities to achieve the learning outcomes of the program.

Academic program description form

University Name: University.... Kirkuk.....

Faculty/Institute: faculty....Physical education and sports science.....

Scientific Department: Department.....

Name of academic or professional program: Bachelor.....Physical education and sports science

Signature:

Head of department name:A.prof ehs

Date: 2024-4-14

Name of the final certificate: Bachelor.....Physical education and sports science

Academic system: annual

Date of preparation of the description:2024-4-14

Date of filling the file:2024-4-14

Signature:

Scientific associate name:Dr Hamed Mohammad

Date:2024-4-14

Department of Quality Assurance and University Performance

Department of Quality Assurance and University Performance name:
Abdulqader Nawzad Ismail

Date: 2024-4-14

Signature:

Dean:

Authentication:

1. Program Vision

The Faculty of Physical Education and Sports Sciences seeks to prepare graduates in physical education and sports sciences to work in government departments and benefit from

specialization in the practical and applied field

2. Program message

Work on preparing and graduating leading scientific and leadership competencies in the field of physical education and sports sciences and in developing the knowledge balance in the field of scientific research in the field of physical education and sports sciences to serve the local, regional and international community, as well as training and refining students' minds scientifically and cognitively, emphasizing social and cultural values and responding to the requirements of the local market

3. Program objectives

2-Preparing a physical education teacher.

3- Preparing a teacher capable of writing and implementing educational plans.

4-Developing the level of students mentally and mentally.

5-Investing theoretical materials in all their specializations to serve the practical side and raise the level of mathematics

6- Computer use

4. Software accreditation

There is no

5. Other external influences

There is no

6. Program structure

Program structure	Number of courses	Academic unit	Percentage ratio	* notes
Foundation requirements	60	2		Basic course
College requirements	yes			
Department requirements	yes			
Summer internship	no			
Other				

7. Program description				
Year / level	Course code	Course name	Approved hours	
2023-2024/second	CPE CO2	computers	academic	1
			practical	1

* It can include notes whether the course is basic or optional

8. Expected learning outcomes of the program	
Knowledge	
<p>A-A cognitive objectives. A1- Improving the Arabic and English languages of the student</p> <p>A2- Using Office-Excel applications</p> <p>A3- Using the computer and how to apply it</p>	

A4- Benefiting from computer programs in the field of sports	
Skills	
1-The use of the computer and how to apply it 2- Implementation of the educational plan in the lesson 3- Know how to write and implement educational plans	
Values	
Investing theoretical subjects in all their specializations to serve the practical side and raise the sports level	

9. Teaching and learning strategies

- 1-The interactive method using direct communication with students.
- 2- Work in groups within the same class to encourage collaboration.
- 3- Educational guidance at the beginning of each lesson.
- 4- Create a comfortable atmosphere inside the lesson
- 5-Make the student an effective focus within the lesson
- 6-using computer means of display.

10. Evaluation methods

- 1-Direct assessment within the classroom.

- 2- Commitment to attendance,
- 3- performance of duties and interaction within the classroom.
- 4- Reporting. Attendance theoretical exams.
- .5- Practical exams

11. Teaching staff						
Faculty members						
Scientific rank	Specialization		requirements/ Special skills (if any)		teaching staff number	
	General	specific			cadre	
Assistant teacher	Computer engineering	Computer engineering			cadre	

Professional development
Mentoring new faculty members
Professional development of faculty members

12. Acceptance criterion
Direct admission

13. The most important sources of information about the program

Methodological books	-1	
. 2- Auxiliary books.	-2	
3- International information network (Internet).		-3
4- Sources in the library	-4	

14. Program development plan

- .1- Follow up on developments in all disciplines.
- 2- Paying attention to the level of physical fitness and maintaining it through continuous training.
- 3-Conducting graduation research to prepare them to be able to write master's theses.
- 4- Follow up on recent sources in our field of specialization.

Program skills chart															
				Required learning outcomes of the program											
Year/grade	Course code	Course name	Compulsory or optional	knowledge				skills				Values			
				A1	A2	A3	A4	B1	B2	B3	B4	C1	C2	C3	C4
				—	—			—	—	—		—	—		

• Please tick the boxes corresponding to the individual learning outcomes of the program being evaluated

Course description form

1. Educational institution
Kirkuk University / College of Physical Education and Sports Sciences
2.Scientific department / Center
Branch of theoretical sciences
3.Course name / code
Computer CPE CO2
4.Available attendance forms
Daily attendance records of the student
5.Semester /year
2023-2024
6.Number of academic hours (total)
60 hour
7.Date of preparation of this description
2024-4-14
8.Course objectives
1-Give students an introductory introduction to how to use computers and computer languages.

2- Introducing the student to the types of computers, their internal components and methods installation.

3- Introducing the student to how to use the calculator and application programs such as Excel 2010

9.Course outputs and methods of teaching, learning and evaluation

Cognitive objectives

A1 - Identification of the parts of the calculator

A2- Installation of computer parts A3- Dealing with the calculator

B- Course skills objectives

- B1 - uses calculator

B2 - Rehabilitation of the calculator

B3 - dealing with application programs (Excel 2010)

* Teaching and learning methods

Using the data for the theoretical use of the computer and learn how to benefit from it

* Evaluation methods
-Daily exam
-Semester exam. - Practical exam
-Emotional goals and value Work to enhance and strengthen the student's personality and self-confidence to graduate capable of leadership. Promote the values of courage, love and cooperation for students. Use computers efficiently
D1- The student can determine the parts of the calculator and use them D2- Dealing with applied programs D3- Opening and closing the calculator. D4-Use Exce

10.Course structure					
Week	hours	Required learning outcomes	Name of the unit / subject	Learning method	Evaluation method

first	2	Microsoft Excel 2010	Introductory introduction to the use of the electronic computer How to workflow within the electronic compute	Theoretical and practical lectures	Semester exams + reports
second	2		Run Microsoft Excel 2010		
third	2		Microsoft Excel 2010 interface File tab explanation Explanation of the Home tab		
fourth	2		Explanation of the Page Layout tab		
fifth	2		Explanation of the Display and Help tab Solve and discuss the questions of the first chapter		
sixth	2		Exam		
Seventh	2		Chapter II Inserting objects in Microsoft Excel 2010, Insert tab		

eighth	2		Explanation of the set of tables and pages Explanation of a set of illustrations		
ninth	2		Explanation of a set of illustrations		
tenth	2		Explanation of a set of links		
eleventh	2		Explanation of the header and footer group and the text group		
twelfth	2		Explanation of the header and footer group and the text group		
thirteenth	2		Explanation of a set of symbols		
Fourteenth	2		Solving the questions of the second semester and the exam		
fifteenth	2		Chapter III Explanation of the References tab		
sixteenth	2		Explanation of the correspondence tab Explanation of the Review tab		

seventeenth	2		Solve the questions of the third		
Eighteenth	2		the fourth chapter An introduction to Microsoft Word 2010		
nineteenth	2		An introduction to Microsoft Word 2010 Explaining how to operate Microsoft		
Twenty	2		Word 2010 with an explanation of the program's interface		
Twenty-First	2		File tab explanation		
Twenty-second	2		Explanation of the main page tab Explanation of the Design tab		
Twenty-third	2		Explanation of the slide show tab View tab		
Twenty-fourth	2		Explaining the instructions and solving the questions of Chapter Four		
Twenty-fifth	2		Chapter V		

Twenty-sixth	2		Explaining adding automatic shapes		
Twenty-seventh	2		Explanation of the Insert tab		
Twenty-eighth	2		Explaining adding animations to slides and objects		
Twenty-ninth	2		Explanation of the movements tab With the solution of the questions of		
Thirtieth	2		Chapter Five Chapter exam		

11. Course development plan

Periodic meetings with distinguished students to see the positive and negative aspects -
.of the course

Hosting a visiting professor to evaluate the course