Academic Program Specification Form For The Academic

University :   Northern Technical University

College: Nineveh Technical Management Institute

Department: Information Techniques and Libraries
Date of form completion: ٩ /١ /2024

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Signature	**Signature**	**Signature**

Dr. Ayoub Ali Hussein
Quality Assurance and University performance manager

Date 9/1/2024

Signature

TEMPLATE FOR PROGRAMME SPECIFICATION

HIGHER EDUCATION PERFOMANCE REVIEW: PROGRAMME REVIEW

PROGRAMME SPECIFICATION

This academic program description provides a required overview of the most important characteristics of the program and the learning outcomes expected of the student to achieve, demonstrating whether he has made the most of the available opportunities. It is accompanied by a description of each course within the program

1. Teaching Institution	Northern Technical University / Technical Management Institute - Nineveh
2. University Department/Centre	Department of Information Technology and Libraries
3. Programme Title	Technical Diploma
4. Title of Final Award	Diploma
5. Modes of Attendance offered	Courses
6. Accreditation	AACSA
7. Other external influences	Private and government libraries and information centers
8. Date of production of this specification	2024/1/ 9
9. Aims of the Programme	

Objectives of the academic program
The academic program aims to prepare professionals in the field of information and libraries capable of practicing library activities related to the following areas:

Electronic supply and identification of international publishing houses and free access to information sites

Using modern technologies related to computer applications when working in various office organizations, including libraries and information centers

Identify all types of traditional and electronic information sources, encyclopedias, and

electronic dictionaries available on disks and the Internet

Learn how to search the Internet, access free library database sites, how to search for information sources available there, and how to obtain them

Learn about traditional indexing methods for various information sources according to the Anglo-American AACSA2 rules and methods for classifying them according to the Dewey Decimal System.

Identify modern methods of indexing information sources in various forms according to modern automated rules such as (RDA). Describe the available sources using the Koha system and MARC 21 records.

10. Learning Outcomes, Teaching, Learning and Assessment Methods

Cognitive objectives: The student should be aware of the following
1- Indexing rules for traditional and electronic information sources for both descriptive and objective indexing
2- Scientific foundations in the policy of supplying traditional and electronic information sources
3- The scientific foundations followed in writing sound scientific research and policy methods for managing libraries of all kinds, information centers, and information and communications networks.
4- Traditional and electronic information services of various types
5- Identify sources of reference information from traditional and electronic encyclopedias and dictionaries
6- Getting to know international libraries and electronic publishing houses

B. Subject-specific skills

Skills objectives of the programme
1- Traditional and modern electronic indexing methods and classification methods for preparing index cards
2- The ability to build databases and extract information from them using the ACCESS system
3- The ability to access and retrieve information sources from free databases available on the Internet or from digital and virtual libraries and free international publishing houses

Teaching and learning Methods

- Delivering theoretical lectures using modern teaching methods
2- Using specialized laboratories in practice (cataloging and classification laboratory - reference sources laboratory)
3- Summer training in various university and public libraries
4- Preparing graduation research and monthly reports on various topics and subjects

Assessment method

1- Oral exams
2- Written tests
3- Quarterly exams
4- Final exams
5- Daily evaluation

C4. Design and open Medical lab. And upgrade the self learn skills

C- Emotional and value goals.
A sense of responsibility and honesty in serving the beneficiary in order to obtain the required information

Teaching and Learning Methods

1- Giving lectures
2- Use of laboratories and teaching aids
3- Use of computers
4- Summer training
5- Prepare scientific reports and research

Assessment methods

1- Oral exams
2- Written tests
3- Quarterly exams
4- Final exams
5- Daily evaluation

D - General and rehabilitative transferable skills

1- Using computer systems to print on the WORD system

2- Preparing promotional programmes, lectures and educational
bulletins on the POWER POINT system

3- Preparing statistical and mathematical programs using the
EXCEL system

4- Preparing scientific research and reports

Teaching and Learning Methods

1- Giving lectures
2- Use of laboratories and teaching aids
3- Use of computers
4- Summer training
5- - Preparing scientific reports and research

Assessment Methods

Oral exams
2- Written tests
3- Quarterly exams
4- Final exams
5- Daily evaluation

11. Programme Structure

12. Awards and Credits

Week	Hours	ILOs	Unit/Module or Topic Title	Teaching Method	Assessment Method
The first	٥	cognitive outcomes	The importance of references and their types	lecture	Evaluation method
The second	٥	Cognitive outcomes	Electronic dictionaries available on the Internet	Discussion	questions and answers
The third	٥	Cognitive outcomes	Encyclopedias	lecture	ask questions
The fourth	٥	Cognitive and	Online encyclopedias	Dialogue and criticism	listening

		emotional outcomes	الصفحة		
sixth	٥	cognitive and skill	Translation books	Discussion and mini lesson	case study
seventh	٥	My knowledge, my skills	Geographical sources	role play	case studies
eighth	٥	rate	Bibliography	Debate	mini lesson
Ninth	٥	cognitive	Periodicals	Lecture	Debate
The tenth	٥	My knowledge and skills	Flashlights	Debate	case study
Eleventh	٥	My knowledge and skills	Sources of information about international organizations	besiege and criticize	Listen and ask questions
twelveth	٥	My knowledge and skills	Yearbooks	lecture and criticism	ask questions
Thirteenth	٥	emotional	Calendar of events	discussion and listening	listening
Fifteenth	٥	cognitive	Handmade books	Debate	work groups

13.Personal Development Planning
1- 1- Encouraging self-education skills
2- 2- Expanding topics through external studies
3- 3- Intensifying field visits to university libraries
4- 4- Holding scientific sessions and seminars to increase the student's skill
5- 5- Assigning students to prepare reports

14.Admission criteria
- Central admission
- Graduates of preparatory school for the scientific, literary and vocational streams

15. Key sources of information about the programme
1- Access to academic - Iraqi - Arab - foreign programs in the field of specialization

Curriculum Skills Map

Please tick in the relevant boxes where individual Programme Learning Outcomes are being assessed

Programme Learning Outcomes

Year/level	Course Code	Course Title	Core (C) Title or Option (O)	Knowledge and understanding				Subject-specific skills				Thinking Skills				General and Transferable Skills relevant to employability and personal development			
				A1	A2	A3	A4	B1	B2	B3	B4	C1	C2	C3	C4	D1	D2	D3	D4
second	**LIT 205**	**Advanced indexing**	**Basic**		√				√				√				√		

B/ Book   T/ Theory   P/Practical   R/Report   S/Seminar   L/Lab.   J/Project

TEMPLATE FOR COURSE SPECIFICATION

COURSE SPECIFICATION

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

1.Teaching Institution	Northern Technical University/Technical Management Institute - Nineveh
2.University Department/Center	Department of Information Technology and Libraries
3.Course title/code Information sources / LIT 102	
4.Programme (s) to which it contributesTo attend directly in halls and laboratories	
5. Modes of Attendance offered	
6. Semester/Year	2023-2022
7. Number of hours tuition(total) Three hours a week, 15 weeks = 45 hours	
8.Date of production/revision of this specification	9/1/2024
9. Aims of the Course	
- The student becomes familiar with traditional and electronic sources of information in all their forms 2- Learn how to use traditional and electronic reference information sources, such as encyclopedias, dictionaries, manual books, and yearbooks, including Arabic and foreign ones.	

10. Learning Outcomes , Teaching, Learning and Assessment Methods

Cognitive objectives
A1- Ensuring quick access to the contents of reference information sources to benefit from them
A2- The ability to answer users' reference questions in the library
A3- Guiding readers in accessing indexes and sources of information

B - The skills objectives of the course
The student becomes an information specialist in the field of reference service

Teaching and Learning Methods

1- Giving lectures
The actual use of traditional paper-based information sources in laboratories
Actual use of electronic information sources available on CD

Assessment methods

Daily, semester and final exams
Practical tests

C. Thinking Skills
   Emotional and value goals
   The student will be prepared to answer the beneficiaries'
   reference questions

Teaching and Learning Methods

1- Use the blackboard and audio-visual materials
2- Use the Data show
3- Using reference sources, disks and the Internet

Assessment methods

Periodic, semester and final exams
Preparing projects on the topic

D - General and qualifying transferable skills (other skills related to employability and personal development).
Submitting reports on the topic
Preparing flyers and posters
Bring samples of information sources

12. Infrastructure	
Required reading: - CORE TEXTS - COURSE MATERIALS - OTHER	Non
Special requirements (include for example workshops, periodicals, IT software, websites)	workshops
Community-based facilities (include for example, quest, lectures, internship, field studies)	Developing the department's curricula by comparing its vocabulary with the vocabulary of its corresponding departments in institutes Arab and international universities available on the Internet for the purpose of developing them Required prescribed books

13. Admissions	Recommended books and references
Per-requisites	High School section , outstanding student in the institute
Minimum number of students	15
Maximum number of students	35

Infrastructure

1 - Approved and required books as received from the university

2- The handbooks prepared by the teacher are updated continuously, between 20-25% annually

3- Sources approved by the teacher as additional sources, meaning any book or source of information that the teacher deems useful to the student

4- Various other sources according to the teacher's point of view

Course development plan

 1- Updating academic materials on an ongoing basis to suit scientific development and the labor market

2- The updating must be done in a systematic, scientific and smooth manner that is consistent with the student's mentality. Therefore, the entire curriculum or binding must be completely updated every 4 or 5 years at a rate of 20-25% of the curriculum each year.