

**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**

## **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 3/29.6 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-Noor University College

**Faculty/Institute:** Al-Noor University College

**Scientific Department:** English Translation Department

**Academic or Professional Program Name:**

**Final Certificate Name:** Bachelor in Translation.

**Academic System:** An Academic Program

**Description Preparation Date:** ٢٢/٢/ ٢٠٢٤

**File Completion Date:** ٢٢/٢/٢٠٢٤

**Signature:**



Asst. Prof Dr. Nida Salim Omar

**Head of Department Name**

**Date:** ١٥/٢/٢٠٢٤

**Signature:**

**Scientific Associate Name:**

**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**

## **١. Program Vision**

Preparing the department's students to be highly qualified translators to undertake translation from Arabic to English and vice versa in the fields of political, legal, commercial, religious, interpretation, scientific and journalistic translation. Facilitating and encouraging translation to contribute to enriching the cultural movement, transferring the Iraqi and Arab ancient and modern intellectual heritage into the English language, Arabizing the sciences, and working to raise the level of translation and its mastery by contributing to conferences, symposia and seminars.

## **٢. Program Mission**

The mission of this department is to keep pace with the scientific and cultural movement that the world is witnessing and to make Al-Noor College among the centers of academic creativity that contribute to enriching the culture of our society by transferring the knowledge that the world has achieved at all levels, as well as transferring our intellectual and cultural creativity to the world through translation, which has become a constructive tool in the transmission of information

## **٣. Program Objectives**

- ١- Forming a scientific and personality committed in deep and comprehensive understanding of the translation aimed at preparing and training English language teachers in secondary and preparatory schools.
- ٢- Instilling the correct cognitive, ethical and behavioral foundations in the students of the department, to be able to advance in building their homeland, educating their people, and transmitting the scientific and educational message to other generations.

٣- Preparing distinguished translation staff specialized in the English language and literature so that they master the language skills (writing, reading and speaking) that qualify them to communicate with other cultures and societies.

٤- The ability of graduates to prepare linguistic and applied educational research in both Arabic and English that aim to serve the community and the country.

٥- Encouraging critical understanding of the thought and cultures of the English-speaking world with the encouragement of open dialogue by means of communication with nations speaking other languages

#### ٤. Program Accreditation

Does the program have program accreditation? And from which agency? Not yet

#### ٥. Other external influences

Is there a sponsor for the program?

Ministry of Higher Education and Scientific Research/ Department of Central Admission.

#### ٦. Program Structure

Program Structure	Number of Courses	Credit hours	Percentage	Reviews*
Institution Requirements				
College Requirements				
Department Requirements	٤١	٩١	١٠٠٪	<b>Basic</b>
Summer Training				

Other				
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\* This can include notes whether the course is basic or optional.

V. Program Description				
Year/Level	Course Code	Course Name	Credit Hours	
			theoretical	Practical
First Year		English Grammar(١)	٢	١
		Phonetics	٢	١
		Composition	١	١
		Reading ١	١	١
		Listening and Speaking ١		٢
		Introduction To Literature	٢	١
		Composition Writing ١	٢	١
		Arabic	٢	
		Computer	١	٢
		Translation to Arabic	٢	
		Translation to English	٢	

٨. Expected learning outcomes of the program	
<b>Knowledge</b>	
A. Knowledge and understanding	A١ – Teaching various linguistic and literary subjects in English. A٢ – Translating from English into Arabic and vice versa. A٣ – A Comprehensive knowledge of translation methods and its applications in regards to writing linguistic and applied research. A٤ – Using modern and easy methods for teaching English language translation through modern scientific technology.
<b>Skills</b>	
B. Subject-specific skills	B١ – Preparing teaching staff who are proficient in English language and English translation. B ٢ – Creating a distinguished research staff specialized in applied studies in the field of English language and literature



	B ٣- Preparing a trained staff to carry out translation from Arabic into English and vice versa.
<b>Ethics</b>	
C. Thinking Skills	C ١- reception. C٢ - response. C٣- Evaluation. C ٤- Organizing.
D. General and Transferable Skills (other skills relevant to employability and personal development)	D١- The lecture D٢ - Cooperative Learning D ٣- Problem solving D ٤- Control and mastery of educational education

<b>٩. Teaching and Learning Strategies</b>
<ul style="list-style-type: none"> <li>• Lectures</li> <li>• Using literary and linguistic models with teaching methods</li> <li>• Movies and posters</li> </ul>

<b>١٠. Evaluation methods</b>
Practical and theoretical exams – duties – Reports

<b>١١. Faculty</b>					
<b>Faculty Members</b>					
Academic Rank	Specialization		Special Requirements/Skills (if applicable)	Number of the teaching staff	
	General	Special		Staff	Lecturer

Asst. Prof.	English Language	Linguistics			١	
Asst. Prof.	Literature of Translation	Translation			١	
Asst. Prof.	French Language	French literature			١	
Lect.	English Language	English Language and Translation			١	
Asst. Lect.	English Language	Translation			١	
Asst. Lect.	Literature and Translation	Translation			١	

### **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**

١. Teamwork.
٢. Investing time in to achieve the implementation of the program's objectives.
٣. Striving to achieve educational quality in the educational environment.
٤. A Continuous updating of the program by keeping pace with scientific development.

### **١٢. Acceptance Criterion**

- ١- Central admission.
- ٢- The scientific interview.
- ٣- Medical examinations.

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

- Sources approved by Mosul university
- Various sources, references and books related to the field of English language translation and literature.
- Internet.

### ١٤. Program Development Plan

١. Enhancing Professors' Proficiency in Diverse Educational Software Applications
٢. Instructing faculty on employing the bubble sheet technique and electronic correction.
٤. Providing guidance on leveraging interactive whiteboards and contemporary pedagogical approaches.
٥. Strategizing the establishment of an electronic repository for English Department's academic content, facilitating student access.
٦. Eradicating dependency on supplementary materials that restrict students within narrow confines of knowledge, fostering engagement with academic resources.

### Program Skills Outline

				Required program Learning outcomes											
Year/Level	Course Code	Course Name	Core (C) Title or Option (O)	Knowledge				Skills				Ethics			
				A1	A2	A3	A4	B1	B2	B3	B4	C1	C2	C3	C4
<b>First Year</b>		English Grammar(1)	C	←	←	←	←	←	←	←	←	←	←	←	←
		Phonetics	C	←	←	←	←	←	←	←	←	←	←	←	←
		Composition	C			←	←			←	←		←	←	
		Reading 1	C	←	←			←	←	←	←	←	←	←	←
		Listening and Speaking 1	O	←	←	←	←	←	←	←	←	←	←	←	←
		Introduction To Literature	C	←			←	←	←	←	←	←	←	←	←
		Composition Writing 1	O	←	←	←	←			←	←		←	←	←
		Arabic	O	←			←	←	←	←	←	←	←	←	←
		Computer	O	←	←			←	←		←			←	←
		Translation to Arabic	C	←	←			←	←	←	←	←	←	←	←

		Translation to English	C	←			←	←	←		←			←	←
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- Please tick the boxes corresponding to the individual program learning outcomes under evaluation

