

Academic Program Description Form

University name: University Tikrit

College/Institute: College Management and Economics

Scientific Department: Department General Administration

Name of academic or professional program: Public Administration Department

Final Certificate Name: Bachelor Science in Public Administration

Academic system: Course system

Description preparation date: 14/9/2023

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

دقق الملف من قبل
شعبة ضمان الجودة والأداء الجامعي
اسم مدير شعبة ضمان الجودة والأداء الجامعي: أسامة موسى فرحان
التوقيع:
التاريخ: 2023 / 9 / 17

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

Preparing graduates capable of working in government organizations, thus .۱
contributing to achieving social and economic development in society..

Supporting government organizations and developing their knowledge in the .۲
fields of central and local administration by providing them with specialized
administrative cadres.In this field.

Disseminating noble community values and instilling integrity behaviorsAnd .۳
community serviceIn the basics of workAdministrative.

Continuous development of the scientific contributions portfolioFor .۴
membersThe teaching staff in the department and following up on their
feedback to ensure the achievement of the objectives of the educational
process.

Building bridges of cooperation between the Public Administration Department .۵
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			First
	3	Principles of Public Administration 1		
	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		Second
	3	Marketing Management		
	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	
	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	

Fourth

1	2	Computer Applications2QSB		
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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.	-
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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, and have	-	Integrity and transparency. Quality.	-

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

9. Teaching and learning strategies

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. .1

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

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

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

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. .5

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

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

10. Evaluation methods

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. .1

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. .2

Tests and assignments: Students may be given regular tests and assessment assignments to assess their problem-solving skills related to their field of expertise and their understanding of the concepts presented. .3

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.

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

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

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		Requirement s/Skills (if any)	Specialization		Academic Rank
lecturer	angel		private	general	
	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 management	business management	A.M. Mazen Noman Abdullah Bakr
	angel		linguistics	English language	A.M. Adnan Fayhan Mahmoud Khader.
	angel		Financial management	business management	A.M. Ahmed Khader Ahmed Ali
	angel		Economic	economy	Prof. Dr. Saad Saleh Issa

			relations		
	angel		Special law	law	Asst. Prof. Dr. Yasser Ali Hamdan
	angel		Networks	Calculators	Asst. Prof. Dr. Qusay Abboudi Ali
	angel		Financial management	business management	A.M. Present Sabah Shaeer Jabara
	angel		Knowledge management	business management	A.M. Tariq Aziz Kurdi
	angel		organized	business management	M. Khalaf Mohammed Alou
	angel		Organization theory	business management	M Iman Muwaffaq Omar
	angel		administratio n Financial	business management	Mr. Salam Hussein Jassim Handa
	angel		administratio n 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 management	business management	Mr. Saad Salem Ghanem Suleiman
	angel		Financial management	business management	Dr. Qutaiba Ibrahim Hamada
	angel		General Administratio n	General Administration	M. Hamid Anwar Danok
	angel		business management	business management	Mr. Naji Hassan Ahmed Allawi
	angel		Production and operations	business management	M. Maysam Riad Bahr
	angel		Human	business	Mr. Hussein Abdul Hamad

			Resources	management	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	business management	M. Mazhar Ahmed Khalaf
	angel		Production management	business management	Mr. Ali Mohammed Huwait Khater
	angel		Bank management	Financial and Banking Sciences	M.M. Ali Hamad Ali
	angel		Information systems	Management Information Systems	M.M. Mohammed Salem Abdel
lecturer			English literature	English language	M. Alaa Ahmed Abdullah
	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

Determining the needs of the university and the department: The needs of 1- the university and the department are determined in terms of the required educational cadres and preferred specializations.

Orientation Programs: Customized orientation programs are designed for 2- new, visiting, full-time and part-time members based on their needs and specialties.

Introduction to the University Environment: A comprehensive introduction 3- to the university and the Department of Public Administration is provided, including an overview of the department, vision, mission, goals, and available services.

Providing support resources: New members are provided with the necessary 4- resources and support, including training courses, workshops, and technical assistance.

Academic Orientation: New members are oriented regarding the curricula, 5- research areas and teaching methods used in the department.

Administrative Orientation: New members are oriented to administrative 6- procedures, responsibilities, university policies and code of conduct.

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

Professional development for faculty members

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

Development Program Design: Based on the specific needs and objectives, a 2-

comprehensive development program is designed that includes a set of activities, training courses, workshops, and educational resources.

Program Implementation: The development program is implemented in a regular and organized manner, including organizing workshops, conducting training courses, and providing appropriate educational resources. .٣

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. .٤

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. .٥

Continuous Development: Ongoing feedback and support is provided to faculty members to promote ongoing professional and academic development. .٦

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. .٧

12. Acceptance Criteria

Central acceptance. -١

Accepting exceptions (martyrs' families, children of faculty, distinguished employees, top students in institutes, foreign students). -٢

Private government education -٣

Accepting evening studies. -٤

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 economics in Iraqi universities for the year 2017. -٣

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 workshops -٣

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		First year
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Principles of Economics		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Principles of Statistics		
	✓	✓	✓		✓	✓	✓		✓	✓	✓		Computer 1Word		
	✓	✓	✓		✓	✓	✓		✓	✓	✓		Arabic		
	✓	✓	✓		✓	✓	✓			✓	✓		Human rights and democracy		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Principles of Public Administration 2		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Mathematics for administrators		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Accounting principles		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		ReadingsEnglish		
	✓	✓	✓		✓	✓	✓		✓	✓	✓		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		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			unified accounting system		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			Local administration		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			Contract management		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			Quality Management		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			Public service ethics		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			Database Computer Applications2		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			English language		Third year
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			Organizational Behavior		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			Financial policies		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			General Project 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 Applications1QS B		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Scientific research methods and ethics		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Strategic management		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Administrative development 2		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Risk Management and Insurance		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		General Policies		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Computer Applications2QS B		

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

Course Description Form

1. Course name
Principles of Economics
2. Course code
nothing
3. Semester/Year
Chapter One - First
4. Date this description was prepared
14/9/2023
5. Available forms of attendance
My presence
6. Number of study hours (total) / Number of units (total)
45 hours / 3 units
7. Name of the course supervisor (if more than one name is mentioned)
Dr. Saad Saleh Issa Email: saadalissa2001@tu.edu.iq
8. Course objectives

<p>Solving problems using modern methods used in administrative and economic development followed in work, which may be determined by known or unknown circumstances.</p> <p>Enabling students to understand the principles, concept and literature of economics in order to broaden their horizons in administrative sciences.</p> <p>Developing and expanding students' awareness in the economic field and developing their ability to think properly</p> <p>Providing the recipient with statistical and economic skills that enable him to employ them in his field of work</p> <p>Developing positive thinking in solving problems in a logical and scientific way.</p> <p>Employing economics in management science and the interconnection between them and enabling the recipient to solve the problems facing society.</p> <p>Understanding the positive effects of economics in developing the aspects of life.</p>	<p>Subject objectives</p>
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9. Teaching and learning strategies

<p>Student education Case studies the Academic the Real to apply concepts Economy In realistic contexts.</p> <p>They can learn and understand economic terms in a sound and scientific way. your We have them to analyze data, And they conclude results, and learn how to make decisions. Appropriate management.</p> <p>Collaborative learning For students for Work together in small groups to solve problems. Economic and administrative.</p> <p>The Drip Project Manager A For students Y and Participation in applied projects that require Understanding economic issues directly related to management science.</p> <p>Use Calculator and advanced scientific tools such as display screen to solve mathematical problems within the field of economics related to management.</p> <p>Interactive learning using interactive activities and tasks that encourage active student participation. This strategy can include small group discussion.</p>	<p>Strategy</p>
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10. Course Structure

Evaluation method	Learning	Name of the unit or topic	Required learning outcomes	Watch	The week
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	method			es	
Daily, weekly and monthly exams and daily activity and Follow up on assignments and duties	theoretical	Definition of economics	- Understand the basic economic concepts and terms that a manager needs in research and analysis.	3	the first
Daily, weekly and monthly exams, daily activity, and follow-up of homework and assignments.	theoretical	Theoretical introduction	Definition of the concept of economics and its relationship to management	3	the second
Daily, weekly and monthly exams, daily activity, and follow-up of homework and assignments.	theoretical	Field of economics	- Identify the stages of scientific research in management and economics and the methods used in each stage. - Understanding the basic economic and administrative concepts and terms that a manager needs in the stages of his work.	3	the third
Daily, weekly and monthly exams, daily activity, and follow-up of homework and assignments.	theoretical	The economic problem	Study of how unlimited basic needs are satisfied from limited economic resources.	3	Fourth
Daily, weekly and monthly exams, daily activity, and follow-up of homework and assignments.	theoretical	Consumer Behavior Theories	Understand the most important economic theories that intellectually address consumer behavior and the most important influences related to it directly or indirectly.	3	Fifth
Daily, weekly and monthly exams, daily activity, and follow-up of homework and assignments.	theoretical	Flexibility and market mechanism	- Study the concept of elasticity, its equation, how to measure it, and its relationship to the market mechanism (supply and demand).	3	Sixth
Daily, weekly and monthly exams, daily activity, and follow-up of homework and assignments.	theoretical	Market idea and market structure	- Identify the common types of samples used in administrative research. And study administrative applications for using different types of samples.	3	Seventh
Daily, weekly and monthly exams, daily activity, and follow-up of homework and assignments.	theoretical	Demand and consumption	- Learn the mechanism of the free market and how to measure supply and demand in the market and understand the laws of supply and demand and the balance between them.	3	The eighth
Daily, weekly and	theore	Production and	- Definition of production and	3	Ninth

monthly exams, daily activity, and follow-up of homework and assignments.	tical	factors of production	the production process and study of the most important factors and elements of production, including capital, labor, organization, and natural resources, including land.		
Daily, weekly and monthly exams, daily activity, and follow-up of homework and assignments.	theoretical	Supply and supply flexibility	- Study the law of supply, the law of elasticity of supply, and the factors affecting supply.	3	tenth
Daily, weekly and monthly exams, daily activity, and follow-up of homework and assignments.	theoretical	market equilibrium	- Studying the equilibrium point in the market between supply and demand and the corresponding equilibrium price and how to maintain the market balance assuming other factors are constant.	3	eleventh
Daily, weekly and monthly exams, daily activity, and follow-up of homework and assignments.	theoretical	Consumer Behavior and Utility	Expanding the study of the most important theories that study consumer behavior and the most important factors that affect it and its relationship to the concept of utility	3	twelfth
Daily, weekly and monthly exams, and follow-up of assignments and costs	theoretical	Production costs	Understand the most important theories of production costs, their types and levels, and distinguish between fixed, average and variable costs and detail them	3	thirteenth
Daily, weekly and monthly exams, and follow-up of assignments and costs	theoretical	Money-Inflation-Depression-Foreign Trade	Study of money, banking, inflation and recession phenomena, foreign trade and the relationship between these variables	3	fourteenth
Week 15 A written exam for the outcomes of the previous weeks					
Comprehensive exam					
Final exam at the end of the course					

11. Course Evaluation

The grade is distributed out of 100, divided into (70) grades for the end-of-course exam, and (30) grades for the student's efforts throughout the course) divided according to the daily reports and assignments, daily, oral, monthly and written exams, while adhering to the Ministry's instructions regarding calculating this part of the grade.

Principles of Economics -

Required textbooks
(methodology if any)

Principles of Economics-Prof. Dr. Alaa Shafiq Al-Rawi A number of other textbooks in economics	Main References (Sources)
-A number of magazines specialized in economics	Recommended supporting books and references (scientific journals, reports...)
	Electronic references, websites