

**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-Furat al-Awsat Technical University

Faculty/Institute: Najaf Technical Institute

Scientific Department: Prosthetic Dental Techniques Department

Academic or Professional Program Name: Diploma

Final Certificate Name: Technical Diploma in Prosthetic Dental Techniques

Academic System: Semester course system

Description Preparation Date: 1-9-2023

File Completion Date: 29-3-2024

Signature: 

Head of Department Name:

Dr. Amjed Alkhateeb

Date: 29-3-2024

Signature: 

Scientific Associate Name:

Dr. Salah Mahdi


Date: 29-3-2024

The file is checked by: Dr. Mohamed Najeh Nemah

Department of Quality Assurance and University Performance

Director of the Quality Assurance and University Performance Department:

Date: 29.03.2024

Signature: 



Approval of the Dean
Dr. Haider Hassan Abed

1. Program Vision

This course description provides a necessary summary of the most important characteristics of the program and the educational outcomes that the student is expected to achieve, demonstrating whether he has made the most of the available opportunities, and this must be linked to the program description.

2. Program Mission

Embodying the ethics of technical education by providing high-quality technical education that seeks to develop human knowledge and skills that are compatible with the changes occurring in the environment and society.

3. Program Objectives

- 1- The student knows the dental laboratories and equipment's
- 2- The student Learns and practice the principles and theories of laboratories.
- 3- The student Learns how to maintenance and sustainment the devices in it.
- 4- The student learns the ways and methods of storing the materials and equipment's in it.
- 5-The student learns the plans necessary to design and furnish these laboratories.

4. Program Accreditation

None

5. Other external influences

None

6. Program Structure				
Program Structure	Number of Courses	Credit hours	Percentage	Reviews*
Institution Requirements				
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	
First academic year	Laboratories and Equipment's	Laboratories and Equipment's	theoretical	practical

8. Expected learning outcomes of the program	
Knowledge	
Learning Outcomes 1	Knowledge objectives 1- The student must have seen with his own eyes and learn about dental devices and tools. 2-The student should know the types and dental laboratory departments. 3- The student must know how laboratory management. 4- The student must have learned how laboratory equipment repair.
Skills	
Learning Outcomes 2	1.Creation special mental skill for the student about how utilize dental devices. 2- Learning to replace alternatives for parts that unemployed. 3-Learning about the modifications of some devices
Learning Outcomes 3	Learning Outcomes Statement 3

Ethics	
Learning Outcomes 4	Emotional and value goals 1- Participation in scientific conferences. 2- Developing special creative abilities such as literature and art. 3- Developing social ties through scientific trips and seminars. 4- Participation in making illustrations such as pictures and scientific diagrams.
Learning Outcomes 5	Learning Outcomes Statement 5

9. Teaching and Learning Strategies
1–Scientific lectures 2– Practical laboratories 3– Ocular observations of laboratory equipment’s and tools

10. Evaluation methods
1– Daily tests 2 – Semester tests 3– Final tests

11. Faculty						
Faculty Members						
Academic Rank	Specialization		Special Requirements/Skills (if applicable)		Number of the teaching staff	
	General	Special			Staff	Lecturer
Assistant lecturer	Prosthodontic	Prosthodontic			Staff	

Professional Development
Mentoring new faculty members
View updates about the curriculum
Professional development of faculty members
Intensifying courses and workshops for the complete kit

12. Acceptance Criterion

Central admission

13. The most important sources of information about the program

1- Dental devices and laboratories book.

2- Principles of dental laboratories and equipment's.

14. Program Development Plan

Identify the most new important devices in dental laboratories.

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

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

Course Description Form

1. Course Name:	
Laboratories and Equipment's	
2. Course Code:	
Laboratories and Equipment's	
3. Semester / Year:	
Courses	
4. Description Preparation Date:	
1/2/2024	
5. Available Attendance Forms:	
Direct attendance	
6. Number of Credit Hours (Total) / Number of Units (Total)	
90 hour	
7. Course administrator's name (mention all, if more than one name)	
Name: Zahra Hussein abdalateef Email: zahraa.almosawie.inj@atu.edu.iq	
8. Course Objectives	
	<p>1– The student knows the dental laboratories and equipment's</p> <p>2– The student Learns and practice the principles and theories of laboratories.</p> <p>3– The student Learns how to maintenance and sustainment the devices in it.</p> <p>4– The student learns the ways and methods of storing the materials and equipment's in it.</p> <p>5–The student learns the plans necessary to design and furnish these laboratories.</p>
9. Teaching and Learning Strategies	
Strategy	1-Scientific lectures 2- Seminars and laboratories 3- Educational clinic
10. Course Structure	

Week	Hours				
First	3	A historical overview of the history of dentistry	Laboratories Equipment's	Lecture +I	Examination
Second	3	Dental laboratory departments and ingredients.	Laboratories Equipment's	Lecture +I	Examination
Third	3	Correct use of tools and devices	Laboratories Equipment's	Lecture +I	Examination
Fourth	3	Cutting, carving and measuring instruments.	Laboratories Equipment's	Lecture +I	Examination
Fifth	3	Mechanical and hydraulic machines, cast and surveying machines.	Laboratories Equipment's	Lecture +I	Examination
Sixth	3	Melting, casting and manual cutting devices	Laboratories Equipment's	Lecture +I	Examination
Seven	3	Compressed air generators and air vacuums.	Laboratories Equipment's	Lecture +I	Examination
Eight	3	Electric saw, vibrator and electric hammer	Laboratories Equipment's	Lecture +I	Examination
Nine	3	Wax and agar defrosting devices.	Laboratories Equipment's	Lecture +I	Examination
Ten	3	Trimmer device	Laboratories Equipment's	Lecture +I	Examination
Eleven	3	Ordinary lathe device	Laboratories Equipment's	Lecture +I	Examination
Twelve	3	Metal lathe device	Laboratories Equipment's	Lecture +I	Examination
Thirteen	3	Hand piece device and its motor	Laboratories and Equipment's	Lecture +I	Examination
Fourteen	3	Parts and methods use of hand piece device	Laboratories Equipment's	Lecture +I	Examination
Fifteen	3	Sand blast machine	Laboratories Equipment's	Lecture +I	Examination
Sixteen	3	Work in the gypsum material lab	Laboratories Equipment's	Lecture +I	Examination
Seventeen	3	Work in an acrylic lab	Laboratories Equipment's	Lecture +I	Examination
Eighteen	3	Work in chromium cobalt lab	Laboratories Equipment's	Lecture +I	Examination

Nineteen	3	Work in crown and bridge lab	Laboratories Equipment's	Lecture +L	Examination
Twenty	3	Work in orthodontics lab	Laboratories Equipment's	Lecture +L	Examination
Twenty one	3	Work in maxilla facial lab	Laboratories Equipment's	Lecture +L	Examination
Twenty two	3	Methods of dental materials storage	Laboratories Equipment's	Lecture +L	Examination
Twenty three	3	Methods of dental equipment's storage	Laboratories Equipment's	Lecture +L	Examination
Twenty four	3	Lab management	Laboratories Equipment's	Lecture +L	Examination
Twenty five	3	Reaper the laboratory equipment	Laboratories Equipment's	Lecture +L	Examination
Twenty six	3	Slide shear	Laboratories Equipment's	Lecture +L	Examination
Twenty seven to thirty	3	seminars'	Laboratories Equipment's	Lecture +L	Examination

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)	1-Dental laboratory and devices 2-Principles of dental laboratory and devices
Main references (sources)	
Recommended books and references (scientific journals, reports...)	Dental laboratory and devices book for Fayes foad (1985)
Electronic References, Websites	

Course Description Form

13. Course Name:	
Movable acrylic partial denture	
14. Course Code:	
Movable acrylic partial denture	
15. Semester / Year:	
2023- 2024	
16. Description Preparation Date:	
1/2/2024	
17. Available Attendance Forms:	
Direct	
18. Number of Credit Hours (Total) / Number of Units (Total)	
150 hour	
19. Course administrator's name (mention all, if more than one name)	
Name: baeda hasoon salman Email: albaedahason@gmail.com	
20. Course Objectives	
Course Objectives	Cognitive objectives 1- How to use the tools and devices in the partial denture 2- Understand and learn about occupational safety before and after graduation 3- Applying the theoretical aspect with practical steps 4- Good dealing with patients 5- Good dealing with patients Course-specific skills objectives 1- Developing the student's skill to use tools 2- Developing the skill of making a clamp 3- Creating the skill of designing the partial kit
21. Teaching and Learning Strategies	
Strategy	Lectures - seminars - computer presentation - scientific films

22. Course Structure

week	Hours	Required learning Outcomes	Unit or Subject name	Learning method	Evaluation method
first	5 Hours	Introduction to the history of partial denture work	Removable partial denture	Lecture + lab	Examination
second	5 Hours	Identify the partial denture and its types	Removable partial denture	Lecture + lab	Examination
Third	5 Hours	Identify materials used in partial dentures	Removable partial denture	Lecture + lab	Examination
Fourth	5 Hours	Identify primary impression type properties	Removable partial denture	Lecture + lab	Examination
Fifth	5 Hours	Definition study cast purpose & landmarks	Removable partial denture	Lecture + lab	Examination
Sixth	5 Hours	Definition special tray & purpose	Removable partial denture	Lecture + lab	Examination
Seven	5 Hours	Definition master cast & material used	Removable partial denture	Lecture + lab	Examination
Eight	5 Hours	Kenndy classification for partial denture & modification	Removable partial denture	Lecture + lab	Examination
Nine Ten Eleven	5 Hours	Component parts of partial denture function of each part	Removable partial denture	Lecture + lab	Examination
Twelve	5 Hours	Definition of surveyor &benefition	Removable partial denture	Lecture + lab	Examination

Thirteen	5 Hours	Lower major conector type &use	Removable partial denture	Lecture + lab	Examination
Fourteen	5 Hours	upper major conector type &use	Removable partial denture	Lecture + lab	Examination
Fifteen	5 Hours	Wire used in clasp requirement	Removable partial denture	Lecture + lab	Examination
Sixteen	5 Hours	Definition type of clasp	Removable partial denture	Lecture + lab	Examination
Seventeen	5 Hours	Construction of partial denture base material type & requirement	Removable partial denture	Lecture + lab	Examination
Eighteen	5 Hours	Centric jaw relation	Removable partial denture	Lecture + lab	Examination
Nineteen	5 Hours	Articulation	Removable partial denture	Lecture + lab	Examination
Twenty	5 Hours	Arrangement teeth	Removable partial denture	Lecture + lab	Examination
Twenty One	5 Hours	Flasking procedure	Removable partial denture	Lecture + lab	Examination
Twenty Two	5 Hours	Deflasking procedure	Removable partial denture	Lecture + lab	Examination
Twenty Three	5 Hours	Finishing &polishing of partial denture	Removable partial denture	Lecture + lab	Examination
Twenty Four	5 Hours	Repair partial denture	Removable partial denture	Lecture + lab	Examination
Twenty five	5 Hours	Definition immediate partial denture	Removable partial denture	Lecture + lab	Examination

Twenty Six	5 Hours	Labratory errors of the the partial denture	Removable partial denture	Lecture + lab	Examination
Twenty seven	5 Hours	Scientific seminars for students	Removable partial denture	Lecture + lab	Examination
Twenty Eight	5 Hours	Flexible partial denture	Removable partial denture	Lecture + lab	Examination
Twenty Nine & Thirty	5 Hours	Showing slide &revision of the whole subject	Removable partial denture	Lecture + lab	Examination

23. 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

24. Learning and Teaching Resources

Required textbooks (curricular books, if any)	Dental laboratory technology by john B. Sowter - Acrylic partial denture
Main references (sources)	Kratochvils Fundamental of Removable partial denture Atlas of Removable partial denture
Recommended books and references (scientific journals, reports...)	American dental journal - British dental journal
Electronic References, Websites	Lecture rooms providing guest service

Course Description Form

1. Course Name:					
English language					
2. Course Code:					
3. Semester / Year:					
The first stage/ the annual system					
4. Description Preparation Date:					
29/3/2024					
5. Available Attendance Forms:					
My presence					
6. Number of Credit Hours (Total) / Number of Units (Total)					
Six hours for the first stage/6					
7. Course administrator's name (mention all, if more than one name)					
Name: ayah Adel Hashem Email: aya.adel.inj@atu.edu.iq					
8. Course Objectives					
Course Objectives		1- Providing students with practical skills in using medical terminology. 2- Obtaining scientific knowledge and facts related to the English language curriculum and integrating it into scientific life 3- Providing students with knowledge, scientific facts, information and their sources through scientific research. 4- Using English as an educational means, facilitating human life, and increasing individual productivity.			
9. Teaching and Learning Strategies					
Strategy		1- Obtaining scientific knowledge and facts for the English language subject 2- Preparing a vocabulary of special medical terminology for dental technicians 3- Obtaining broad scientific facts and concepts in general and medical terminology particular.			
10. Course Structure					
Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
First	2	Future vocabulary	Medical terms	lecture	Oral exam
Second	2	Focus on reading Focus on writing	Medical terms	lecture	Questions and discussion
Third	2	Focus on writing	Medical terms	lecture	Written test

Fourth	2	Medical terms	Vocabulary development	lecture	homework
Fifth	2	Focus on grammar	Oral communication skills	lecture	Questions and discussion
Sixth	2	Pronunciation of medical terms	self evaluation	lecture	Oral exam
Seventh	2	Develop writing skills	Medical terms	lecture	Written test
Eighth	2	Oral communication skills	Vocabulary development	lecture	Oral exam
Ninth	2	Review exercises	evaluation	lecture	Questions and discussion
Tenth	2	physique	Major body systems	lecture	Written test
Eleventh	2	Body positions	Major body systems	lecture	homework
Twelfth	2	Oral communication skills	Review exercises	lecture	Oral exam
Thirteenth	2	Body systems	Vocabulary development	lecture	Questions and discussion
Fourteenth	2	Written focus	Medical terms	lecture	Written test
Fifteenth	2	Pronunciation of medical terms	Self-evaluation	lecture	homework

11. Course Evaluation

First Course: (25 Mid term + 70 final + 5 activities)

Final grade: 100 marks

12. Learning and Teaching Resources

1- - Methodical books

2- Summaries of the curriculum.

3- Sources from the Internet as an addition to the curriculum.

25. Course Name:					
computer fundamentals					
26. Course Code:					
27. Semester / Year:					
The first stage					
28. Description Preparation Date:					
٢٠٢٤/ ٤ / ٤					
29. Available Attendance Forms:					
30. Number of Credit Hours (Total) / Number of Units (Total)					
3/3					
31. Course administrator's name (mention all, if more than one name)					
Name: NOOR RAZZAK ABBAS Email: noor.hachame@atu.edu.iq					
32. Course Objectives					
Course Objectives		1- Providing students with practical skills in using the computer and its programs 2- Obtaining scientific knowledge and facts related to presentation programs and preparing slides, databases, and tables. 3- Providing students with knowledge, scientific facts, information and their sources through scientific research. 4- Using the computer as an educational means, facilitating human life, and increasing individual productivity.			
33. Teaching and Learning Strategies					
Strategy		1- Obtaining scientific knowledge and facts about computer science. 2- Preparing slides and tables. 3- Obtaining expanded scientific facts and concepts in general, the Internet in particular.			
34. Course Structure					
Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
First	3/3	Phases of the computer cycle, its generations, Data and information	Computer ba and applications	lecture	Oral exam
Second	3/3	Computer features , areas of use, and components	Computer ba and applications	lecture	Questions and discussion
Third	3/3	Types of computers and their classification	Computer ba and applications	lecture	Written test

Fourth	3/3	Computer components, physical parts, input and output devices	Computer ba and applications	lecture	homework
Fifth	3/3	1- Introduction to the Home tab 2- Portfolio group A- Copy B- Cut C- Portfolio Tasks Pane D- Paste Y- Paste options T- Copy formats	Computer ba and applications	lecture	Questions and discussion
Sixth	3/3	1- Calligraphy group A- Font, font size, font enlargement and zeroing, fo color, bold, italic and underline, change case, text highlighting B- Text effects, clear formatting, strikethrough command, superscript and subscript command, fo dialog box 2- Paragraph group A- Alignment, indentation, using a ruler for indentation, line spacing B- Bullets, numbering, borders, shading, paragraph dialog box	Computer ba and applications	lecture	Oral exam
Seventh	3/3	- Home tab, Styles group A- Apply heading styles to the text 2- Home tab, Editing group A- Search B- Replacement C- Replace all D- Select text and objects 3- Introduction to the Inserts tab A- A group of pages (blank page, cover page, page break)	Computer ba and applications	lecture	Written test
Eighth	3/3	1- A group of tables A- Inserting a table, explaining the table's contextu tabs, design and layout, entering table data, resizing and moving the table. 2- Use the contextual Layout tabs to insert additional columns and rows, merge cells, split cells, convert to a table, convert a table to text, and delete a table	Computer ba And applications	lecture	Oral exam
Ninth	3/3	1- Graphics group A- Insert an image, explain the formatting contextu tab, apply artistic effects, crop an image, wrap text change the location of the image 2- Insert clip art	Computer ba and office applications	lecture	Questions and discussion
Tenth	3/3	1- Inserting shapes, rotating, modifying and resizing shapes 2- Insert a smart or illustrative figure 3- Insert graphic charts	Computer ba and office applications	lecture	Written test
Eleventh	3/3	1- Group of links A- Insert a link, delete a link 2- Insert a bookmark, delete a bookmark 3- Header and footer A- Add a header and footer to the document B- Close the header and footer sections C- Insert the page number	Computer ba and office applications	lecture	homework
Twelfth	3/3	1- Set of text and symbols A- Insert a text box, use WordArt, apply drop cap effects, i date and time, use auto-refresh. B- Insert symbols 2- Introduction to the Page Layout tab	Computer ba and office applications	lecture	Oral exam
Thirteenth	3/3	1- Page setup group A- Margins, text direction, size, columns, page numbers, a hyphenation 2- Set the page background A- Add watermark, remove watermark B- Page frame	Computer ba and office applications	lecture	Questions and discussion
Fourteenth	3/3	1- Introduction to the References tab 2- Table of contents set 3- Collection of footnote notes 4- Review tab 5- Proofreading group (spelling and grammar checking)	Computer ba and office applications	lecture	Written test

Fifteenth	3/3	Practical exercises	Computer ba and office applications	lecture	homework
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35. Course Evaluation

First semester: (20 written + 15 practical + 5 activities)
 Second semester: (20written + 15 practical + 5 activities)
 Final: 60 marks
 Final grade: 100 marks

36. Learning and Teaching Resources

- 1- The four methodological books, (computer basics and office applications).
- 2- Summaries of the curriculum.
- 3- Sources from the Internet.