

**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-Kitab University

Faculty/Institute: College of Medical Technology

Scientific Department: Department of Dental Techniques

Academic or Professional Program Name: Bachelor of Dental Industry

Final Certificate Name: Bachelor of Dental Industry

Academic System: The first and second stages are semester, the third and fourth stages are annual

Description Preparation Date: 2/2/2024

File Completion Date: 30/3/2024

Signature:

Head of Department Name:

Dr. Hangan

Date:

7- April-2024



Signature:

Scientific Associate Name:

Dr. Saifuddin Sabir Ali

Date:

7- Apr- 2024



The file is checked by:

Department of Quality Assurance and University Performance

Director of the Quality Assurance and University Performance Department

Date: 8/4/2024

Signature:



Approved of the Dean

Dr. Saifuddin S. Ali

1. Program Vision

The Department of Dental Industry Techniques has a unique scientific position in the scientific and academic community locally and regionally and plays an effective and influential applied role in the technical and medical field, as it works in dental industry laboratories to create alternative teeth for patients (dental prostheses) according to descriptions and standards at the request of the dentist, and these compensations include: bridges, implants, and dentures. The dental technician produces these prostheses by mechanical manual labor using special machines and tools.

2. Program Mission

- 1- Performs the laboratory steps related to the partial and complete coronal and metal moving sets.
- 2- Completes the laboratory steps related to the manufacture of metal, ceramic and plastic bridges.
- 3- Completes the laboratory steps related to the manufacture of maxillofacial prostheses.
- 4- Performs laboratory steps for mobile orthodontic devices only.
- 5- Operates and maintains laboratory equipment for dental industry laboratories

3. Program Objectives

The department aimed to graduate technical staff working in dental industry laboratories and be able to complete all steps related to the manufacture of orthodontic alternatives for fixed and mobile teeth and maxillofacial compensation. The main objective of the Department of Dental Industry is to train the student and teach him and prepare him theoretically and practically to graduate a dental industry technician who has the distinguished and advanced

technical skill as well as knowledge of laboratory materials and devices and how to deal with them and inform them of the types of laboratories and methods of furnishing and management, as well as trying The department and constantly introduce all new and useful with a focus on the scientific aspects and delete all the old does not fit the march of scientific and technical development, especially after the development in technical education and the establishment of the Central Technical University and finally the department aims to graduate technical staff working in the dental industry laboratories and be able to complete all steps in the manufacture of orthodontic alternatives fixed and mobile and facial and maxillofacial compensation

4. Program Accreditation

The approved program is prepared by the sectoral committee in the Ministry of Higher Education and Scientific Research

5. Other external influences

Field visits and training in health centers and laboratories

6. Program Structure

Program Structure	Number of Courses	Credit hours	Percentage	Reviews*
Institution Requirements	32 courses distributed in four stages	194	100%	Courses System (170) Work is currently underway on the first and second phases

College Requirements	32 courses distributed in four stages	194	100%	Courses System (170) Work is currently underway on the first and second phases
Department Requirements	32 courses distributed in four stages	194	100%	Courses System (170) Work is currently underway on the first and second phases
Summer Training	College Requirements for Graduation			
Other				

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

7. Program Description				
Year/Level	Course Code	Course Name	Credit Hours	
			theoretical	practical
First Stage / First Course	KU MT DI 111	Dental Anatomy (primary)	2	4
	KU MT DI 112	Dental materials (primary)	2	4
	KU MT DI 113	Dental Appliance Technologies (primary)	2	4
	KU MT DI 114	Occupational Safety	2	—
	KU MT DI 115	Computer Principles 1	1	2
	KU MT DI 116	English language		—
	KU MT DI 117	Human Rights and Democracy	2	—
First stage / second course	KU MT DI 121	Dental anatomy (average)	2	4
	KU MT DI 122	Dental material (average)	2	4
	KU MT DI 123	Dental Appliance Techniques (Intermediate)	2	4
	KU MT DI 124	General physics	2	4
	KU MT DI 125	General chemistry	2	4
	KU MT DI 126	Arabic language	2	—
	KU MT DI 127	Computer Principles 2	1	2
Second Stage / First Course	KU MT DI 211	Crown and bridge	2	3
	KU MT DI 212	Complete denture	2	3
	KU MT DI 213	Partial denture	2	3
	KU MT DI 214	Dental material	2	3
Second Stage / Second Course	KU MT DI 221	Oral physiology	2	3
	KU MT DI 222	Anatomy and physiology of the mouth	1	3
	KU MT DI 223	Partial denture	2	3
	KU MT DI 224	Crown and bridge	2	3
Third stage	KU MT DI 301	Complete denture	2	4

Third stage	KU MT DI 302	Partial denture	2	4
Third stage	KU MT DI 303	orthodontics	2	3
Third stage	KU MT DI 304	Crown and bridge	2	4
Third stage	KU MT DI 305	Maxillofacial prosthesis	2	3
Third stage	KU MT DI 306	Medical science	1	2
Third stage	KU MT DI 307	Research methods	2	—
Third stage	KU MT DI 308	Computer Applications	1	2
Fourth stage	KU MT DI 401	Complete denture	2	4
Fourth stage	KU MT DI 402	Partial denture	2	4
Fourth stage	KU MT DI 403	orthodontics	2	3
Fourth stage	KU MT DI 404	Crown and bridge	2	4
Fourth stage	KU MT DI 405	Maxillofacial prosthesis	2	3
Fourth stage	KU MT DI 406	Graduation project	—	—
Fourth stage	KU MT DI 407	Dental implant	2	3
Fourth stage	KU MT DI 408	Professional ethics	2	—

8. Expected learning outcomes of the program

Knowledge

1 -Learn how to manufacture prosthetic devices.
 2- Methods of diagnosis.
 3- Treatment methods.
 4- Methods and compensation for the lost teeth and surrounding tissues and preserving the existing

Learning Outcomes Statement 1

Skills

1 -The student should be able to diagnose cases of total and partial missing tooth compensation.
 2- The student learns about dental materials, their chemical

Learning Outcomes Statement 2

<p>reactions, their physical properties and how they are used.</p> <p>3- Teaching the student to carry out laboratory steps in the work of prosthetic dentures</p> <p>4- The student realizes the importance of replacing missing teeth by installing mobile devices</p>	
Learning Outcomes 3	Learning Outcomes Statement 3
Ethics	
<p>1 -The student should interact during the lecture</p> <p>2- The student should listen to the professor's explanation</p> <p>3- He should interact and love to do extracurricular activities</p> <p>4- He likes to do homework</p>	Learning Outcomes Statement 4
Learning Outcomes 5	Learning Outcomes Statement 5

9. Teaching and Learning Strategies

- 1 -Giving scientific and theoretical lectures using information technology in the college (computer and Internet)
- 2- Providing students with the basics and additional topics related to the previous education outcomes of skills, to solve practical problems
- 3- Applying theoretically studied topics at the practical level in the field of dental industry.
- 4- Working in educational laboratories to graduate and prepare skilled and efficient technical medical cadres with high levels of professionalism The summer training enhances the student's skill and refines it to accomplish all steps related to his field of work efficiently

10. Evaluation methods

- 1 -Daily tests.
- 2- Quarterly tests.
- 3- Final exams.
4. Scientific reports.
- 5- Commitment to permanence.

11. Faculty

Faculty Members

Academic Rank	Specialization		Special Requirements/Skills (if applicable)	Number of the teaching staff	
	General	Special		Staff	Lecturer
Assistant prof		1		1	
lecturer		5		3	2
Assistant lecturer	2	5		7	

Professional Development

Mentoring new faculty members

Directing new teaching staff members, you need to:

- 1- Orientation and training program: There must be an integrated program to guide and train them on the policies and procedures of the educational institution, effective teaching methods, the use of technology in education, and dealing with students and parents.
- 2- Educational materials: The necessary educational materials must be provided to help them prepare and deliver lessons effectively.
- 3- Technical support: There must be technical support available to them in case they encounter technical problems while using technology in education.

4. Reviews and evaluations: Periodic reviews and evaluations of their performance should be provided to identify strengths and weaknesses and provide the necessary guidance and support.

5- Administrative support: They need administrative support to help manage day-to-day business and administrative procedures. 6- Professional development opportunities:

Professional development opportunities and continuous training should be provided to faculty members

Professional development of faculty members

For the professional development of faculty members, the following elements must be provided:

1- Training programs and workshops: Providing training programs and workshops in various fields such as modern teaching techniques, curriculum development, educational evaluation, and personal and social skills development.

2- Online Learning Opportunities: Provide easy and flexible access to online courses in various fields such as educational technology, language skills development, and classroom management.

3- Participation in conferences and seminars: Encouraging faculty members to participate in local and international conferences and seminars to exchange experiences and knowledge and follow up on the latest innovations in the field of education.

4- Performance evaluation and feedback: Provide effective mechanisms to evaluate the performance of faculty members and provide them with feedback to identify strengths and weaknesses and identify areas in which they need development.

5- Motivation and Encouragement Programs: Establishing incentive programs that encourage faculty members to continue learning and achieve professional development.

6- Individual mentoring: Provide individual orientation sessions for faculty members to discuss their career goals and identify the necessary steps to achieve them.

7- Provide leadership opportunities: Provide opportunities to participate in administrative and leadership activities within the educational institution, which helps them develop leadership and organizational skills.

8. Constructive communication with the Continuing Education Division

12. Acceptance Criterion

- 1 -Central acceptance of morning studies
- 2- According to the controls specified by the Ministry of Higher Education through central admission
- 3- Scientific fees

13. The most important sources of information about the program

1-Basic Guide to Dental Materials" by Carmen Scheller-Sheridan: This book provides a comprehensive overview of the materials used in the dental industry and how to use them.

2- "Contemporary Fixed Prosthodontics" by Stephen F. Rosenstiel, Martin F. Land, and Junhei Fujimoto: This book covers multiple aspects of fixed dental manufacturing techniques

3- "Dental Laboratory Technology: Fixed and Special Prosthodontics" by William J. O'Brien: This book introduces advanced techniques for the design and manufacture of fixed teeth and special prostheses

4-Phillips' Science of Dental Materials" by Kenneth J. Anusavice: This book is considered a comprehensive reference in the field of dental materials and their clinical applications.

5- "Dental Laboratory Procedures: Complete Dentures" by Charles F. O'Brien: This book covers complete dental manufacturing processes and forming and finishing techniques.

14. Program Development Plan

Stage I: Assessment of the current situation

1. Conduct a comprehensive evaluation of the current academic program of the Department of Dental Technologies.

2. Identify the strengths, weaknesses, opportunities and challenges of the current program.

3. Conduct a survey of the opinions of students, graduates of the program and faculty members to determine the areas in which the program needs to develop.

Stage II: Setting goals and priorities

1. Set specific and measurable goals for the development of the academic program.

2. Identify priorities and key areas to focus on to improve the program

Stage III: Planning and Implementation

1. Develop updated educational curricula that include the latest developments and technologies in the field of dental industry technologies.

2. Create new educational courses covering modern and advanced topics in the dental industry.

3. Develop practical and laboratory training programs that allow students to apply theoretical concepts in a practical environment.

4. Modernization and development of Laboratories facilities and equipment to be compatible with the latest technologies and standards in the field.

5. Provide external learning opportunities through field visits to dental industry laboratories and facilities.

Fourth Stage: Evaluation and Follow-up

1. Evaluate the developed program through the use of specific evaluation metrics and indicators.

2. Gather feedback from students, faculty, and employers on the effectiveness of the changes made.

3. Make additional adjustments and improvements based on evaluation results and feedback.

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					
Course Objectives			<ul style="list-style-type: none"> • • • 		
9. Teaching and Learning Strategies					
Strategy					
10. Course Structure					
Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method

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					