

*Republic of Iraq
Ministry of Higher Education & Scientific Research
Supervision and Scientific Evaluation Directorate
Quality Assurance and Academic Accreditation*

Academic Program Specification Form For The Academic

University: Northern Technical University

College : Nineveh Technical Management Institute

Department: Materials management techniques

Date Of Form Completion : 9/01/2024

A.P.Dr .Majid Mohammed Salih

Mohammed Osama Ahmed

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Dean 's Name

*Dean 's Assistant For
Scientific Affairs*

Head of Department

Date : / /

Date : / /

Date : / /

Signature

Signature

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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 Management Institute |
| 3. Programme Title | Materials management Technical Department |
| 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 | Scientific updates: seminars on administrative and technical developments in the field of materials management |
| 8. Date of production/revision of this specification | 9/01/2024 |
| 9. Aims of the Programme | |
| 1- Qualifying a middle cader who is familiar with the purchasing and warehousing activities needed by various business organizations | |
| 2- providing an academic description of the departments courses in a language that can be measured and tested. | |
| 3- Student participation and contribution in choosing teaching methods. | |
| 4- preparing cadres capable of transferring information they receive to the field of work. | |

10. Learning Outcomes, Teaching, Learning and Assessment Methods

A. Knowledge and Understanding

A1- Technical knowledge providing basic knowledge in the principles of materials management techniques by learning the basics of purchasing, warehousing, supply management (logistics) and marketing.

A2- Technical skills develop the basic skills needed in opening and organizing records and documents related to warehouse work. He works in activities related ware house systems applications.

A3- Acquaintance with the curricula and academic vocabulary necessary to acquire the knowledge required in administrative work Developed the ability to organize and present information effectively on all marketing activities. He also completes business correspondence related to business activities.

A4- Preparing for studies after the diploma prepares the graduate to be successful in completing his scientific career by obtaining certificates after the technical diploma and preparing for the profession.

A 5- Providing broad attention to the problems that rise in professional practice, including honesty , transparency in dealing with the client in addition to teamwork, leadership, safety professionalism, ethics, service and economy.

B. Subject-specific skills

B1 - Ability to open and keep books and warehouse records

B2 - Ability to carry out receiving, inception inventory and delivery work correspondence and the art of communication

B 3 - The ability to code, characterize, count, sort, and inventory .

B4 -The ability to use the modern technological and technological applications and tools to accomplish the necessary task

Teaching and Learning Methods

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

Evaluation methods

- Daily editorial tests, reviews classroom, examinations quarterly and final
- (theoretical + practical)to provide weekly reports on school curricula obtained by the student during the year , seminars, panel discussions ,as well as daily attendance , and a straw graduation research projects

C. Thinking Skills

- C1- Brainstorming.
- C2- 2. The ability to analyze.
- C3- The ability to solve problems

- C4. The ability to elicit.

Teaching and Learning Methods

- lectures
- Laboratory, scientific visits and scientific films
- Systematic training.
- Summer training .

Assessment methods

- Written exams
- discussions

Practical practice and summer training

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

D 1- Communication and conversation skills such as English language, computer and presentation skill.

D 2- Teamwork skills.

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

| 11. Program Structure | | | | |
|-----------------------|-----------------------|---------------------------------|---------------|-----------|
| Level/Year | Course or Module Code | Course or Module Title | Credit rating | |
| | | | Theoretical | practical |
| First stage | MMT102 | Inventory operations techniques | 2 | 3 |
| First stage | MMT106 | resources management | 2 | 3 |
| First stage | MMT105 | Risk management | 2 | 3 |
| First stage | NTU105 | English | 2 | 0 |
| First stage | TIMO105 | Principles of administration | 2 | 3 |
| First stage | MMT 101 | Accounting principles | 2 | 3 |
| First stage | TIMO100 | Statistics | 2 | 1 |
| First stage | MMT108 | English readings-1 | 2 | 1 |
| First stage | NTU 102 | democracy | 1 | 0 |
| First stage | MMT 104 | time management | 1 | 3 |
| First stage | OMT105 | Computer principles 2 | 1 | 2 |
| First stage | NTU106 | Arabic | 2 | |
| First stage | OMT106 | French language | 2 | 3 |
| First stage | MMT108 | English readings-2 | 1 | 2 |
| First stage | MMT110 | Supply management | 1 | 2 |
| First stage | MMT107 | Inventory accounting | 2 | 3 |
| First stage | MMT200 | Inventory planning and control | 2 | 3 |
| First stage | MMT201 | Operations Management | 2 | 3 |
| second stage | MMT202 | Marketing Management | 2 | 2 |
| second stage | NTU105 | English | 2 | 0 |

| | | | | |
|--------------|---------|--------------------------------|----------|-----------|
| second stage | NTU200 | English | 2 | - |
| second stage | MMT203 | English correspondence | 1 | 2 |
| second stage | MMT204 | Inventory systems application | 1 | 4 |
| second stage | MMT203 | English correspondence | 1 | 2 |
| second stage | NTU104 | computer applications | 1 | 2 |
| second stage | TIMO202 | E-business management | 1 | 2 |
| second stage | MMT212 | Quality Management | 1 | 01 |
| second stage | OMT218 | Professional ethics | 2 | 3 |
| second stage | TIMO200 | project management | 1 | 2 |
| second stage | MMT209 | Human Resource Management | 2 | 3 |
| second stage | MMT214 | research project | 0 | 2 |
| second stage | TIMO202 | Inventory systems applications | 1 | 2 |
| second stage | MMT210 | Inventory systems | 1 | 4 |
| second stage | MMT208 | Operations Management | 2 | 3 |

12. Personal Development Planning

The faculty members must be within the established staff and according to the ratio of students to the number of faculty members. Efficiency must have a role to cover all curricula, and there must be an ability to manage the department sufficiently to accommodate levels of interaction, student guidance, counseling, university, professional and development services activities and interaction With practitioners and professionals as well as employers.

13. Admission criteria .

Average for middle school,physical,personal and mental qualification.

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.

TEMPLATE FOR COURSE SPECIFICATION

HIGHER EDUCATION PERFORMANCE REVIEW: PROGRAMME REVIEW

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 | Material management techniques |
| 3. Course title/code | |
| 4. Programme(s) to which it contributes | |
| 5. Modes of Attendance offered | |
| 6. Semester/Year | |
| 7. Number of hours tuition (total) | 75hours of study per year |
| 8. Date of production/revision of this specification | 9/01/2024 |
| 9. Aims of the Course | |
| 1- Qualifying a middle cader who is familiar with the purchasing and warehousing activities needed by various business organizations | |
| 2- providing an academic description of the departments courses in a language that can be measured and tested. | |
| 3- Student participation and contribution in choosing teaching methods. | |
| 4- preparing cadres capable of transferring information they receive to the field of work. | |

10. Learning Outcomes, Teaching ,Learning and Assessment Methode

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A 5- Providing broad attention to the problems that rise in professional practice, including honesty , transparency in dealing with the client in addition to teamwork, leadership, safety professionalism, ethics, service and economy.

B. Subject-specific skills

B1 - Ability to open and keep books and warehouse records

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B 3 - The ability to code, characterize, count, sort, and inventory .

B4 -The ability to use the modern technological and technological applications and tools to accomplish the necessary task

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- Brainstorming.
- C2- 2. The ability to analyze.
- C3- The ability to solve problems
- C4. The ability to elicit

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 and personal development)

D 1- Communication and conversation skills such as English language, computer and presentation skill.

D 2- Teamwork skills.

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

11. Course Structure

| Week | Hours | ILOs | Unit/Module or Topic Title | Teaching Method | Assessment Method |
|------------|-------|----------------------------------|---|----------------------------|-----------------------|
| The first | 5 | cognitive outcomes | Definition of inventory warehouse management / concept of the storage process | lecture | Evaluation method |
| The second | 5 | Cognitive outcomes | Warehouse management jobs The importance of the financial and productive storage function | Discussion | questions and answers |
| The third | 5 | Cognitive outcomes | Receipt / concept / systems / procedures | lecture | ask questions |
| The fourth | 5 | Cognitive and emotional outcomes | Centralization and decentralization in receipt | Dialogue and criticism | listening |
| Fifth | 5 | cognitive and skill | Preservation of materials / its importance / protection of inventory | Debate | ask questions |
| VI | 5 | cognitive and skill | Planning function | Discussion and mini lesson | case study |
| seventh | 5 | My knowledge , my skills | Simplifying and standardizing materials/and distinguishing materials | role play | case studies |
| VIII | 5 | rate | The concept of tabulation/objectives/m methods of tabulation | Debate | mini lesson |

| | | | | | |
|------------|---|-------------------------|--|--------------------------|--------------------------|
| Ninth | 5 | cognitive | Coding | Lecture | Debate |
| The tenth | 5 | My knowledge and skills | centralization and decentralization | Debate | case study |
| Eleventh | 5 | My knowledge and skills | centralization and decentralization | besiege and criticize | Listen and ask questions |
| twelveth | 5 | My knowledge and skills | Stimulus | lecture and criticism | ask questions |
| Thirteenth | 5 | emotional | Types of documents and warehouse records | discussion and listening | listening |
| fourteenth | 5 | My Skills | Ownership and leasing | Dialogue and discussion | ask questions |
| Fifteenth | 5 | cognitive | Geographical location of stores | Debate | work groups |

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| 12. Infrastructure | |
| Required reading: · CORE TEXTS · COURSE MATERIALS · OTHER | - Warehouse Management Scientific principles in warehouse management |
| Special requirements (include for example workshops, periodicals, IT software, websites) | warehous Management d. Ghanem Musa finjan Scientific principles in warehouse management / Ghanem Musa finjan |
| 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 |

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