

Academic Program Description Form

University Name: Tikrit University

Faculty/Institute: Faculty of Administration and Economics



Scientific Department: Public Administration


Academic or Professional Program Name: Department of Public Administration

Final Certificate Name: Bachelor of Science in Public Administration

Academic System: Course system

Description Preparation Date: 01-28-2024

التوقيع:  التوقيع: 
اسم المعاون العلمي: د. أشرف هاشم فارس اسم رئيس القسم: م. حاصر صباح
شعبير
التاريخ: ٢٠٢٤ / ١ / ٢٨ التاريخ: ٢٠٢٤ / ١ / ٢٨

دقق الملف من قبل
شعبة ضمان الجودة والأداء الجامعي
اسم مدير شعبة ضمان الجودة والأداء الجامعي: أسامة موسى فرحان
التوقيع: 
التاريخ: ٢٠٢٤ / ١ / ٢٨
المدرس المساعد
أسامة موسى فرحان
مدير شعبة ضمان الجودة وتقييم الأداء


مصادقة السيد العميد

1. Program Vision

Excellence in providing pioneering talent to lead public sector institutions that meet the requirements of stakeholders and are consistent with international quality standards.

2. Program Mission

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

3. Program Objectives

1. Preparing graduates capable of working in government organizations in a way that contributes to achieving the social and economic development of society.
2. Supporting government organizations and developing their knowledge in the areas of central and local administration by providing them with administrative cadres specialized in this field.
3. Disseminating noble societal values and consolidating the behaviors of integrity and community service in the basics of administrative work.
4. Continuously developing the portfolio of scientific contributions of faculty members in the department and following up on feedback from them to ensure the achievement of the objectives of the educational process.
5. 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 diligent communication.

4. Program Accreditation

Does the program have program accreditation? And from which agency? No

5. Other external influences

Is there a sponsor for the program? Ministry of Higher Education and Scientific Research

Program Structure 6

Program Structure	Number of Courses	Credit hours	Percentage	Reviews•
Institution Requirements	6	14	9.4%	
College Requirements	10	27	18%	

Department Requirements	40	109	72.6%	
Summer Training				
Other				

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		
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		

Third

	3	Production and Operations Management		Fourth
	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		
1	2	Computer Applications2QSB		

8. Expected learning outcomes of the program

Knowledge

- | | |
|---|--|
| <ul style="list-style-type: none"> - The ability of the department's graduates to develop their administrative and cognitive skills and achieve leadership in leading government institutions. | <ul style="list-style-type: none"> - Providing leading cadres in leading public sector institutions. - Disseminating knowledge in government institutions to achieve the aspirations of society. |
|---|--|

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 the ability to apply the concepts of quality management at work.	- Integrity and transparency. - Quality.

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 studies and 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.
3. **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.
4. **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.
5. **Practical Performance Evaluation:** Students can be evaluated in practical performance through:VisitsProcess and participation in applied activities.

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

7. 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
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
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 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		Financial management	business management	Mr. Salam Hussein Jassim Handa
	angel		Financial management	business management	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 Administration	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 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	business management	M. Mazhar Ahmed Khalaf
	angel		Production management	business management	Mr. Ali Mohammed Huwaid 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		Manageme nt 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

- 1- University, college and electronic department website.
- 2- Priorities for establishing the department.
- 3- Project to develop and update the curricula of the faculties of management and economics in Iraqi universities for the year 2017.

14. Program Development Plan

- 1- Curriculum development.
- 2- Open postgraduate studies (higher diploma equivalent to a master's degree).
- 3- Developing teaching and administrative staff through courses, seminars and workshops in areas of specialization.
- 4- Supporting scientific research efforts by encouraging faculty members to publish, especially in international journals.
- 5- Conducting training programs to develop students' capabilities in technical and information technology fields.
- 6- Organizing field visits and scientific trips for students to government institutions.

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		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Readings English		
	✓	✓	✓		✓	✓	✓		✓	✓	✓		Computer2Word		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		English language		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Marketing Management		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		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		year

✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Local administration		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Contract management		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Quality Management		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Public service ethics		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Database Computer Applications2		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		English language		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Organizational Behavior		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Financial policies		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		General Project Management		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Management Information Technology		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Comparative local management systems		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Environmental management		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Database Computer Applications2		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Production and Operations Management		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		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		

Four
h
year

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

Course Description Form

1. Course Name:	Administration Readings
2. Course Code:	No
3. Semester / Year:	First Section – 2023/2024
4. Description Preparation Date:	1/28/2024
5. Available Attendance Forms:	In presence
6. Number of Credit Hours (Total) / Number of Units (Total)	15=3/45
7. Course administrator's name (mention all, if more than one name)	Name: Saad Salih ISSA Email: saadalissa2001@tu.edu.jo
8. Course Objectives	

Course Objectives	<input type="checkbox"/>
Developing self-control among students in the administration science in English acquiring their abilities in thinking.	<input type="checkbox"/>
Provide the recipient with sufficient readings in administration skills from employing meanings in this field.	<input type="checkbox"/>
Develop thinking that drives problem solving in a logical and scientific way.	<input type="checkbox"/>
Developing students understanding of management vocabulary in the English language and understanding administrative theories.	<input type="checkbox"/>
Teaching students the basics of management science in the English Language.	<input type="checkbox"/>
The course aims to enable the student to acquire a cognitive skill about the concept, specifications, importance and application of administrative economic development and to understand and learn administrative terminology in the English language that will be related to administrative work. The student is also provided with information on how to use the various types of twenty-first century skills and on how to benefit from them by providing the correct data and information. And accurate information that serves the decision maker in making the right decision and how to continuously train to keep pace with all types of rapid development occurring in the areas of administrative work and the economic field through understanding and learning the most important administrative concepts in the English language. language.	<input type="checkbox"/>

9. Teaching and Learning Strategies

Strategy	<ul style="list-style-type: none"> o Interactive learning using interactive activities and tasks that encourage active participation from students. This strategy could include small group discussion. o Real case studies for applying administration concepts in English Language. Students can analyze data, draw conclusions, and learn how to make data-based decisions in English. o Cooperative learning for students to work together in small groups to solve administration problems. o Project-Based Learning Students participate in applied projects that require data analysis and use of statistical concepts in English.
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10. Course Structure

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1	3 hours	Teaching students to define management science	management concept	Lecture & discussion	Exam & daily activity
2	3 hours	Teaching students the concept of the manager who leads the administrative process and including him to various theories and opinions	Who is the manager?	Lecture & discussion	Exam & daily activity
3	3 hours	Explaining the concept of the organization, its divisions, types, and administrative structures as a concept and as an administrative entity	What is organization?	Lecture & discussion	Exam & daily activity
4	3 hours	Teaching about characteristics of organization	Organization characteristics	Lecture & discussion	Exam & daily activity
5	3 hours	Defining the nature of a manager and the types of departments and their levels, whether they are senior, middle, or lower management.	Who are managers?	Lecture & discussion	Exam & daily activity
6	3 hours	Educating students at the managerial levels within the administrative structure of organizations and official departments	Division of managers	Lecture & discussion	Exam & daily activity

7	3 hours	Introducing the level of managers at the top of the administrative ladder and the nature of their tasks, work and required skills.	Senior management managers	Lecture & discussion	Exam & daily activity
8	3 hours	Teaching the concept of management and administrative.	What is management?	Lecture & discussion	Exam & daily activity
9	3 hours	Teaching the nature of Administrative process and its impact on the economic growth and development.	Administrative process	Lecture & discussion	Exam & daily activity
10	3 hours	Focusing on the concept of efficiency, enhancing the efficiency of the administrative process's outputs and inputs.	Efficiency	Lecture & discussion	Exam & daily activity
11	3 hours	Focusing on the concept of effectively, enhancing the efficiency of the administrative process's outputs and inputs.	Effectively	Lecture & discussion	Exam & daily activity
12	3 hours	Explaining the importance of planning and the impact of proper planning on management in general.	Planning concept	Lecture & discussion	Exam & daily activity
13	3 hours	Explaining the difference between formal and informal planning, the importance of one over the other, and their role in the administrative	Formal and informal planning	Lecture & discussion	Exam & daily activity

		development process			
14	3 hours	Explain the purpose and the goal of planning in the administrative process.	Purpose of planning	Lecture & discussion	Exam & daily activity
15	3 hours	The impact of planning on good performance and the impact of good performance on the administrative process in general	Planning and performance	Lecture & discussion	Exam & daily activity

11. Course Evaluating

Distributing the score out of 100 according to the tasks assigned to the student such as daily etc preparation, daily oral, , or written exams, reports

Learning and teaching Resources: Economic Principles – Dr. ALAA ALRAWEE. ١٢

Requires textbooks (curricular books, if any): administration and its branches

Main references (sources)

Recommended books and reference

(scientific journals, reports...) Scientific journals in the field of public

Electronic References, Websites: specialized websites
