

*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

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Dean 's Name

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Head of Department

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Quality Assurance And University Performance Manager

Date : / /

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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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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

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

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

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