

**Ministry of Higher Education and Scientific Research  
Scientific Supervision and Scientific Evaluation Apparatus  
Directorate of Quality Assurance and Academic Accreditation  
Accreditation Department**



# **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.

University Name: ...Al-Furat Al-Awasat University.....

Faculty/Institute: ..Najaf Technical Insitute .....

Scientific Department: ...Techniques of Optometry .....


Academic or Professional Program Name: .Diploma in Techniques of Optometry.....

Final Certificate Name: . Diploma in Techniques of Optometry....

Academic System: Four trimesters

Description Preparation Date: 25/3/2024

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Signature: 

Head of Department Name:

Date: Assit-Prof. Dr Haidar

Aziz Ali

2024/4/2

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2024/4/2

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Date:

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د. محمد صالح نعمة



Approval of the Dean

2024/4/2

### **1. Program Vision**

The department aims to graduate specialized medical technical staff qualified to work in eye hospitals and health centers, in addition to participating in health campaigns on prevention and eye health.

### **2. Program Mission**

The department was established due to the widespread use of medical glasses and lenses, and as a result there was a strong need for optometrists and optical instrument technicians in governmental and non-governmental health institutions. The Department of Vision Screening Techniques should have a distinguished scientific standing in the scientific and academic community locally and internationally, and conduct effective and influential applied courses in the technical and health fields, thus meeting the needs of society and the requirements of the labor market.

One of the department's main tasks is to prepare highly trained cadres in the field of vision specialization, diagnosis of eye diseases, and the manufacture of glasses and contact lenses. The graduate is distinguished by a high level of knowledge and creativity in dealing with the medical devices used in examining and diagnosing vision problems and what is compatible with internationally approved medical standards for quality assurance. And academic accreditation in analyzing results according to life statistics methods and corresponding medical programs in Iraqi universities.

### **3. Program Objectives**

1- The student must have mastered the technical basics of cutting and refining lenses and installing them in the frame using available equipment.

2- The student must have learned with a high degree of proficiency how to carry out the prescription, prepare the medical glasses, and check the conformity.

#### 4. Program Accreditation

Does the program have program accreditation? And from which agency?

#### 5. Other external influences

Hospital Field visits and graduation projects .

#### 6. Program Structure

Program Structure	Number of Courses	Credit hours	Percentage	Reviews*
Institution Requirements	3	6	4.23	
College Requirements	17	49	34.50	
Department Requirements	14	87	61.27	
Summer Training	80			
Other				

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

<b>7. Program Description</b>				
<b>Year/Level</b>	<b>Course Code</b>	<b>Course Name</b>	<b>Credit Hours</b>	
			<b>theoretical</b>	<b>practical</b>
<b>First Year/ First Trimesters</b>		<b>Principles of Eyeglasses</b>	<b>2</b>	<b>4</b>
<b>First Year/ First Trimester</b>		<b>Principles of refractive errors</b>		
<b>First Year/ First Trimester</b>		<b>Medical physics</b>		
<b>First Year/ First Trimesters</b>		<b>Eye Anatomy</b>		
<b>First Year/ First Trimester</b>		<b>Nursing</b>		
<b>First Year/ First Trimester</b>		<b>Computer Applications</b>		
<b>First Year/ First Trimester</b>		<b>Human rights and democracy</b>		
<b>First Year/ First Trimester</b>		<b>English</b>		
<b>First Year/ Second Trimester</b>		<b>Therapeutic glasses</b>		

<b>First Year/ Second Trimester</b>		<b>General Refractive Errors</b>		
<b>First Year/ Second Trimester</b>		<b>Optical physics</b>		
<b>First Year/ Second Trimester</b>		<b>Eye Physiology</b>		
<b>First Year/ Second Trimester</b>		<b>Medical biology</b>		
<b>First Year/ Second Trimester</b>		<b>Ocular health</b>		
<b>First Year/ Second Trimester</b>		<b>Computer Applications</b>		
<b>First Year/ Second Trimester</b>		<b>Arabic Language</b>		
<b>Second Year/ First Trimester</b>		<b>General Eye Glasses</b>		
<b>Second Year/ First Trimester</b>		<b>Specialized Refractive Errors</b>		
<b>Second Year/ First Trimester</b>		<b>General Strabismus</b>		

<b>Second Year/ First Trimester</b>		<b>Optical Medical devices</b>		
<b>Second Year/ First Trimester</b>		<b>Eyes Diseases</b>		
<b>Second Year/ First Trimester</b>		<b>Computer Applications</b>		
<b>Second Year/ First Trimester</b>		<b>English</b>		
<b>Second Year/ First Trimester</b>		<b>Research project</b>		
<b>Second Year/First Trimester</b>		<b>Baath Party Crimes</b>		
<b>Second Year/ Second Semester</b>		<b>Advanced Glasses Prescription</b>		
<b>Second Year/ Second Semester</b>		<b>Applications of Refractive Errors</b>		
<b>Second Year/ Second Trimester</b>		<b>Complex Strabismus</b>		
<b>Second Year/ Second trimester</b>		<b>Optical equipment</b>		

<b>Second Year/ Second Trimester</b>		<b>Eyes diseases</b>		
<b>Second Year/ Second Trimester</b>		<b>Profession's Ethics</b>		
<b>Second Year/ Second Trimester</b>		<b>Computer Applications</b>		
<b>Second Year/ Second Trimester</b>		<b>Research Project</b>		
<b>Second Year/ Second Trimester</b>		<b>Arabic Language</b>		

### **8. Teaching and Learning Strategies**

- 1- Classroom education through theoretical and scientific lectures
- 2- Interactive lessons Interactive lessons can be used such as group discussions, collaborative activities, and practical exercises to encourage active student participation.
- 3- Preparing scientific reports and research

### **9. Evaluation methods**

Oral exams, written exams, semester exams, final exams, daily evaluation.

## 10. Faculty

### Faculty Members

Academic Rank	Specialization		Special Requirements/Skills (if applicable)		Number of the teaching staff	
	General	Special			Staff	Lecturer
Assist Professor	1				1	
Lecturer	3	3			6	
Assist. Lecturer	4	1			5	
Board in Ophthalmology		2			2	

### Professional Development

#### Mentoring new faculty members

Conducting seminars, workshops, and courses to familiarize new staff with the vision, mission, and goals of the department, institute, and college, as well as professional ethics and behavior.

#### Professional development of faculty members

Cross-fertilization of academic and research ideas. Teaching staff in the department are directed regarding research, solid publishing, participation in scientific conferences, and holding ongoing workshops and seminars on the general and precise specializations of teaching staff in the department.

### **11. Acceptance Criterion**

**– Students accepted within the central admission channel for biological branch students and within the minimum admission limit**

### **12. The most important sources of information about the program**

The university or institute website. Visit the university or institute website to view the vision screening techniques program, through which you can obtain detailed information about the academic courses, admission requirements, costs, time period, important dates, practical experience, and academic members.

### **13. Program Development Plan**

- 1– Developing curricula through communication with the Committee of Deans of Health and Medical Technologies and according to continuous updating
- 2– Continuous updating according to the requirements of the labor market.

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
First Year/ First Trimester		Principles of Medical Glasses	Basic	✓						✓				✓	
		Principles of Refractive Error	Basic	✓						✓		✓			
First Year/ First Trimester		Medical Physics	Basic		✓						✓	✓			
		Eye Anatomy	Basic				✓	✓				✓			
		Nursing	Basic				✓	✓						✓	

<b>First Year / First Trimester</b>		<b>Computer Application s</b>	<b>Basic</b>			✓				✓				✓	
<b>First Year / First Trimester</b>		<b>Human Rights</b>	<b>Basic</b>	✓							✓				✓
		<b>English Language</b>	<b>Basic</b>	✓				✓				✓			
<b>First Year / Second Trimester</b>		<b>Therapeuti c Glasses</b>	<b>Basic</b>		✓			✓						✓	
<b>First Year / Second Trimester</b>		<b>General Refractive Errors</b>	<b>Basic</b>			✓		✓				✓			
<b>First Year / Second Trimester</b>		<b>Optical Physics</b>	<b>Basic</b>		✓			✓				✓			

<b>First Year / Second Trimester</b>		<b>Eye Physiology</b>	<b>Basic</b>		✓					✓			✓		
<b>First Year / Second Trimester</b>		<b>Eye Biology</b>	<b>Basic</b>			✓					✓				✓
<b>First Year / Second Trimester</b>		<b>Ocular Health</b>	<b>Basic</b>			✓					✓		✓		
<b>First Year / Second Trimester</b>		<b>Computer Application s</b>	<b>Basic</b>	✓							✓				✓
<b>First Year / Second Trimester</b>		<b>Arabic Language</b>	<b>Basic</b>				✓	✓				✓			

<b>Second Year/ First Trimester</b>		<b>Specialized Refractive Error</b>	<b>Basic</b>				✓				✓	✓			
<b>Second Year/ First Trimester</b>		<b>General Strabismus</b>	<b>Basic</b>	✓				✓							✓
<b>Second Year/ First Trimester</b>		<b>Optical Medical Equipment</b>	<b>Basic</b>	✓					✓						✓
<b>Second Year/ First Trimester</b>		<b>Eye Diseases</b>	<b>Basic</b>				✓		✓						✓
<b>Second Year/ First Trimester</b>		<b>Computer Applications</b>	<b>Basic</b>		✓						✓	✓			

<b>Second Year/ First Trimester</b>		<b>English Language</b>	<b>Basic</b>						✓		✓			
<b>Second Year/ First Trimester</b>		<b>Research Project</b>	<b>Basic</b>		✓					✓		✓		
<b>Second Year/ First Trimester</b>		<b>Baath Party Crimes</b>	<b>Basic</b>				✓			✓		✓		
<b>Second Year/ Second Trimester</b>		<b>Application of Refractive Errors</b>	<b>Basic</b>			✓				✓	✓			
<b>Second Year/</b>		<b>Complex Strabismus</b>	<b>Basic</b>			✓			✓					✓

<b>Second Trimester</b>															
<b>Second Year/ Second Trimester</b>		<b>Optical Equipment</b>	<b>Basic</b>				✓		✓			✓			
<b>Second Year/ Second Trimester</b>		<b>Eye diseases</b>	<b>Basic</b>				✓		✓				✓		
<b>Second Year/ Second Trimester</b>		<b>Profession's Ethics</b>	<b>Basic</b>				✓		✓					✓	
<b>Second Year/</b>		<b>Computer Applications</b>	<b>Basic</b>				✓				✓			✓	

<b>Second Trimester</b>															
<b>Second Year/ Second Trimester</b>		<b>Research Project</b>	<b>Basic</b>		✓				✓						✓
<b>Second Year/ Second Trimester</b>		<b>Arabic Language</b>	<b>Basic</b>			✓		✓						✓	
							✓				✓	✓			
				✓				✓						✓	

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

## Course Description Form

1. Course Name:					
2. Course Code:					
3. Semester / Year:					
4. Description Preparation Date:					
5. Available Attendance Forms:					
6. Number of Credit Hours (Total) / Number of Units (Total)					
7. Course administrator's name (mention all, if more than one name)					
Name:					
Email:					
8. Course Objectives					
<b>Course Objectives</b>			<ul style="list-style-type: none"> <li>• .....</li> <li>• .....</li> <li>• .....</li> </ul>		
9. Teaching and Learning Strategies					
<b>Strategy</b>					
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>

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### 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)	
Main references (sources)	
Recommended books and references (scientific journals, reports...)	
Electronic References, Websites	