

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


مصادقة السيد العميد

1. Program Vision

Excellence in deliveryAndspioneerAndTo 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

1. Preparing graduates capable of working in government organizations, thus contributing to achieving social and economic development in society..
2. 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.
3. Disseminating noble community values and instilling integrity behaviorsAnd community serviceIn the basics of workAdministrative.
4. 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.
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 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		
	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		
	3	Production and Operations Management		
	2	Comparative Public Administration		
	3	Administrative development1		
	3	Strategic Management1		
	2	English language		
1	2	Computer Applications1QSB		Fourth
	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

<p>The ability of the department's graduates to develop their administrative and cognitive skills and achieve leadership in leading government institutions.</p>	-	<p>Providing leading cadres in leading public sector institutions.</p> <p>Disseminating knowledge in government institutions to achieve the aspirations of society.</p> <p>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.</p>	-
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Skills

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

Values

<p>Adherence to professional ethics and the ability to demonstrate high professional competence.</p>	-	<p>Establishing social and ethical responsibility.</p>	-
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	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

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. .١

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. .٢

Use of Technology: Leveraging technology to provide interactive learning tools such as computer software and online resources to enhance student understanding and motivation. .٣

Problem-based learning: presenting specific problems and motivating students to think critically and use skills to solve it. .٤

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. .٥

Promote thinking: Encourage students to develop thinking skills such as analysis, planning and inference, by providing stimulating questions and applied problems. .٦

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. .٧

10. Evaluation methods

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

Participation in discussions and activities: Students' participation in class .² discussions, group activities, and individual projects can be assessed to assess their understanding and engagement with the material.

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

Evaluating participation in research: The extent to which students participate in .⁴ 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 .⁵ performance through:VisitsProcess and participation in applied activities.

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

Evaluation of Personal and Professional Development: Students' personal, .⁷ 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		administrative on Financial	business management	Mr. Salam Hussein Jassim Handa
	angel		administrative 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 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 managem ent	business management	Mr. Ali Mohammed Huwait Khater
	angel		Bank managem ent	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		Managem ent 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 the university and the department are determined in terms of the required educational cadres and preferred specializations. 1-

**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 4-
necessary 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 comprehensive .2
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 .3
organized manner, including organizing workshops, conducting training courses, and
providing appropriate educational resources.

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

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

												option al?			
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		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		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		ReadingsEnglis h		
	✓	✓	✓		✓	✓	✓		✓	✓	✓		Computer2Wo rd		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		English language		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Marketing Management		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Human Resources Management		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Administrative law		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Intermediate Accounting		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		The development of organizational thought		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		English language		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Quantitative methods		
	✓	✓	✓		✓	✓	✓		✓	✓	✓		Computer1Exc el		
	✓	✓	✓		✓	✓	✓		✓	✓	✓		Baath crimes in Iraq		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Public Relations		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Government accounting		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Administrative Psychology		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Civil Service Legislation		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Political systems		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Operations research		

Secon
d
year

✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		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 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 Applications1QSB		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Scientific research methods and ethics		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Strategic management		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Administrative development 2		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Risk Management and Insurance		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		General Policies		

Third year

Fourth year

✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Computer Applications2QS B		
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*Please tick the boxes corresponding to the individual learning outcomes of the programme being assessed.

Course Description Form

1. Course name	
Quantitative methods	
2. Course code	
nothing	
3. Semester/Year	
First semester\second year	
4. Date this description was prepared	
14/9/2023	
5. Available forms of attendance	
Weekly / Full time	
6. Number of study hours (total) / Number of units (total)	
30 hours-2 units	
7. Name of the course supervisor (if more than one name is mentioned)	
Ms. Aisha Abdel Khaleq Ismail Email: aasha.a.alkalek@tu.edu.iq	
8. Course objectives	
<ul style="list-style-type: none"> Providing the student with a cognitive skill about the concept and importance of quantitative methods Operations research In administrative sciences Providing the student with information on how to understand the material according to the mechanisms of work and modern electronic communication. 	Subject objectives
9. Teaching and learning strategies	
<ul style="list-style-type: none"> Teaching and learning strategies in quantitative methods Operations research Focuses on enhancing interaction and practical experience. This includes organizing activities that encourage students to build applied projects and work in groups to solve technical problems. In addition, innovative educational technologies are used to provide interactive learning experiences while providing individual support and professional guidance to students for 	Strategy

a deeper understanding of the concept of questions. Quantitative and Operations Research And apply it in reality

10. Course Structure

Evaluation method	Learning method	Name of the unit or topic	Required learning outcomes	Watches	The week
Ask questions Homework	Homework, asking questions, solving examples, and giving an external example as homework	Introduction to Quantitative Methods and Operations Research	<ul style="list-style-type: none"> the introduction Development of quantitative methods The importance of quantitative methods 	2	the first
Ask questions Homework	Homework, asking questions, solving examples, and giving an external example as homework	Development and importance of quantitative methods	<ul style="list-style-type: none"> Give to explain general And comprehensive About the importance of the topic Method s Quantity 	2	the second
Daily questions and tests	Homework, asking questions, solving examples, and giving an external example as homework	Permutations Combinations	<ul style="list-style-type: none"> Introduction to Probability Theory Study 	2	the third
Daily questions and tests	Homework, asking questions, solving examples, and giving an external example as homework	Probability laws	<ul style="list-style-type: none"> probability theory 	2	Fourth
Daily exam	Homework, asking questions, solving examples,	Distributions	probability theory	2	Fifth

	and giving an external example as homework .		And distributions		
		First month exam			Sixth
Daily questions and tests	Homework, asking questions, solving examples, and giving an external example as homework .	-Distributions Binomial distribution + Poisson distribution	Distributions For discrete variables	2	Seventh
Daily questions and tests	Homework, asking questions, solving examples, and giving an external example as homework .	Normal distribution	Distributions For continuous variables	2	The eighth
Daily questions and tests	Homework solution	Basic concepts in hypothesis testing	-Hypothesis testing	2	Ninth
Daily questions and tests	Homework, asking questions, solving examples, and giving an external example as homework .	Use test T, z	1- Testing the mean of a random sample from a natural population 2- Testing the difference between two arithmetic means of two independent samples	2	tenth
		Second month exam		2	eleventh
Daily questions and tests	Homework, asking questions, solving examples, and giving an external example as homework .	Applications in the field of administrative sciences	-Tests related to proportions	2	twelfth
Daily questions and tests	Homework, asking questions,	Analysis of variance	Analysis of variance for one criterionF	2	thirteenth

	solving examples, and giving an external example as homework		normal population variance test Use of chi-square test		
Daily test	Homework and questions	Independence and goodness of fit test	-Independence test. Testing independence (association) using chi-square test Goodness of fit test	2	fourteenth
Daily questions and tests	Homework and questions	Tests	Applications in the field of administrative sciences	2	fifteenth

11. Course Evaluation

10 marks (first month exam)

10 marks (second month exam)

10 points (attendance, student participation and daily exams)

70 marks final exam for quantitative methods

12. Learning and teaching resources

Curriculum vocabulary in the book on public administration	Required textbooks (methodology if any)
Quantitative Methods and Operations Research Books The Book of Probabilities	Main References (Sources)
Scientific journals in the fields of quantitative methods	Recommended supporting books and references (scientific journals, reports...)
https://pedia.svuonline.org	Electronic references, websites