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**

Universitiy:Middle Technical University

College : Institute of Medical Technology-Almansoor

Department :Optometry

Date Of Form Completion :31/10/2016

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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 :31 / 10 / 2016

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**TEMPLATE FOR PROGRAMME SPECIFICATION**

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| HIGHER EDUCATION PERFORMANCE REVIEW: PROGRAMME REVIEW |

**PROGRAMME SPECIFICATION**

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| This Program Specification provides a concise summary of the main features of the program 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 program. |

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| Middle Technical University | 1. Teaching Institution |
| Optometry techniques | 2. University Department/Centre |
| Technical Optometry Department | 3. Program Title |
| Technical Diploma | 4. Title of Final Award |
| annual | 5. Modes of Attendance offered |
| Peareson- Edexcel High Education program, Luminus Group | 6. Accreditation |
| Studded the relation between Labor market and educational subjects After taking the opinion of the labor market to curriculum. | 7. Other external influences |
| 31/10/2016 | 8. Date of production/revision of this specification |
| 9. Aims of the Programmer:the department aims to graduate technicians that can eligible to diagnosis and correct refractive errors and making the suitable glassess. | |
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| 10. Learning Outcomes, Teaching, Learning and Assessment Methods |
| Knowledge and Understanding  A1. The student can enumerat.  A2. Know the visual symptoms of hypermetropia, myopia, and astigmatism.  A3. Identify which lenses correct hypermetropia, myopia, and astigmatism.  A4.The student has to learn the phenomenon of light refrection and physical phenomena Other  A5. Recognize complications that are associated with hypermetropia,myopia,and astigmatism.  A6. Understand how and why the symptoms of refractive errors change as people age. |
| B. Subject-specific skills  B1. The student has to diagnosis refractive errors and prescribe the medical glasses  B2. Be able to cut and trimmed and fitted lenses framework  B3. The student knows how to use the medical equipment used in eye examination |
| Teaching and Learning Methods |
| They are learning process by giving lectures theory and practice in laboratories, workshops and systematic training in hospitals and summer training in addition to the research project. |
| Assessment methods |
| 1-a daily evaluation of (provide daily reports and tests of oral and written).  2- Assessment quarterly ( quarterly examinations and discuss research student ) |
| C. Thinking Skills  C1. gain experience  C2. achieve goals  C3. able to get the job done with high confidence  C4. calendar character teamwork  Rating quarterly ( quarterly examinations and discuss research student ) |
| Teaching and Learning Methods |
| They are learning process by giving lectures theory and practice in laboratories, workshops and systematic training in hospitals and summer training in addition to the research project. |
| Assessment methods |
| Daily assessment / tests editorial theoretical / practical tests in laboratories and workshops / Examinations quarterly / discuss graduation / final exams Research |

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| D. General and Transferable Skills (other skills relevant to employability and personal development)  D1. Can to complete the study in the field of specialization  D2. Keep abreast of scientific development  D3. The acquisition of the behavior of the profession and to deal with people  D4. Mastering the use of medical devices | | | | |
| Teaching and Learning Methods | | | | |
| Lectures, laboratories , workshops , systematic training in hospitals and summer training | | | | |
| Assessment Methods | | | | |
| Oral tests, written tests , quarterly exams , final exams , the daily assessment | | | | |
| 12. Awards and Credits | 11. Program Structure | | | |
| Credit  rating | Course or Module Title | Course or  Module  Code | Level/Year |
| Technical diploma | 70 |  |  | 2016/2017 |
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| 13. Personal Development Planning |
| Personal development by teaching requires access to culture and science of optics counterparts in the developed countries of the world by participating in seminars and confeneres or by logging into sites optics |
| 14. Admission criteria. |
| 1- The student 's desire  2- Average more than eighty |
| 15. Key sources of information about the programme |
| Edexcel -Pereson (Luminus Group) |

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| **Curriculum Skills Map** | | | | | | | | | | | | | | | | | | | | |
| **please tick in the relevant boxes where individual Programme Learning Outcomes are being assessed** | | | | | | | | | | | | | | | | | | | | |
| **Programme Learning Outcomes** | | | | | | | | | | | | | | | |  | | | | |
| General and Transferable Skills (or) Other skills relevant to employability and personal development | | | | Thinking Skills | | | | Subject-specific skills | | | | Knowledge and  understanding | | | | Core (C)  Title or Option  (O**)** | | Course Title | Course  Code | Year / Level |
| **D4** | **D3** | **D2** | **D1** | **C4** | **C3** | **C2** | **C1** | **B4** | **B3** | **B2** | **B1** | **A4** | **A3** | **A2** | **A1** |
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**TEMPLATE FOR COURSE SPECIFICATION**

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| HIGHER EDUCATION PERFORMANCE REVIEW: PROGRAMME REVIEW |

**COURSE SPECIFICATION**

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| 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. |

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| Middle Technical University | 1. Teaching Institution |
| Optometry techniques | 2. University Department/Centre |
| computer | 3. Course title/code |
| Section plan scheduled | 4. Programme(s) to which it contributes |
| On Time | 5. Modes of Attendance offered |
| 2016/2017 | 6. Semester/Year |
|  | 7. Number of hours tuition (total) |
| 20/9/2016 | 8. Date of production/revision of this specification |
| 9. Aims of the Course | |
| It aims to prepare cadres known in the field of computer. | |
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| 10· Learning Outcomes, Teaching ,Learning and Assessment Methode |
| Knowledge and Understanding  A1. student known part of computer  A3. Student doing on computer  A4. -student known some of computer applications  A5. student knows how to treat computer from virus and huggers |
| B. Subject-specific skills  B1. Student work on computer  B4- student can deal with some application  B2. Learn to deal with some new program  B3. learn to deal with software and hardware |
| Teaching and Learning Methods |
| Lectures, educational laboratories, practical lessons  Use of the data show, blackboard, and legends are available |
| Assessment methods |
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| C. Thinking Skills  C1. gain experience  C2. achieve goals  C3. able to get the job done with high confidence  C4. Refine personality by teamwork |
| Teaching and Learning Methods |
| Lecture, workshop, laboratory, Summer Training |
| Assessment methods |
| Oral tests, written tests, quarterly exams, final exams, the daily assessment |

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| D. General and Transferable Skills (other skills relevant to employability and personal development)  D1. can deal with computer and use it  D2. -can mange computer through job |

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| 11. Course Structure/first stage | | | | | |
| Assessment Method | Teaching  Method | Unit/Module or Topic Title | ILOs | Hours | Week |
| Oral tests, written tests, quarterly exams, final exams, the daily assessment | Lecture, laboratory, |  | Define operating system, type it and windows 97,2000, me , vista, 10 | 1/2 | 1 |
|  |  |  | Use folder , icons , on desktop |  | 2 |
|  |  |  | Use folder , icons , on desktop |  | 3 |
|  |  |  | **How manage files , folder(copy , paste, cut , create , del ) recycle bin** |  | 4 |
|  |  |  | Expline hardware of computer |  | 5 |
|  |  |  | Define internal parts of computer  **microprocessor, system memory , storage system** , input device and out device |  | 6 |
|  |  |  | Define control penal |  | 7 |
|  |  |  | **shut down , sleep , hibemate,) identifying mode of operation understand user account and righ** |  | 8 |
|  |  |  | **(checking system requirements &hardware implication)**  **Application software(integrated suites , desktop publishing spreadsheets , management , statistic , medical , management, content, creation ,multimedia, entertainment,& protection managing software** |  | 9 |
|  |  |  | **Disk management programs , troubleshooting , managing hardware , software, keep copies of data , dealing with virtues , malware , & Trojans , getting windows help and support** |  | 10 |
|  |  |  | **office 2013 or 2010**  **(word , excel , power point )** |  | 11 |
|  |  |  | **(word ) – entering and editing text(using editing key )writing in Arabic and English , changing orientation , using ruler, move around document, select text , formatting text** |  | 12 |
|  |  |  | **tab setting work with indents, paragraph , change line , set paragraph space , work with style** |  | 13 |
|  |  |  | **Finding and replacing items, document formatting , page background and watermark** |  | 14 |
|  |  |  | **Page setup , insert page breaks, adding page number or titles , Appling columns , preview, print document , use multimedia files , using tables , formatting tables** |  | 15 |
|  |  |  |  |  | 16 |
|  |  |  | Microsoft excel ( work sheet , work file , cell , cell pointer , cell content ,building formula, mathematical operation , managing workbooks ) |  | 17 |
|  |  |  | Manipulation the contents(select cell, column, row , worksheet, using undo and redo , copying and moving data , change Colum and row height, auto filling |  | 18 |
|  |  |  | technique , delete and edit cell , insert row and columns , formatting cell |  | 19 |
|  |  |  | Crating simple and complex formula using different types of writing , using absolute and relative address , understand common error values, |  | 20 |
|  |  |  | using function ( sum , average , ma , min , count , count blank , if , sqrt , round , today , day 360 , left , right , mid , trim ) |  | 21 |
|  |  |  | Sorting data , ascending and descending  Filtering data using auto and customize type, customizing printout using option, previewing and printing worksheet. |  | 22 |
|  |  |  | Working with power point & presentation , working with presentation ( creating saving , closing , opening presentation , managing the slides , rearranging slides , changing layout , change or modifying themes , |  | 23 |
|  |  |  | Managing slides object( using versus edit mode , manipulation text , create tables and chart , insert picture or clip or multimedia ) creating master slides , animating object , previewing and printing slides |  | 24 |
|  |  |  | **Internet browsers& www**  **Understanding web site addresses** |  | 25 |
|  |  |  | **Common web site, page elements , browser features and function, define network , advantage of network , define local net , man , wan** |  | 26 |
|  |  |  | How can I communicate with others ( mail , internet massage , |  | 27 |
|  |  |  | Using outlook ( create new message , receiving message , working with attachments |  | 28 |
|  |  |  | Identifying ethical issues  Protecting your data or computer( identifying software threats , understand viruses |  | 29 |
|  |  |  | Finding information , searching for information ( different type of web sites searching a specific web site ) using search engine technology |  | 30 |
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| 12. Infrastructure | |
| Textbooks + Internet sites + Assistant Book  after approval sectoral | Required reading:  · CORE TEXTS  · COURSE MATERIALS  · OTHER |
| Seminars, field visits | Special requirements (include for example workshops, periodicals, IT software, websites) |
|  | Community-based facilities  (include for example, guest  Lectures , internship , field studies) |

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| 13. Admissions | |
| Acceptance Plan | Pre-requisites |
| 40 | Minimum number of students |
| 70 | Maximum number of students |