

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: Baghdad

Faculty/Institute: AL-Kindy College of Medicine.....

Scientific Department: Quality Assurance and Academic Performance

Academic or Professional Program Name: English Language

Final Certificate Name: Bachelor Degree in Medicine and General Surgery

Academic System: Semester

Description Preparation Date: 1/10/2023

File Completion Date: 10/3/2024

Signature:

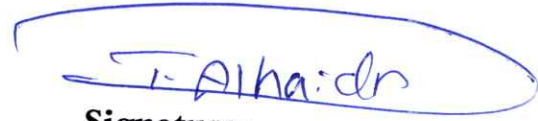


Head of Department Name:

Nada Aziz Yousif

Date:

Signature:



Scientific Associate Name:

Prof. Dr. Taghreed Al Haidari

Date:

The file is checked by: *Dr. Aseel Sameer Mohamed*

Department of Quality Assurance and University Performance

Director of the Quality Assurance and University Performance Department:

Date:

Signature:



Approval of the Dean

Mohammed Shihab Aledanni

The Dean
Prof. Dr.

Mohammed Shihab Al-Edanni

1. Program Vision

Our vision is to prepare the students of medicine to their future life by providing them with the essential basic knowledge from the disciplines included in this module.

2. Program Mission

- a) To provide students of medicine with knowledge about English Language.
- b) The above-mentioned mission will be achieved through lectures.
- c) Enable the students, through teaching, to comprehend the relation between Grammar, structure and function of English language.

3. Program Objectives

After successful completion of this course, students will develop a confidence in using English Language through constructing different grammatically correct sentences both in oral and written modes In addition; students will deliver oral presentations and receive feedback on their performance. Students will also improve their reading fluency skills, enhance their listening skills, enlarge their vocabulary, strengthen their writing ability and improve their pronunciation skills.

4. Program Accreditation

The Higher Accreditation Program of Iraqi Medical Colleges, supervised by the Ministry of Higher Education and WHO

5. Other external influences

Non

6. Program Structure				
Program Structure	Number of Courses	Credit hours	Percentage	Reviews*
Institution Requirements	2	60		Basic
College Requirements	2	60		Basic
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	
First	ENG 108	English Language	theoretical	practical
			60	/

8. Expected learning outcomes of the program	
Knowledge	
The students should know, be able to do, or be able to value after completing a course or program. Learning outcomes means how much knowledge or skills a student should acquire through various assignments, course, class or programs, by the end of a specific time period.	For example, a knowledge-based outcome might state that participants will be able to 'explain the various theories of English language .
Skills	
activating speaking.	encouraging discussions about what is being taught.
guiding students to explore the connections of ideas.	
Ethics	
Teachers and other school staff should model ethical behavior. This means being honest, respectful, and responsible in their own interactions with students.	Students should be encouraged to think critically about ethical issues. This means being able to identify ethical dilemmas, weigh the pros and

	cons of different options, and make decisions that are consistent with their own values.
Students should have opportunities to practice ethical behavior in real-world situations	By promoting student ethics, we can create a positive and productive learning environment where all students can thrive.

9. Teaching and Learning Strategies

Teaching and learning strategies and methods adopted in the implementation of the program in general.

10. Evaluation methods

- Lectures
- Assignments
- Quizzes

11. Faculty

Faculty Members

Academic Rank	Specialization		Special Requirements/Skills (If applicable)	Number of the teaching staff	
	General	Special		Staff	Lecturer
		√		1	

Professional Development

Mentoring new faculty members

Briefly describes the process used to mentor new, visiting, full-time, and part-time faculty at the institution and department level.

Professional development of faculty members

Briefly describe the academic and professional development plan and arrangements for faculty such as teaching and learning strategies, assessment of learning outcomes, professional development, etc.

12. Acceptance Criterion

Acceptance central - Ministry of higher education

13. The most important sources of information about the program

New Headway Beginner Student's Book.

Oxford English for Careers; Medicine I Student's Book

14. Program Development Plan

This involves meetings at the level of the department and college
To be aware of the syllabus of other universities

Course Description Form

1. Course Name: English Language

2. Course Code: ENG 108

3. Semester/Year: 2023-2024

4. Description Preparation Date: 1/10/2023

5. Available Attendance Forms: Compulsory

6. Number of Credit Hours (Total)/Number of Units (Total): 60 hours

7. Course administrator's name (mention all, if more than one name)

Name: Nada Aziz Yousif

Email: nadaalmuttalibi@kmc.uobaghdad.edu.iq

8. Course Objectives

Course Objectives

- developing strategies to improve reading speed, and to improve the ability to comprehend complex academic texts
- developing strategies to produce more coherent writing, and to make clear, appropriate, and relevant notes from academic texts
- encouraging them to adopt various approaches for dealing with new or unknown vocabulary and through making effective vocabulary records
- promoting learner independence by encouraging students to return to earlier Study Skills to refresh their memories, and to use those skills build on and develop those previously presented

9. Teaching and Learning Strategies

Strategy

Lectures

10. Course Structure

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
30	60	-activate personal thinking trying to learn effectively through understanding the problem. -avoiding memorization of material.	English Language	Lectures	Essay/MCQ

11. Course Evaluation

Assessments =15%
End Module =15%
Final Exam = 70%

12. Learning and Teaching Resources

New Headway Beginner Student's Book.
Oxford English for Careers; Medicine I Student's Book

New Headway Beginner Student's Book.
Oxford English for Careers; Medicine I Student's Book

Recommended books and references (scientific journals, reports...)
Mackey, William F.1965.Language Teaching Analysis. London: Longmans.
Valdman, Albert.1966.Trends in Language Testing.Newyork: Mc-Graw-Hill.

Electronic References, Websites
www.oup.com/elt/headway
<https://books.google.iq/books?id=FHg2DwAAQBAJ&printsec=frontcover#v=onepage&q&f=false>