Academic Program Specification Form For The Academic

University: Northern Technical University

College : Ninevah Technical Managament Institute

Department : Office management techniques

Date Of Form Completion : 8/01/2024

A.P.Dr .Majid Mohammed Salih   Mohammed Osama Ahmed   Dr. Eman Ahmed Salih

Dean's Name

Date :   /   /

Signature

Dean's Assistant For Scientific Affairs

Date :   /   /

Signature

Head of Department

Date :   /   /

Signature

Quality Assurance And University Performance Manager
Date :   /   /
Signature

TEMPLATE FOR PROGRAMME SPECIFICATION

HIGHER EDUCATION PERFORMANCE REVIEW: PROGRAMME REVIEW

PROGRAMME SPECIFICATION

This Programme Specification provides a concise summary of the main features of the programme and the learning outcomes that a typical student might reasonably be expected to achieve and demonstrate if he/she takes full advantage of the learning opportunities that are provided. It is supported by a specification for each course that contributes to the programme.

1. Teaching Institution	Northern Technical University
2. University Department/Centre	Ninevah Technical Managament Institute
3. Programme Title	Office Management techniques
4. Title of Final Award	Technical Diploma
5. Modes of Attendance offered	Annual system + Course system
6. Accreditation	According to the corresponding departments in the Iraqi technical institutes
7. Other external influences	Labor market requirements, summer training, field visits
8. Date of production/revision of this specification	8/01/2024

9. Aims of the Programme
1- Qualifying human resources in the field of office management techniques, computer applications and business correspondence
2- Preparing graduates for the labor market specialized in the field of administration in general and office management in particular.
3- Providing the labor market with skilled graduates who are able to organize and provide information effectively to senior management
4- Organizing meetings inside and outside the organization and providing its requirements
5- Using modern software and automation in administrative and office work
6- Develop the spirit of initiative, excellence, and career commitment in practicing professional life after graduation

10. Learning Outcomes, Teaching, Learning and Assessment Methods

A. **Knowledge and Understanding**
A1- Understand the concept of management in general and office management in particular
A2- Understand how to perform administrative work in organizations
A3- Acquaintance with the curricula and academic vocabulary necessary to acquire the knowledge required in administrative work
A4- Knowing the method of writing memos, correspondences and reports, and organizing and managing meetings
A 5- Learn how to deal with customers, time management, correspondence, etiquette and civil service legislation
A6- Learn about the use of the computer and its software and how to benefit from it in administrative work

B. **Subject-specific skills**
B1 - The ability to perform administrative work and office work in organizations
B 2 - The ability to use an electronic computer and conduct administrative correspondence and the art of communication
B 3 - The ability to organize office work through electronic means of preservation and archiving of transactions and documents

Teaching and Learning Methods
- Theoretical lectures
- Practical, field and applied practices
- Scientific visits and trips
- Discussions and brainstorming methods in lectures and during training

Assessment methods
- Daily, quarterly and final exams
- Reports and theoretical and practical research
- Practical and field training
- Scientific discussions and dialogues, presenting ideas and questions during lectures

- **C. Thinking Skills**
- C1- Providing students with specialized academic knowledge in the field of office work
- C2- Instilling students' confidence in their ability to perform administrative work to the fullest
- C3- Develop the spirit of self-esteem and the importance of their work and function in the success and development of organizations
- Ability to work on an computer applications

Teaching and Learning Methods
- lectures
- Seminars and meetings
Presenting realistic practical cases that reflect the role of the administrative employee

in the success and progress of organizations (case study)

Assessment methods

- Written exams

- discussions
Practical practice and summer training

D. **General and Transferable Skills (other skills relevant to employability**

D 1- The ability to work within groups and work teams

D 2- The ability to communicate and communicate effectively

D3 - Experience in the practice of administrative work through the middle cadre specialized in office work

Teaching and Learning Methods
- lectures
-Scientific laboratories
- Regular and summer training

Assessment Methods
- Oral and written exams
- quarterly exams
- Graduation research projects

Level/Year	Course or Module Code	Course or Module Title	Credit rating	
			Theoretical	practical
First stage	OMT100	Archives management	2	3
First stage	TIMO100	Management principles	2	3
First stage	OMT101	Information technology	2	3
First stage	OMT102	Public relations	2	3
First stage	OMT103	writing reports	1	2
First stage	NTU 100	human rights	1	0
First stage	NTU 101	English	2	0
First stage	NTU102	Computer principles 1	1	2
First stage	NTU 104	Arabic Language	2	0
First stage	NTU 105	sports	1	1
First stage	OMT105	Electronic records management	2	3
First stage	OMT107	Administrative Communications	2	3
First stage	OMT106	Information systems and security	2	3
First stage	NTU103	Computer principles 2	1	2
First stage	OMT109	English readings	1	2
First stage	OMT108	Protocol management	2	3
First stage	TIMO101	Counting	1	2
First stage	NTU107	democracy	1	0
second stage	OMT211	Human Resource Management	2	3
second stage	OMT212	Civil service legislation	1	3
second stage	OMT215	Office organization	2	3
second stage	OMT214	time management	1	3

11. Program Structure

second stage	OMT213	English correspondence	**2**	**3**
second stage	TIMO200	E-business management	**1**	**2**
second stage	OMT216	Arabic correspondence	**2**	**0**
second stage	NTU201	Professional ethics	**2**	**0**
second stage	OMT218	Contemporary human resources management	**2**	**3**
second stage	OMT222	Office automation	**2**	**3**
second stage	OMT221	Meeting time management	**1**	**3**
second stage	OMT220	Commercial letters	**2**	**3**
second stage	TIMO202	Quality Management	**1**	**2**
second stage	OMT219	Public office laws	**1**	**3**
second stage	NTU 200	English language	**2**	**0**
second stage	OMT223	research project	**0**	**2**

12. Personal Development Planning
Providing all state departments (higher education), available in the creation of all knowledge and scientific methods that work on the development, development and development of the field of education and specialization.

13. Admission criteria .
Central admission through the Ministry of Higher Education and Scientific Research by providing the department with the outputs of the Ministry of Education in the scientific, literary and commercial disciplines

14. Key sources of information about the program
- Curriculum books specified in the field of specialization Books and scientific research supporting the vocabulary of the Office Management Department Scientific visits and summer training - Sober scientific information derived from the Internet.

Curriculum Skills Map

please tick in the relevant boxes where individual Program Learning Outcomes are being assessed

Year / Level	Course Code	Course Title	Core (C) Title or Option(O)	Knowledge and understanding				Subject-specific skills				Thinking Skills				General and Transferable Skills (or) Other skills relevant to employability and personal development			
				A1	A2	A3	A4	B1	B2	B3	B4	C1	C2	C3	C4	D1	D2	D3	D4
First stage	NTU102	Computer principles	fundamental				*	*	*	*		*		*		*	*		*

TEMPLATE FOR COURSE SPECIFICATION

COURSE SPECIFICATION

This Course Specification provides a concise summary of the main features of the course and the learning outcomes that a typical student might reasonably be expected to achieve and demonstrate if he/she takes full advantage of the learning opportunities that are provided. It should be cross-referenced with the programme specification.

1. Teaching Institution	Northern Technical University
2. University Department/Centre	Office management techniques
3. Course title/code	Management principles\ TIMO100
4. Programme(s) to which it contributes	Academic program
5. Modes of Attendance offered	Classrooms
6. Semester/Year	First semester 2022-2023
7. Number of hours tuition (total)	150 hours
8. Date of production/revision of this specification	8/01/2024

9. Aims of the Course
1- Qualifying human resources in the field of office management techniques, computer applications and business correspondence
2- Preparing graduates for the labor market specialized in the field of administration in general and office management in particular.
3- Providing the labor market with skilled graduates who are able to organize and provide information effectively to senior management
4- Organizing meetings inside and outside the organization and providing its requirements
5- Using modern software and automation in administrative and office work
6- Develop the spirit of initiative, excellence, and career commitment in practicing professional life after graduation
1- Qualifying human resources in the field of office management techniques, computer applications and business correspondence
2- Preparing graduates for the labor market specialized in the field of administration in general and office management in particular.

10. Learning Outcomes, Teaching ,Learning and Assessment Methode
A- Knowledge and Understanding A1- Understand the concept of management in general and office management in particular
A2- Understand how to perform administrative work in organizations
A3- Acquaintance with the curricula and academic vocabulary necessary to acquire the knowledge required in administrative work
A4- Knowing the method of writing memos, correspondences and reports, and organizing and managing meetings
A5- Learn how to deal with customers, time management, correspondence, etiquette and service legislation
A6- Learn about the use of the computer and its software and how to benefit from it in administrative work

B. Subject-specific skills
B1 - The ability to perform administrative work and office work in organizations
B 2 - The ability to use an electronic computer and conduct administrative correspondence and the art of communication
B 3 - The ability to organize office work through electronic means of preservation and archiving of transactions and documents

Teaching and Learning Methods
Theoretical lectures Practical, field and applied practices Scientific visits and trips Discussions and brainstorming methods in lectures and during training

Assessment methods
Daily, quarterly and final exams Reports and theoretical and practical research Practical and field training Scientific discussions and dialogues, presenting ideas and questions during lectures

C. Thinking Skills
C1- Providing students with specialized academic knowledge in the field of office work C2- Instilling students' confidence in their ability to perform administrative work to the fullest C3- Develop the spirit of self-esteem and the importance of their work and function in the success and development of organizations

Teaching and Learning Methods

- lectures - Seminars and meetings Presenting realistic practical cases that reflect the role of the administrative employee in the success and progress of organizations (case study)
Assessment methods
- Written exams - discussions Practical practice and summer training

11. Course Structure

Week	Hours	ILOs	Unit/Module or Topic Title	Teaching Method	Assessment Method
The first	5	cognitive outcomes	Management - Evolution and Concepts	lecture	Evaluation method
The second	5	Cognitive outcomes	management jobs	Discussion	questions and answers
The third	5	Cognitive outcomes	Establishment Jobs	lecture	ask questions
The fourth	5	Cognitive and emotional outcomes	Factors influencing management, Theories of traditional management thought	Dialogue and criticism	listening
sixth	5	cognitive and skill	Planning function	Discussion and mini lesson	case study
seventh	5	My knowledge, my skills	Decision making and the process of making decisions	role play	case studies
eighth	5	rate	The process of analyzing decision information	Debate	mini lesson
Ninth	5	cognitive	The stages of the decision-making process	Lecture	Debate
The tenth	5	My knowledge and skills	Scientific means of decision making	Debate	case study
Eleventh	5	My knowledge and skills	Organization	besiege and criticize	Listen and ask questions
twelveth	5	My knowledge and skills	The foundations used in dividing the organizational structure, the scope of supervision, and how to calculate the organizational relationships between the superior and subordinate	lecture and criticism	ask questions
Thirteenth	5	emotional	Scope of supervision, Calculation of organizational relationships between superior and subordinate	discussion and listening	listening
Fifteenth	5	cognitive	routing	Debate	work groups
sixteen	5	cognitive	validity theories	discussion and listening	work groups
seventeenth	5	My knowledge	Power, Responsibility, Relationship Between	lecture and criticism	mini lesson

		and skills	Them and communication		
nineteenth	5	cognitive	centralization and decentralization	Debate	and workgroups
twenty	5	My knowledge and skills	Stimulus	discussion and criticism	ask questions
Twenty one	5	cognitive and emotional	motivation theories	discussion and criticism	ask questions
twenty-second	5	cognitive	Leadership and its theories	Debate	case study
twenty-third	5	cognitive	censorship	Debate	case study
twenty-four	5	cognitive	Control steps	Debate	ask questions
twenty-fifth	5	cognitive	General functions of the facility	discussion and listening	case study
twenty-six	5	cognitive	production management	discussion and listening	ask questions
twenty-seventh	5	cognitive	financial management	discussion and listening	ask questions
twenty-eight	5	My knowledge and skills	purchase management	ask questions	ask questions
twenty-nine	5	My knowledge and skills	Public Relations Department	case study	ask questions
thirty	5	My knowledge and skills	Advertising, publicity, media	Discussion and workgroups	case study
the first	5	emotional	Crisis Management	Brain storming	case study
The second	5	My knowledge and skills	Traditional and non-traditional ways to deal with crises	mini lesson	case study
the third	5	emotional	Electronic management and its application requirements	case study	Brain storming

12. Infrastructure	
Required reading: · CORE TEXTS · COURSE MATERIALS · OTHER	- Management ,Daft 2015
Special requirements (include for example workshops, periodicals, IT software, websites)	Management principles, d. Shawqi Nagy, Iyad Mahmoud Al-Rahim, Reda Abdel-Razzaq, 1988
Community-based facilities (include for example, guest Lectures , internship , field studies)	- Principles of Management with a focus on business management, d. Khalil Shammaa, 1990 - Modern Administration, Qassem Al-Qaryouti, 1997

	- Administrative Skills, Basem Al-Humairi, 2010 Management in theory and practice, J.A. Cole, translated by Houssam El Din Khaddour, 2014

13. Admissions	
Pre-requisites	
Minimum number of students	50
Maximum number of students	100