

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

2025-2026

Academic Program Description Form

University Name: University of Al-Kafeel

Faculty/Institute: College of Health and Medical Technologies

Scientific Department: Department Optometry Techniques

Program Name: Bachelor of Optometry Technology (Optometrist)

Final Certificate Name: Bachelor's degree in Optometry Techniques

Academic System: Courses

Preparation Date: 24/9/2025

File Completion Date: 24/9/2025

Signature:



Head of Department Name:

Dr. Aref Saleh Baron

Date: Signature:

Signature:

Scientific Associate Name:

Dr. Saddiq Ghani Al- muhanna

Date: Signature:

The file is checked by:



Department of Quality Assurance and University Performance
Director of the Quality Assurance and University Performance Department:
Assist. Lec.: Ali Najeh



Approval of the Dean:

Introduction

An educational program is a well-structured curriculum comprising planned courses, practical procedures, and learning experiences designed to achieve specific academic and professional outcomes. Its primary objective is to equip graduates with the clinical and technical competencies required to meet the evolving demands of the healthcare job market. To maintain high standards of quality, the program undergoes continuous annual evaluation through internal and external audit mechanisms, including the External Examiner Program.

The Academic Program Description provides a concise summary of the key features of the program and its individual courses, highlighting the core skills students build in alignment with the program's strategic goals. Serve as a vital cornerstone for institutional and program accreditation, this document is collaboratively developed by the faculty members under the guidance of scientific committees within the academic department.

In this context, the **Department of Optometry** at the **College of Health and Medical Technologies, University of Al-Kafeel**, emphasizes the essential role of standardizing program and course descriptions to ensure academic excellence, rigorous clinical training, and the continuous enhancement 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.

featured with high level of knowledge and creativity in their major, in accordance with the international medical standards and quality assurance. The medical programs shall be corresponding to those adopted by the Department of Optics Technologies at the Technical Health College / University of Baghdad. Moreover, it is remarkable to note that the results shall be analyzed through the use of bio-statistics methods.

1. Program Vision

The Department of Optics Technologies was established in 2021 as per the administrative order issued by the Ministry of Higher Education & Scientific Research, No. 13741 on 21st November 2021. The Department aims to graduate technicians with high proficiency, qualified to work in Ophthalmology hospitals, health centers and private clinics.

- Study Period: 4 years
- Study Language: English

2. Program Mission

Due to the widespread of using eyeglasses and lenses, there has been a great need to optometrists and visual technicians in the various institutions of health, whether public or private.

3. Program Objectives

Department of Optics Technologies focuses on achieving a number of objectives:

3. Program Objectives

Department of Optics Technologies focuses on achieving a number of objectives. They can be summarized as follows:

- Providing efficient graduates, highly qualified in the field of ophthalmology so as to meet the country's need according to the medical and economical development requirements, all together with ensuring teaching staff for universities and institutes.
- Constant promotion to curricula and study plans for all grades so as to keep pace with the recent development in the field of ophthalmology.
- Keeping pace with the fast changes in the field of IT and analysis of medical data.
- Focusing on scientific research and its essential role in serving the community by conducting scientific and applied research.
- Interacting with the related public sector institutions to organize training courses for our medical staff.
- Striving to improve performance so as to achieve comprehensive quality assurance.
- Encouraging scientific cooperation with corresponding Arab and international universities and institutions.
- Exchanging experiences in a way that ensures development and reinforcement of the department as well as the educational process.

4. Program Accreditation

The mission of the Department is summarized in providing graduates, qualified and highly trained in the field of ophthalmology, diagnosis of eye diseases and manufacture of eyeglasses as well as contact lenses. Graduates indeed shall be

5. Program Structure

Program Structure	Number of Courses	Credit hours	Percentage	Reviews*
Institution Requirements	8	17	18.3%	-

5. Program Structure

Program Structure	Number of Courses	Credit hours	Percentage	Reviews*
College Requirements	7	22	23.7%	-
Department Requirements	14	54	58%	Basic
Summer Training	2	4	50%	Basic
Other	-	-	-	-

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

6. Program Description

Year/Level	Course Code	Course Name	Credit Hours (theoretical)	Credit Hours (Practical)
The first stage/first course	atuchm_VS111	Anatomy of the head and neck	2	5
The first stage/first course	atuchm_VS112	Principles of chemistry	2	4
The first stage/first course	atuchm_VS113	Medical and optical physics 1	3	5
The first stage/first course	atuchm_VS114	Biology 1	2	4
The first stage/first course	atuchm_VS115	Computer principles 1	1	2
The first stage/first course	atuchm_VS116	Human rights and democracy	2	0
The first stage/first course	atuchm_VS117	English	3	0
First stage/second course	atuchm_VS121	Anatomy of the eye	2	5
First stage/second course	atuchm_VS122	Biochemistry	2	4
First stage/second course	atuchm_VS123	Medical and optical physics 2	3	5

First stage/second course	atuchm_VS124	Biology 2	2	4
First stage/second course	atuchm_VS125	Computer principles 2	1	2
First stage/second course	atuchm_VS126	Arabic	2	0

7. Expected learning outcomes of the program

Knowledge

1- Graduation of scientific cadres with specialization. 2- Operates and maintains the medical equipment used in eye examination. 3- Enabling students to obtain knowledge, intellectual understanding, and skills to identify vision testing devices and ways to maintain them. 4- Teaching the student the skills required to deal with different cases of eye diseases. 5- Enabling the student to contribute to understanding cases of eye disease and to intervene as necessary.	1- That the student knows the basics of the required sciences. 2- That the student understands the required scientific details. 3- The student should analyze scientific developments.
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Skills

1 - That the student uses the devices correctly. 2- That the student applies what he has learned in practice.	1- Good knowledge of the principles of optics and related sciences. 2 - Technical ability in his field of work and monitoring the patient's vital conditions.
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7. Expected learning outcomes of the program

Knowledge

1 - The student must bring the necessary materials.

1- Good knowledge of medical terminology.

2- Good knowledge of the English language.

2- That the student performs the appropriate procedures for the situations he faces.

Ethics

1- Working as a team.

2- That the student recognizes the importance of academic subjects.

1- Commitment to the ethics of the university institution

2- Receiving information and cognitive receptivity

8. Teaching and Learning Strategies

1 - Classroom education through theoretical and practical lectures

2- Learning through hospitals

3- Preparing scientific reports and research.

9. Evaluation methods

1- Exams.

2- Writing and presenting reports and research.

3- Scientific discussions.

4- For daily attendance and activities.

10. Faculty

Faculty Members

Academic Rank	Specialization		Special Requirements/Skills (if applicable)	Number of the teaching staff	
	General	Special		Staff	Lecturer
Dr. Aref salih baron	physics	Nano		Yes	
Dr. Mohamma d malik abood	physics	Nano		Yes	
Ass.lec. Tabatik haitham	Environme nt	Physiolog y		yes	
Prof. Dr. Amer Abdul-Amir Mohamme d	Physics	Nuclear Physics			
Asst. Lect. Ali Redha Abdul-Amir	Biology Techniques	Biology Techniques			
Asst. Lect. Hussein Fadhil	Computer Science	Artificial Intelligence			

10. Faculty

Faculty Members

Academic Rank	Specialization		Special Requirements/Skills (if applicable)	Number of the teaching staff	
	General	Special		Staff	Lecturer
Abdul-Abbas					

Professional Development

Mentoring new faculty members

Directing new faculty members to the necessity of working on developing the scientific method, methods of delivering scientific lectures, and how to deliver practical material to the student

Professional development of faculty members

Working to find development ideas and working to develop scientific laboratories and the practical aspect, since the students' specialization is a scientific specialization.

11. Acceptance Criterion

Students who have graduated from preparatory school in the scientific branch are allowed to be accepted into the university's Optometry Technology Department after passing and succeeding in the study and obtaining an average of 70% or more for admission. The department accepts graduates of preparatory school in the scientific branch in biology only.

12. The most important sources of information about the program

1- Textbooks prescribed by the Ministry of Higher Education and Scientific Research

3- Using libraries and the Internet

The department has many methodological and research plans in order to develop the department and the environmental environment, as the department presidency, the department council, and the scientific committee work to provide all requirements for the development of the department.

[illegible]

Program Skills Outline

Year/Level	Course Code	Course Name	Basic or optional	Required program Learning outcomes											
				Knowledge				Skills				Ethics			
				A1	A2	A3	A4	B1	B2	B3	B4	C1	C2	C3	C4
	atuchm_VS117	English	optional	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2023-2024 second semester Step one	atuchm_VS121	Anatomy of the eye	Basic	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	atuchm_VS122	Biochemistry	Basic	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	atuchm_VS123	Medical and optical physics 2	Basic	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	atuchm_VS124	Biology 2	optional	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	atuchm_VS125	Computer principles 2	optional	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	atuchm_VS126	Arabic	optional	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

Anatomy of the head and neck Course Description 1

Course Name
Anatomy of the head and neck
Course Code
atuchm_VS111
Semester / Year

Course Name
First Semester / First Year
The history of preparation of this description
16/9/2025
Available Attendance Forms
Came
Number of Credit Hours (Total) / Number of Units (Total)
7 / 4
Course administrator's name (if more than one name)
Name: Assist. lec Email:
Course Objectives
<u>General Objective:</u> Learn the importance of anatomy and the location of organs for the student in his field of specialization. <u>Special Objective:</u> 1. Understand the nature of anatomy, its types, terminology, directions, and levels of body anatomy. 2. Study the anatomy of the body, its functions, and skeletal system. 3. Study the anatomy of bones and identify the types of bones. 4. Study the anatomy of the neck, shoulder, and forearm.
Teaching and Learning Strategies
1- Cooperative education strategy. 2- Brainstorming education strategy. 3- Education strategy collaborative concept planning. 4- Real-time feedback education strategy 5- Education Strategy Notes Series.

Course Name

6- The strategy of education by exchanging views and discussing.

7- Education strategy by presenting information.

8- Education strategy by training and presentation of scientific developments

7- Course Structure (Anatomy of the head and neck)

Evaluation method	Learning method	Unit or subject name	Required Learning Outcomes	Hours	The week
Daily, oral and written exams, reports, discussions.	Theoretical and practical	Description of anatomical terms: Definition, classification, types.	The student's knowledge of the subject	7	1
Daily, oral and written exams, reports, discussions.	Theoretical and practical	Anatomy of skull: Clinical presentation, definition, classification, types.	Scientific and Skills Perception	7	2
Daily, oral and written exams, reports, discussions.	Theoretical and practical	Anatomy of brain: Clinical presentation, definition, classification, functions.	Scientific, mental and applied	7	3
Daily, oral and written exams, reports, discussions.	Theoretical and practical	Blood vessels, muscles, skin: Definition, classification, Functions	The student's knowledge of the subject	7	4
Daily, oral and written exams, reports, discussions.	Theoretical and practical	Anatomy of bones: Clinical presentation, classification.	Scientific and Skills Perception	7	5
Daily, oral and written exams, reports, discussions.	Theoretical and practical	Joint: definition, classification.	Scientific, mental and applied	7	6
Daily, oral and written exams, reports, discussions.	Theoretical and practical	Scalp: Definition, function.	The student's knowledge of the subject	7	7
Daily, oral and written exams, reports, discussions.	Theoretical and practical	Blood brain supply: Definition, explanation, function.	The student's knowledge of the subject	7	8

Evaluation method	Learning method	Unit or subject name	Required Learning Outcomes	Hours	The week
Daily, oral and written exams, reports, discussions.	Theoretical and practical	Face (muscles of face paranasal sinus): Definition, classification, function.	Scientific and Skills Perception	7	9
Daily, oral and written exams, reports, discussions.	Theoretical and practical	Face (sensory, skin, blood supply: Definition, classification, function.	Scientific, mental and applied	7	10
Daily, oral and written exams, reports, discussions.	Theoretical and practical	Face (mandibular, temporomandibular joint): Definition, classification, function	Scientific and Skills Perception	7	11
Daily, oral and written exams, reports, discussions.	Theoretical and practical	Cranial nerves: Definition, classification, function.	Scientific, mental and applied	7	12
Daily, oral and written exams, reports, discussions.	Theoretical and practical	Neck anatomy (arteries, veins, lymph, nerves, bones): definition, classification, function.	The student's knowledge of the subject	7	13
Daily, oral and written exams, reports, discussions.	Theoretical and practical	Trunk and shoulder anatomy: definition, classification, function	Scientific and Skills Perception	7	14
Daily, oral and written exams, reports, discussions.	Theoretical and practical	General Revision	Scientific, mental and applied	7	15

Course Evaluation

Striving: Theoretical: 25 Practical: 15/ Final: Theoretical: 35 Practical: 25

Learning and Teaching Resources

1. Clinical Head and Neck Anatomy for Surgeons. Edited by Peter A.Brennan, Vishy Mahadevan, Barrie T Evan. 2016.

Required textbooks (methodology)

Main references (sources)

Course Evaluation	
2. Illustrated Anatomy of the Head and Neck. By Susan W. Herring, 1995.	Recommended supporting books and references (Scientific journals, reports...) Electronic References, Websites
3. Textbook of Head and Neck Anatomy. By James L Hiatt PhD 1982	

Course Description For General Chemistry

1. Course name	General Chemistry
2. Course code	atuchm_VS112
1. Semester / Year	First semester / Annual/ 2024-2025
2. Date this description was prepared	20/1/2025
3. Available attendance forms	
4. Number of study hours (total) / Number of units (total)	Number of hours theoretical (2) Practical (4) Number of units (4)
5. Name of course supervisor (if more than one name is mentioned)	the name :
6. Course objectives	General objective: 1. Providing students with basic concepts in general chemistry and their application in the health and medical field, thus enhancing understanding of chemical reactions related to vital functions and medical technologies. Teaching students how to administer medications. 2. To enable the student to understand the basic principles of general chemistry and apply them to the analysis of biological samples and the diagnosis of diseases using modern chemical methods.

	3. Providing students with the theoretical and practical foundations of general chemistry to support health and medical applications in the fields of analysis, diagnosis, and treatment. Topic objectives
7. Teaching and learning strategies	1. Direct guidance and follow-up 2. Create a good role model among students 3. Theoretical tests 4. Duties Strategy

Course structure (General Chemistry)

Evaluation method	Learning method	Name of unit or topic	Required learning outcomes	watches	week
Practical tests, reports and studies	Theoretical	introduction	Study and knowledge	2	1.
Practical tests and exams Theory, reports and studies	Theoretical	Structure of matter	Study and knowledge	2	2.
Practical tests and exams Theory, reports and studies	Theoretical	chemical bonding	Study and knowledge	2	3
Practical tests and exams Theory, reports and studies	Theoretical	Liquid solutions and mixtures	Study and knowledge	2	4.
Practical tests and exams Theory, reports and studies	theoretical	Analysis methods	Study and knowledge	2	5.

Evaluation method	Learning method	Name of unit or topic	Required learning outcomes	watches	week
Practical tests and exams Theory, reports and studies	theoretical	Statistical processing of analytical data	Study and knowledge	2	6.
Practical tests and exams Theory, reports and studies	theoretical	Neutralize acidity and bases	Study and knowledge	2	7
Practical tests and exams Theory, reports and studies	theoretical	gaseous air pollution	Study and knowledge	2	8
Practical tests and exams Theory, reports and studies	theoretical	Oxidation and reduction	Study and knowledge	2	9
Practical tests and exams Theory, reports and studies	theoretical	Oxidative stress in the eye	Study and knowledge	2	10
Practical tests and exams Theory, reports and studies	theoretical	Problem solutions	Study and knowledge	2	11
Practical tests and exams Theory, reports and studies	theoretical	chemotherapy	Study and knowledge	2	13
Practical tests and exams Theory, reports and studies	theoretical	Carbon dioxide and nitric oxide in the eye	Study and knowledge	2	14

Evaluation method	Learning method	Name of unit or topic	Required learning outcomes	watches	week
Practical tests and exams Theory, reports and studies	theoretical	Questions and solutions	Study and knowledge	2	15

4. Headquarters Evaluation

Distribution of grades from Theoretical 60 and practical 40 According to the tasks assigned to the student, such as daily preparation, daily, oral, monthly and written exams, reports, etc.

5. Learning and teaching resources

Fundamentals of Analytical Chemistry - Skoog translated Skoog

Required textbooks (curriculum available)

Main References (Sources)

Recommended supporting books and references (scientific journals, reports, etc.)

Electronic references and websites

Course Description For Biochemistry

1. Course name: Biochemistry

2. Course code: Atuchm.VS122

1. First semester: Annual / 2024-2025

2. Date this description was prepared: 20/1/2025

3. Available attendance forms:

4. Number of study hours (total) / Number of units (total): Number of hours theoretical (2) Practical (4) | Number of units (8)

5. Name of course supervisor (if more than one name is mentioned): the name :

6. Course objectives:

General objective:

1. Providing students with basic concepts in general chemistry and their application in the health and medical field, thus enhancing understanding of chemical reactions related to vital functions and medical technologies. Teaching students how to administer medications.
2. To enable the student to understand the basic principles of general chemistry and apply them to the analysis of biological samples and the diagnosis of diseases using modern chemical methods.
3. Providing students with the theoretical and practical foundations of general chemistry to support health and medical applications in the fields of analysis, diagnosis, and treatment.

7. Teaching and learning strategies

- 1. Direct guidance and follow-up
- 2. Create a good role model among students
- 3. Theoretical tests
- 4. Duties

8. Course structure

Evaluation method	Learning method	Name of unit or topic	Required learning outcomes	Watches	week

Practical tests, reports and studies	theoretical	introduction	Study and knowledge	2	1 .
Practical tests and exams Theory, reports and studies	theoretical	Amino acids	Study and knowledge	2	2 .
Practical tests and exams Theory, reports and studies	theoretical	proteins	Study and knowledge	2	3
Practical tests and exams Theory, reports and studies	theoretical	enzymes	Study and knowledge	2	4 .
Practical tests and exams Theory, reports and studies	theoretical	lipide	Study and knowledge	2	5 .
Practical tests and exams Theory, reports and studies	theoretical	vitamins	Study and knowledge	2	6 .
Practical tests and exams Theory, reports and studies	theoretical	Carbohydrates	Study and knowledge	2	7
Practical tests and exams Theory, reports and studies	theoretical	Carbohydrate metabolism	Study and knowledge	2	8
Practical tests and exams Theory, reports and studies	theoretical	liver	Study and knowledge	2	9
Practical tests and exams Theory, reports and studies	theoretical	Liver diseases	Study and knowledge	2	1 0
Practical tests and exams Theory, reports and studies	theoretical	eye lipide	Study and knowledge	2	1 1
Practical tests and exams Theory, reports and studies	theoretical	Enzymes in clinical diagnosis	Study and knowledge	2	1 3

Practical tests and exams Theory, reports and studies	theoretical	glucose metabolism	Study and knowledge	2	1 4
Practical tests and exams Theory, reports and studies	theoretical	Questions and solutions	Study and knowledge	2	1 5

4. Headquarters Evaluation

Distribution of grades from Theoretical 60 and practical 40 According to the tasks assigned to the student, such as daily preparation, daily, oral, monthly and written exams, reports, etc.

5. Learning and teaching resources

Lippincott's biochemistry	Required textbooks (curriculum if available)
Lehninger Principles	Main References (Sources)
Electronic References / Websites	Electronic references and websites

Computer Course Description 2

• Course Name: Computer 2
• Course Code: atuchm_VS125
• Semester / Year: Second Semester / First Year
• The history of preparation of this description: 16/9/2024
• Available Attendance Forms: Came
• Number of Credit Hours (Total) / Number of Units (Total): 3 / 2
• Course administrator's name (if more than one name): Name: Assist . Email :
• Course Objectives:
General Objective:
At the end of the academic year, the student should be able to:

Providing the student with the skills of dealing with basic office applications and creating library files and documents. And the use of the operating system as well as the basics of working within the digital environment.

Special Objective :

The student shall be able to:

Providing the student with knowledge in the management and use of various computer applications.

• Teaching and Learning Strategies

- ✓ Cooperative education strategy.
- ✓ Brainstorming education strategy.
- ✓ Education strategy collaborative concept planning.
- ✓ Real-time feedback education strategy
- ✓ Education Strategy Notes Series.
- ✓ The strategy of education by exchanging views and discussing.
- ✓ Education strategy by presenting information.
- ✓ Education strategy by training and presentation of scientific developments.

• Course Structure (Theoretical)

Evaluation method	Learning method	Unit or subject name	Required Learning Outcomes	Hours	The week
Daily, oral and written exams, reports, discussions.	Theoretical	Vocabulary details		1	1
Daily, oral and written exams, reports, discussions.	Theoretical	Microsoft Word 2010 Run Microsoft Word 2010		1	2
Daily, oral and written exams,	Theoretical	Microsoft Word 2010 interface		1	3

reports, discussions.					
Daily, oral and written exams, reports, discussions.	Theoretical	File tab, Home tab		1	4
Daily, oral and written exams, reports, discussions.	Theoretical	Page Layout tab, View tab		1	5
Daily, oral and written exams, reports, discussions.	Theoretical	Insert objects in Microsoft Word 2010		1	6
Daily, oral and written exams, reports, discussions.	Theoretical	Insert Tab Pages Collection		1	7
Daily, oral and written exams, reports, discussions.	Theoretical	Tables		1	8
Daily, oral and written exams, reports, discussions.	Theoretical	Tables		1	9
Daily, oral and written exams, reports, discussions.	Theoretical	Collection of illustrations		1	10
Daily, oral and written exams, reports, discussions.	Theoretical	Link group, Header & Footer group		1	11
Daily, oral and written exams,	Theoretical	Text Set, Symbols Set		1	12

reports, discussions.					
Daily, oral and written exams, reports, discussions.	Theoretical	Additional tasks for Microsoft Word 2010		1	13
Daily, oral and written exams, reports, discussions.	Theoretical	Microsoft PowerPoint 2010 Open a new file and store it on your desktop. - Add and edit slides (title slide, title with content, subtitle, two contents, comparison, title only, blank slide, content with comment, image with comment).		1	14
Daily, oral and written exams, reports, discussions.	Theoretical	Add a theme theme. -Master views main display group - Add movements, time control and repetition for the entire slides and differently for each slide.		1	15

• Course Structure (Practical)

Evaluation method	Learning method	Practical vocabulary titles	Required Learning Outcomes	Hours	The week
Daily, oral and written exams, reports, discussions.	practical	- Writing many texts and training the student to conduct these events.		2	1
Daily, oral and written exams, reports, discussions.	practical	- Train the student to make texts in different formats and drag them on the printer.		2	2

Daily, oral and written exams, reports, discussions.	practical	- Practical exercises on texts within the document. - Give names to companies or students and train the student to search for a specific name and replace it.		2	3
Daily, oral and written exams, reports, discussions.	practical	Train the student on page layout, text writing practice presentation tab		2	4
Daily, oral and written exams, reports, discussions.	practical	Give practical examples of inserting objects Training to write texts in a more professional way		2	5
Daily, oral and written exams, reports, discussions.	practical	Give practical examples of a set of tab insertion pages		2	6
Daily, oral and written exams, reports, discussions.	practical	Give practical examples of the set of tables		2	7
Daily, oral and written exams, reports, discussions.	practical	Give other practical examples Tables set		2	8
Daily, oral and written exams, reports, discussions.	practical	Training the student on a set of illustrations		2	9
Daily, oral and written exams, reports, discussions.	practical	- Include a specific photo and assign the student to conduct these events.		2	10
Daily, oral and written exams,	practical	- Training the student to write texts that include currency		2	11

reports, discussions.		symbols, special letters, scientific symbols, and others.			
Daily, oral and written exams, reports, discussions.	practical	- Training the student to write equations that include addition, multiplication and raising formulas for exponents and matrices in different forms. - Training the student to create different tables with data entry		2	12
Daily, oral and written exams, reports, discussions.	practical	-Training to open a new file and store it on the desktop. - Add and edit slides (title slide, title with content, subtitle, two contents, comparison, title only, blank slide, content with comment, image with comment). - Add and edit content segment types (table, graph, shapes and charts, images, images from the Internet, video files).		2	13
Daily, oral and written exams, reports, discussions.	practical	- Training on deleting, moving and rearranging slides. -Add theme theme. -Apply the effectiveness of Master slide		2	14
Daily, oral and written exams, reports, discussions.	practical	- Add movements, time control and repetition for the entire slides and differently for each slide. - In addition to each part of the slide, entry movement, stability, exit and other movements, with adjustment		2	15

		of repetition, time and the rest of the options. Save the presentation file as Adobe PDF.			
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• Course Evaluation

Quest: Theoretical: 25 Practical: 15/ Final: Theoretical: 35 Practical: 25

Course Description For Arabic

• Course Name: Arabic Language
• Course Code: atuchm_VS126
• Semester / Year: Second Semester / First Year
• The history of preparation of this description: 16/9/2024
• Available Attendance Forms: In presence
• Number of Credit Hours (Total) / Number of Units (Total): 2/2
• Course administrator's name (if more than one name): Name
• Course Objectives: General: Developing the spirit of pride in the Arabic language Special: Developing students' language skills Upgrading students' professional and research level Developing the grammatical and literary abilities of the university student

• Teaching and Learning Strategies

- ✓ Cooperative education strategy.
- ✓ Brainstorming education strategy.
- ✓ Education strategy collaborative concept planning.
- ✓ Real-time feedback education strategy
- ✓ Education Strategy Notes Series.
- ✓ The strategy of education by exchanging views and discussing.

- ✓ Education strategy by presenting information.
- ✓ Education strategy by training and presentation of scientific developments.

• Course Structure

Evaluation method	Learning method	Unit or subject name	Required Learning Outcomes	Hours	The week
Daily, oral and written exams, reports, discussions.	Theoretical	Introduction to Linguistic Errors – T The tethered - the long and the open t		2	1
Daily, oral and written exams, reports, discussions.	Theoretical	Rules for writing an elongated thousand The cabin - solar letters The Lunar		2	2
Daily, oral and written exams, reports, discussions.	Theoretical	Al-Daad and Al-Zaa		2	3
Daily, oral and written exams, reports, discussions.	Theoretical	Hamza writing		2	4
Daily, oral and written exams, reports, discussions.	Theoretical	Punctuation		2	5
Daily, oral and written exams, reports, discussions.	Theoretical	Noun and verb and differentiate between them		2	6
Daily, oral and written exams, reports, discussions.	Theoretical	Reactor		2	7
Daily, oral and written exams, reports, discussions.	Theoretical	Number		2	8

Daily, oral and written exams, reports, discussions.	Theoretical	Applications of common linguistic errors		2	9
Daily, oral and written exams, reports, discussions.	Theoretical	Noon and Tanween meanings of prepositions		2	10
Daily, oral and written exams, reports, discussions.	Theoretical	Formal aspects of administrative discourse		2	11
Daily, oral and written exams, reports, discussions.	Theoretical	The language of administrative discourse		2	12
Daily, oral and written exams, reports, discussions.	Theoretical	Samples of administrative correspondence		2	13
Daily, oral and written exams, reports, discussions.	Theoretical	Introduction to Linguistic Errors – T The tethered - the long and the open t		2	14
Daily, oral and written exams, reports, discussions.	Theoretical	Rules for writing an elongated thousand The cabin - solar letters The Lunar		2	15

• Course Evaluation

Endeavor: 30/ Final: 70