Academic Program Description Form

University name: UniversityTikrit

College/Institute: CollegeManagement and Economics
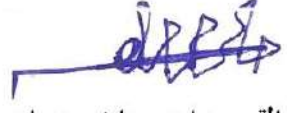
Scientific Department: DepartmentGeneral Administration

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: 14/9/2023

التوقيع :   التوقيع:

اسم رئيس القسم: ا.م. حاضر صباح شعير   اسم المعاون العلمي: ا.م.د. أشرف هاشم فارس

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

المُدَرِّس المُسَاعِدّ

أسَامَة مُوسَى فَرحَان

مدير شعبة ضمان الجودة وتقييم الاداء

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

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

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, 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 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.

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 nt	business management	A.M. Mazen Noman Abdullah Bakr
	angel		linguistics	English language	**A.M. Adnan Fayhan Mahmoud Khader.**
	angel		Financial management 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 management nt	business management	**A.M. Present Sabah Shaeer Jabara**
	angel		Knowledge management nt	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		administration Financial	business management	Mr. Salam Hussein Jassim Handa
	angel		administration 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	business management	Mr. Saad Salem Ghanem Suleiman

			nt		
	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	M.M. Mohammed Salem Abdel

				Systems	
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.

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

١. 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.

٢. 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.

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

٤. 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.

٥. 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.

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

٧. 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

١- Central acceptance.

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

٣- Private government education

٤- 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**		First year
	✓	✓	✓		✓	✓	✓			✓	✓		**Human rights and democracy**		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		**Principles of Public Administration 2**		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		**Mathematics for administrators**		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		**Accounting principles**		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		**ReadingsEnglish**		

1	2	3	4	5	6	7	8	9	10	11	12	Subject		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**		

													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**	Fourth year
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		**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
Administrative databases (1)
2. Course code
nothing

3. Semester/Year	
First semester\third 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)	
45 hours-3 units	
7. Name of the course supervisor (if more than one name is mentioned)	
Assistant Professor Dr. Qusay Abboudi Ali Email:Dr.qusay.a.ali@tu.edu.iq	
8. Course objectives	
1- understand the roleManagement information in computer technology. 2- Knowing the aspectsApplied databases knowledgeOperations Administrative ٣- databases Building student ٤- capacityAdministrativeIn the fieldComputer. Gaining diverse information in ٥- different specializations The student gains experience in the ٦- field ofPractical learning on modern administrative applications and systems The student gains experience in the ٧- field ofAdministrative information	Subject objectives
9. Teaching and learning strategies	
Promote interaction and hands-on experience, including organizing activities that encourage students to build projects.AdministrativeApplied and teamwork to solve technical problems In addition, innovative educational technologies are used to provide interactive learning experiences while providing individual support and career guidance to students for a deeper	Strategy

understanding of the concept.Administrative databases and their applications.					

					10. Course Structure
Evaluation method	**Learning method**	**Name of the unit or topic**	**Required learning outcomes**	**Watches**	**The week**
Follow up on homework and formulate questions On the systemAccess	theoretical	Database concept	Introduction to databases	3	the first
Follow up on homework and formulate questions On the systemAccess	theoretical	importanceDatabases	Database Jobs Features	3	the second
Follow up on homework and formulate questions On the systemAccess	Theoretical + Practical	Tables, Queries, Reports	Database components	3	the third
Follow up on homework and formulate questions On the systemAccess	Theoretical + Practical	Field Properties	Data types And information	3	Fourth
Follow up on homework and formulate questions On the systemAccess	Theoretical + Practical	TypesRelationships	Relationships	3	Fifth
Follow up on homework and formulate questions On the systemAccess	Theoretical + Practical	Linking tables	Conditions for linking tables with relationships	3	Sixth
Follow up on homework and formulate questions On the	Theoretical + Practical	Create tables (main, secondary, sub)	TypesTables	3	Seventh

systemAccess					
First month exam + practical exam					
Follow up on homework and formulate questions On the systemAccess	Theoretical + Practical	addition, delete , update	Table operations	3	The eighth
Follow up on homework and formulate questions On the systemAccess	Theoretical + Practical	Relationships between primary and secondary tables	Linking main tables	3	Ninth
Follow up on homework and formulate questions On the systemAccess	Theoretical + Practical	Relationships between subtables with subtables	Linking secondary and sub-tables	3	tenth
Follow up on homework and formulate questions On the systemAccess	Theoretical + Practical	Design a template for tables	Models in databases	3	eleventh
Follow up on homework and formulate questions On the systemAccess	Theoretical + Practical	Micro settings between tables	Micro units	3	twelfth
Follow up on homework and formulate questions On the systemAccess	Theoretical + Practical	Design a report for tables	Reports	3	thirteenth
Second month exam + practical exam					
	practical	-----	Review of practical lectures	3	fourteenth
	practical	----	practical exam	3	fifteenth
Final exam for the second course					

11. Course Evaluation
12 degrees (first month exam (theoretical + practical))

12 degrees (second month exam (theoretical + practical))	
6 degrees (attendance, student participation and daily exams)	
70 marks final exam(Theoretical + Practical)	
12. Learning and teaching resources	
	Required textbooks (methodology if any)
1. Johnson, S.: 'Access 2013 on demand' (Que Publishing, 2013. 2013) 2. Levesque, J.-F., Harris, M.F., and Russell, G.: 'Patient-centred access to health care: conceptualizing access at the interface of health systems and populations', International journal for equity in health, 2013, 12, (1), pp. 1-9	Main References (Sources)
	Recommended supporting books and references (scientific journals, reports...)
	Electronic references, websites