Academic Program Description Form

University name: UniversityTikrit

College/Institute: CollegeManagement and Economics

Scientific Department: DepartmentGeneral Administration

Name of academic or professional program:Public Administration Department

Final Certificate Name: BachelorScience in Public Administration

Academic system:Course system

Description preparation date:14/9/2023

Date of filling the file:9/14/2023

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شعير

التاريخ: 17 / 9 /2023   التاريخ: 17 / 9 / 2023

دقق الملف من قبل

شعبة ضمان الجودة والأداء الجامعي

اسم مدير شعبة ضمان الجودة والأداء الجامعي: أسامة موسى فرحان

التوقيع

التاريخ: 17/ 9 /2023

مصادقة السيد العميد

1. Program Vision

Excellence in deliveryAngelspioneerAndTo lead public sector institutions that meet stakeholder requirements, in line with global quality standards..

2. Program message

Providing the public sector with the educated administrative energies it needs to meet its aspirations in serving the community, and communicating with relevant stakeholders to consolidate community behaviors through education.andLearning, creating an open environment for cultural and intellectual exchange that stimulates scientific research, creativity, innovation and leadership, as well as disseminating knowledge to public sector institutions to ensure the well-being and excellence of society..

3. Program objectives

١. Preparing graduates capable of working in government organizations, thus contributing to achieving social and economic development in society..

٢. Supporting government organizations and developing their knowledge in the fields of central and local administration by providing them with specialized administrative cadres.In this field.

٣. Disseminating noble community values and instilling integrity behaviorsAnd community serviceIn the basics of workAdministrative.

٤. Continuous development of the scientific contributions portfolioFor membersThe teaching staff in the department and following up on their feedback to ensure the achievement of the objectives of the educational process.

٥. Building bridges of cooperation between the Public Administration Department and the community, and achieving a strategic partnership with government organizations by creating a cooperative environment that achieves continuous communication.andfor.

	4. Program accreditation
	DoThe programIs the program accredited? And from which authority? both .٦

	5. Other external influences
	Is there a sponsor? ForprogramYes, Ministry of Higher Education and Scientific .٧ Research

				6. Program Structure
comments	percentage	Study unit	Number of courses	Program Structure
	9.4%	14	6	Institutional Requirements
	18%	27	10	College Requirements
	72.6%	109	40	Department Requirements
				Summer training
				Other

*Notes may include whether the course is basic or optional.

7. Program Description / Curriculum of the Department of Public Administration				
Credit hours		Course name	Course code	Year/Level
practical	theoretical			
	3	Principles of Public Administration 1		First
	3	Principles of Economics		
	3	Principles of Statistics		
1	2	Computer 1Word		

	2	Arabic		
	2	Human rights and democracy		
	3	Principles of Public Administration 2		
	3	Mathematics for Administrators		
	3	Accounting principles		
	3	ReadingsEnglish		
1	2	Computer2Word		
	2	English language		
	3	Marketing Management		Second
	3	Human Resources Management		
	2	Administrative law		
2	2	Intermediate Accounting		
	3	The development of organizational thought		
	2	English language		
	2	Quantitative methods		
1	2	Computer1Excel		
	2	Baath crimes in Iraq		
	3	Public Relations		
2	2	Government accounting		
	2	Administrative Psychology		
	2	Civil Service Legislation		
	3	Political systems		
	2	Operations research		
1	2	Computer1Excel		
	3	Public Financial Management		Third
2	2	unified accounting system		
	3	Local administration		
	3	Contract management		
	2	Quality Management		

	2	Public service ethics		
1	2	Database Computer Applications2		
	2	English language		
	3	Organizational Behavior		
	3	Financial policies		
	2	General Project Management		
	3	Management Information Technology		
	3	Comparative local management systems		
	2	Environmental management		
1	2	Database Computer Applications2		
	3	Production and Operations Management		
	2	Comparative Public Administration		Fourth
	3	Administrative development1		
	3	Strategic Management1		
	2	English language		
1	2	Computer Applications1QSB		
	2	Scientific research methods and ethics		
	3	Strategic management		
	3	Administrative development 2		
	2	Risk Management and Insurance		
	3	General Policies		
1	2	Computer Applications2QSB		

	8. Expected learning outcomes of the program

Knowledge

The ability of the department's graduates to develop their administrative and cognitive skills and achieve leadership in leading government institutions. -	Providing leading cadres in leading public sector institutions. - Disseminating knowledge in government institutions to achieve the aspirations of society. - The ability to manage and invest knowledge in a way that achieves the quality and efficiency of the academic program's outputs and their suitability for the labor market. -

Skills

Management Department graduates have the ability to think, solve problems and manage time. -	Developing and supporting the spirit of creativity, innovation and leadership. - Creating an open environment for cultural and intellectual exchange. -
Our outputs should be knowledgeable and skilled in how to accomplish the tasks assigned to them. -	Communicate and interact constructively with stakeholders. -

Values

Adherence to professional ethics and the ability to demonstrate high professional competence. -	Establishing social and ethical responsibility. - Serving the community and meeting its requirements. -
The student must believe in the principles of integrity and transparency, -	Integrity and transparency. - Quality. -

	and have the ability to apply the concepts of quality management at work.

9. Teaching and learning strategies

1. Active learning: Encouraging students' active participation in learning processes, such as discussions, group activities, and problem solving, to enhance their deep understanding of mathematical concepts.

2. Cooperative learning: Encouraging students to work together in small groups to solve problems.related to their studiesAnd sharing ideas, which contributes to enhancing interaction and knowledge exchange between them.

3. Use of Technology: Leveraging technology to provide interactive learning tools such as computer software and online resources to enhance student understanding and motivation.

4. Problem-based learning: presenting specific problems and motivating students to think critically and use skillsAdministrativeTo solve it.

5. Multiple Instructional Strategies: Providing a variety of instructional strategies, such as interactive lectures, practical lessons, and hands-on exercises, to meet the diverse needs of students.

6. Promote thinkingAdministrativeEncourage students to develop thinking skills.AdministrativeSuch as analysis, planning and inference, by providing stimulating questions and applied problems.

7. Provide immediate feedback: Provide mechanisms to provide immediate feedback to students on their performance and understanding of concepts.Administrative, whether through periodic assessments or direct interaction with the teacher.

10. Evaluation methods

1. Classroom performance assessment: This includes assessing students' performance during lessons, lectures and workshops, whether through written tests or continuous assessment of their participation and understanding of the material.

2. Participation in discussions and activities: Students' participation in class

discussions, group activities, and individual projects can be assessed to assess their understanding and engagement with the material.

٣. Tests and assignments: Students may be given regular tests and assessment assignments to assess their problem-solving skills.related to their field of expertiseAnd their understanding of the concepts presented.

٤. Evaluating participation in research: The extent to which students participate in research activities and scientific projects can be assessed, and an evaluation can be provided of their presentation style and analysis of their results and conclusions.

٥. Practical Performance Evaluation: Students can be evaluated in practical performance through:VisitsProcess and participation in applied activities.

٦. Evaluation of external participation: This includes evaluation of the extent of students' participation in external activities such as conferences, seminars, and sports competitions.

٧. Evaluation of Personal and Professional Development: Students' personal, professional and academic development can be evaluated during their participation in the faculty mentoring program.

11. Faculty

Faculty members

Faculty preparation		Requirements/ Skills (if any)	Specialization		Academic Rank
			private	general	
lecturer	angel				
	angel		Operations research	Statistics (Operations Research)	Asst. Prof. Dr. Mazhar Khaled Abdel Hamid
	angel		Administrative law	General law	A.M.D. Mohamed Ahmed Raheel Aftan
	angel		Financial management	business management	A.M.D. Qusay Jassim Mohammed Imran
	angel		Bank manageme	business management	A.M. Mazen Noman Abdullah Bakr

			nt		
	angel		linguistics	English language	**A.M. Adnan Fayhan Mahmoud Khader.**
	angel		Financial manageme nt	business management	**A.M. Ahmed Khader Ahmed Ali**
lecturer			Political economy	economy	**Prof. Dr. Saad Saleh Issa**
lecturer			Special law	law	**Asst. Prof. Dr. Yasser Ali Hamdan**
	angel		Networks	Calculators	**Asst. Prof. Dr. Qusay Abboudi Ali**
	angel		Financial manageme nt	business management	**A.M. Present Sabah Shaeer Jabara**
	angel		Knowledge manageme nt	business management	A.M. Tariq Aziz Kurdi
	angel		organized	business management	M. Khalaf Mohammed Alou
	angel		Organizatio n theory	business management	M Iman Muwaffaq Omar
	angel		administrati on Financial	business management	Mr. Salam Hussein Jassim Handa
	angel		administrati on Financial	administration works	M. Najm Suhail Najm Abdullah
	angel		Human Resources	business management	M. Talha Kwan Salem
	angel		Applied statistics	count	Ms. Aisha Abdel Khaleq Ismail
	angel		business manageme nt	business management	Mr. Saad Salem Ghanem Suleiman
	angel		Financial	business	Dr. Qutaiba Ibrahim

			management nt	management	Hamada
	angel		General Administration	General Administration	M. Hamid Anwar Danok
	angel		business management nt	business management	Mr. Naji Hassan Ahmed Allawi
	angel		Production and operations	business management	M. Maysam Riad Bahr
	angel		Human Resources	business management	Mr. Hussein Abdul Hamad Hussein
	angel		Human Resources	business management	millimeter. Hassan Farhan Ahmed Handal
	angel		General Policies	General Administration	Mr. Mohamed Mustafa Mohamed Ibrahim
	angel		Human Resources	business management	M. Ahmed Ayed Makhlaf
	angel		Human Resources	business management	M.M. Nihad Khamis Hassan
	angel		Quality Management nt	business management	M. Mazhar Ahmed Khalaf
	angel		Production management nt	business management	Mr. Ali Mohammed Huwaid Khater
	angel		Bank management nt	Financial and Banking Sciences	M.M. Ali Hamad Ali
	angel		Information systems	Management Information Systems	M.M. Mohammed Salem Abdel
lecturer			English	English language	M. Alaa Ahmed Abdullah

			literature		
	angel		law	law	Mr. Ihab Abdullah Muhaimid
	angel		Cost accounting	accounting	Mr. Yasser Fouad Taha
lecturer			law	law	Mr. Maher Sabah Habib
	angel		Financial accounting	accounting	Mr. Mohammed Ahmed Diab
	angel		Management accounting	accounting	Mr. Ali Fouad Taha
	angel		about	Arabic	M.M. Ali Ghaleb Ali

Professional development
Orientation of new faculty members
1- Determining the needs of the university and the department: The needs of the university and the department are determined in terms of the required educational cadres and preferred specializations.
2- Orientation Programs: Customized orientation programs are designed for new, visiting, full-time and part-time members based on their needs and specialties.
3- Introduction to the University Environment: A comprehensive introduction to the university and the Department of Public Administration is provided, including an overview of the department, vision, mission, goals, and available services.
4- Providing support resources: New members are provided with the necessary resources and support, including training courses, workshops, and technical assistance.
5- Academic Orientation: New members are oriented regarding the curricula, research areas and teaching methods used in the department.
6- Administrative Orientation: New members are oriented to administrative procedures, responsibilities, university policies and code of conduct.

7- **Ongoing Support: Ongoing support is provided to new, visiting, full-time and part-time faculty members through advisory sessions, workshops and periodic evaluations.**

Professional development for faculty members

1. Identifying needs and setting goals: Faculty needs are identified through surveys and performance evaluations, and then specific goals to be achieved within the program are identified.

2. Development Program Design: Based on the specific needs and objectives, a comprehensive development program is designed that includes a set of activities, training courses, workshops, and educational resources.

3. Program Implementation: The development program is implemented in a regular and organized manner, including organizing workshops, conducting training courses, and providing appropriate educational resources.

4. Use effective teaching strategies: Faculty members learn to use and apply modern and effective teaching strategies, such as cooperative learning, active learning, and educational technology.

5. Evaluation of learning outcomes: The effectiveness of the development program is evaluated by evaluating the learning outcomes of faculty members, such as increased levels of knowledge, teaching skills, and interaction with students.

6. Continuous Development: Ongoing feedback and support is provided to faculty members to promote ongoing professional and academic development.

7. Participation in scientific research and publication: Faculty members are encouraged to participate in scientific research and publish the results in prestigious academic journals, which enhances their academic standing and contributes to the development of knowledge in their fields.

12. Acceptance Criteria

1- Central acceptance.

2- Accepting exceptions (martyrs' families, children of faculty, distinguished employees, top students in institutes, foreign students).

3- Private government education

4- Accepting evening studies.

13. The most important sources of information about the program

University, college and electronic department website. ١-

Priorities for establishing the department. ٢-

Project to develop and update the curricula of the faculties of management and ٣-
economics in Iraqi universities for the year 2017.

14. Program Development Plan

Curriculum development. ١-

Open postgraduate studies (higher diploma equivalent to a master's degree). ٢-

Developing teaching and administrative staff through courses, seminars and ٣-
workshops in areas of specialization.

Supporting scientific research efforts by encouraging faculty members to publish, ٤-
especially in international journals.

Conducting training programs to develop students' capabilities in technical and ٥-
information technology fields.

Organizing field visits and scientific trips for students to government institutions. ٦-

Program Skills Chart

Required learning outcomes of the program															
Values					Skills			Knowledge				Essential or optional?	Course name	Course code	Year/Level
A4	A3	A2	A1	B4	B3	B2	B1	A4	A3	A2	A1				
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		**Principles of Public Administration 1**		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		**Principles of Economics**		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		**Principles of Statistics**		
	✓	✓	✓		✓	✓	✓		✓	✓	✓		**Computer 1Word**	∗	
	✓	✓	✓		✓	✓	✓		✓	✓	✓		**Arabic**		
	✓	✓	✓		✓	✓	✓			✓	✓		**Human rights and democracy**		First year
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		**Principles of Public Administration 2**		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		**Mathematics for administrators**		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		**Accounting principles**		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		**ReadingsEnglish**		

												Course		Year
	✓	✓	✓		✓	✓	✓		✓	✓	✓	**Computer2Word**		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	**English language**		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	**Marketing Management**		**Second year**
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	**Human Resources Management**		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	**Administrative law**		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	**Intermediate Accounting**		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	**The development of organizational thought**		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	**English language**		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	**Quantitative methods**		
	✓	✓	✓		✓	✓	✓		✓	✓	✓	**Computer1Excel**		
	✓	✓	✓		✓	✓	✓		✓	✓	✓	**Baath crimes in Iraq**		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	**Public Relations**		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	**Government accounting**		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	**Administrative Psychology**		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	**Civil Service Legislation**		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	**Political systems**		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	**Operations research**		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	**Computer1Excel**		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	**Public Financial Management**		**Third year**
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	**unified accounting system**		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	**Local administration**		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	**Contract management**		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	**Quality Management**		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	**Public service ethics**		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	**Database Computer Applications2**		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	**English language**		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	**Organizational Behavior**		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	**Financial policies**		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	**General Project**		

													Course	Year
													Management	
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Management Information Technology	
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Comparative local management systems	
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Environmental management	
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Database Computer Applications2	
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Production and Operations Management	Fourth year
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Comparative Public Administration	
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Administrative development1	
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Strategic Management1	
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		English language	
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Computer Applications1QSB	
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Scientific research methods and ethics	
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Strategic management	
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Administrative development 2	
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Risk Management and Insurance	
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		General Policies	
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Computer Applications2QSB	

*Please tick the boxes corresponding to the individual learning outcomes of the programme being assessed.

Course Description Form

1. Course name	
Computer 1Word	
2. Course code	
3. Semester/Year	
First course / first stage	
4. Date this description was prepared	

	14-9-2023
	5. Available forms of attendance
	In-room attendance, using softwareClassroomTo notify students of exam times and download monthly exam grades and annual effort grades, while providing them with some instructions regarding attendance, absence, and exams, along with practical lessons in the computer lab.
	6. Number of study hours (total) / Number of units (total)
	30 hours/2
	7. Name of the course supervisor (if more than one name is mentioned)
	A.M. AhmDKhader Ahmed Email:Ahmed.kh.84@tu.edu.iq
	8. Course objectives

- Providing the student with scientific knowledge and concepts in the field of computers and information technology related to his life and the needs of his society. -Introducing the student to the components of the computer (internal and external) and its various accessories. -Providing the student with skills related to some computer applications such as drawing programs and data entry.How to deal with Word in printing -Highlighting the computer as a multi-purpose tool in all aspects of life, and focusing on the characteristics of the computer and information technology such as speed and accuracyIn completing the student's work in the field of scientific research. -Providing students with self-reliance, research and investigation skills through computer applications..	Subject objectives

	9. Teaching and learning strategies
• Cooperative learning strategy: • Encourage students to work together on projects.ComputersShared. • Exchange of knowledge and skills in the use ofWord. • Developing collaboration and communication skills. • Survey strategy: • Encourage students to research and investigate specific topics usingComputers. • Teach them how to search the Internet and use search tools.Word. • Random excitement strategy: • Encourage students to enjoy being creative and thinking outside the box. • Use featuresWord like graphics and colors to create interest. • Cognitive mapping strategy: • Use concept maps to organize information and ideas inWord. • Teach students how to create knowledge maps for topics. • Multiple Intelligences Strategy: • Directing students to use their different skills inOperating Systems • Encourage students to tap into their unique writing, design, and critical thinking abilities. • Use these strategies to improve your students' experience using the program.Microsoft Word and enhance their skills in it	Strategy

					10. Course Structure
Evaluation method	**Learning method**	**Name of the unit or topic**	**Required learning outcomes**	**Watches**	**The week**
discussion	theory	**Historical development of computers**	Computer Basics (Electronic Computer) **Types of computers Computer Classifications**	2	the first
viva voce	theory+	**Computer hardware components**	How does a computer	2	the second

	Practical		work? computer parts Input devices Output devices Processing devices Types of memory		
discussion	theory+ **Practical**	**Programming languages in computers**	**Bits, bytes and counting systems in computers, types of programming languages**	**2**	**the third**
cone	theory+ **Practical**	**Internal computer components**	**Computer platform, factors to consider when buying a computer, key features of a personal computer, RAM, hard drive**	**2**	**Fourth**
discussion	theory+ **Practical**	**Ways to deal with computers through the World Wide Web**	**Computer Security and Software Licensing Computer viruses and hacking Malware**	**2**	**Fifth**
Written exam	theory		**First month theory exam**	**2**	**Sixth**
viva voce	theory+ **Practical**	**Operating system components**	**Operating Systems Types of operating systems Desktop Components Start menu, computer startup and shutdown, taskbar**	**2**	**Seventh**
discussion	theory+ **Practical**	**Main components of the desktop**	**Media area Show desktop Language bar Volumes Icons**	**2**	**The eighth**
cone	theory+ **Practical**	**Ways to deal with files**	**Perform window operations Minimize and restore windows Preview files Create files and folder rename methods Delete files Copy and paste files Recover deleted files and folders**	**2**	**Ninth**
discussion	theory+ **Practical**	**Desktop components and how to deal with them**	**Create shortcut icons Search for files and folders Desktop wallpapers Change desktop wallpapers**	**2**	**tenth**
discussion	theory+	**Control unit**	**Control panel**	**2**	**eleventh**

	Practical			**(control panel)** **Access to the control panel** **Main topics in the control panel** **Networks & Internet** **Hardware & Audio**		
viva voce	theory	**Dealing with some Windows components**	**Clock, Language and Logic** **Software, Accessibility, Instructions and Help** **Unwanted Computer Handling**	**2**	**twelfth**
Written exam	theory	**Theoretical exam**	**Second month exam**	**2**	**thirteenth**
Homework	theory	**Operating system settings**	**Some computer settings Set time and date Add user account** **Show internet networks** **Disk cleanup** **Software installation** **Uninstall programs** **Keep your battery longer**	**2**	**fourteenth**
practical exam	practical		**practical exam**	**2**	**fifteenth**

11. Course Evaluation
The annual effort grade is (30 points) and is divided as follows:
10 marks for the first month exam.   -
10 marks for the second monthly exam.   -
10 marks on practical exams.   -
The final exam score is (70 points).

12. Learning and teaching resources	
Required textbooks (methodology if any)	
Main References (Sources)	Ministry of Higher Education and Scientific Research Book
Recommended supporting books and references (scientific journals, reports...)	All books related to computers and operating systems
Electronic references, websites	A group of websites and electronic forums.