# Academic Program Description Form

University name: UniversityTikrit

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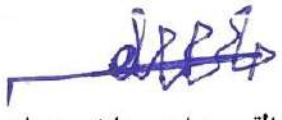
Scientific Department: DepartmentGeneral Administration

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

<div dir="rtl">

التوقيع:       اسم المعاون العلمي: ا.م.د. أشرف هاشم فارس

التوقيع :      اسم رئيس القسم: ا.م. حاضر صباح شعير

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

دقق الملف من قبل

شعبة ضمان الجودة والأداء الجامعي

اسم مدير شعبة ضمان الجودة والأداء الجامعي: أسامة موسى فرحان

التوقيع

المُدَرِّس المُسَاعِد

أسامة موسى فرحان

مدير شعبة ضمان الجودة وتقييم الاداء

التاريخ: 17 / 9 /2023

مصادقة السيد العميد

</div>

## 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

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

**7.** 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 | | **Fourth** |
| | 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** ||
| Providing leading cadres in leading public sector institutions. - <br> Disseminating knowledge in government institutions to achieve the aspirations of society. - <br> 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. - | The ability of the department's graduates to develop their administrative and cognitive skills and achieve leadership in leading government institutions. - |
| **Skills** ||
| Developing and supporting the spirit of creativity, innovation and leadership. - <br> Creating an open environment for cultural and intellectual exchange. - | Management Department graduates have the ability to think, solve problems and manage time. - |
| Communicate and interact constructively with stakeholders. - | Our outputs should be knowledgeable and skilled in how to accomplish the tasks assigned to them. - |
| **Values** ||
| Establishing social and ethical responsibility. - <br> Serving the community and meeting its requirements. - | Adherence to professional ethics and the ability to demonstrate high professional competence. - |
| Integrity and transparency. - <br> Quality. - | The student must believe in the principles of integrity and transparency, and have the ability to apply the |

| | concepts of quality management at work. |
|---|---|

## 9. Teaching and learning strategies

١. 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.

٢. 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.

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

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

٥. 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.

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

٧. 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

١. 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.

٢. 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** | | 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 management | business management | Mr. Saad Salem Ghanem Suleiman |
| | **angel** | | Financial manageme | business management | Dr. Qutaiba Ibrahim Hamada |

| | | | | | |
|---|---|---|---|---|---|
| | | | nt | | |
| | **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** | | Management accounting | accounting | Mr. Ali Fouad Taha |
| | **angel** | | about | Arabic | M.M. Ali Ghaleb Ali |

| **Professional development** |
|---|
| **Orientation of new faculty members** |
| **1- Determining the needs of the university and the department: The needs of the university and the department are determined in terms of the required educational cadres and preferred specializations.** |
| **2- Orientation Programs: Customized orientation programs are designed for new, visiting, full-time and part-time members based on their needs and specialties.** |
| **3- Introduction to the University Environment: A comprehensive introduction to the university and the Department of Public Administration is provided, including an overview of the department, vision, mission, goals, and available services.** |
| **4- Providing support resources: New members are provided with the necessary resources and support, including training courses, workshops, and technical assistance.** |
| **5- Academic Orientation: New members are oriented regarding the curricula, research areas and teaching methods used in the department.** |
| **6- Administrative Orientation: New members are oriented to administrative procedures, responsibilities, university policies and code of conduct.** |
| **7- Ongoing Support: Ongoing support is provided to new, visiting, full-time** |

**and part-time faculty members through advisory sessions, workshops and periodic evaluations.**

| Professional development for faculty members |
|:--|

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

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

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

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

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

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

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

| 12. Acceptance Criteria |
|:--|

1- Central acceptance.
2- Accepting exceptions (martyrs' families, children of faculty, distinguished employees, top students in institutes, foreign students).
3- Private government education
4- Accepting evening studies.

| 13. The most important sources of information about the program |
|:--|

| | University, college and electronic department website. ١- |
| | Priorities for establishing the department. ٢- |
| | Project to develop and update the curricula of the faculties of management and ٣-<br>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 workshops in ٣-
areas of specialization.

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

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

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

## Program Skills Chart

### Required learning outcomes of the program

| Values | | | | | Skills | | | Knowledge | | | | Essential or optional? | Course name | Course code | Year/Level |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| A4 | A3 | A2 | A1 | B4 | B3 | B2 | B1 | A4 | A3 | A2 | A1 | | | | |
| ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | **Principles of Public Administration 1** | | |
| ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | **Principles of Economics** | | |
| ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | **Principles of Statistics** | | |
| | ✓ | ✓ | ✓ | | ✓ | ✓ | ✓ | | ✓ | ✓ | ✓ | | **Computer 1Word** | | |
| | ✓ | ✓ | ✓ | | ✓ | ✓ | ✓ | | ✓ | ✓ | ✓ | | **Arabic** | | |
| | ✓ | ✓ | ✓ | | ✓ | ✓ | ✓ | | | ✓ | ✓ | | **Human rights and democracy** | | |
| ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | **Principles of Public Administration 2** | | First year |
| ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | **Mathematics for administrators** | | |
| ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | **Accounting principles** | | |
| ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | **ReadingsEnglish** | | |
| | ✓ | ✓ | ✓ | | ✓ | ✓ | ✓ | | ✓ | ✓ | ✓ | | **Computer2Word** | | |
| ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | **English language** | | |

| | | | | | | | | | | | | | Course | | Year |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | **Marketing Management** | | |
| ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | **Human Resources Management** | | |
| ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | **Administrative law** | | |
| ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | **Intermediate Accounting** | | |
| ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | **The development of organizational thought** | | |
| ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | **English language** | | **Second year** |
| ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | **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** | | **Third year** |
| ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | **Public service ethics** | | |
| ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | **Database Computer Applications2** | | |
| ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | **English language** | | |
| ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | **Organizational Behavior** | | |
| ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | **Financial policies** | | |
| ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | **General Project Management** | | |
| ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | **Management Information Technology** | | |

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

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

## Course Description Form

| | |
|---|---|
| **1. Course name** | |
| Comparative Public Administration | |
| **2. Course code** | |
| nothing | |
| **3. Semester/Year** | |
| First semester / fourth year | |
| **4. Date this description was prepared** | |

| | **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)** |
| | Name: M. Khalaf Mohammed Alou Email:kmag@tu.edu.iq |
| | **8. Course objectives** |

| | |
|---|---|
| • Providing the student with a cognitive skill about the concept and importance of the specifications of comparative public administration in administrative sciences and developing them<br>• Providing the student with information on how to work according to modern work mechanisms<br>• | Subject objectives |

**9. Teaching and learning strategies**

| | |
|---|---|
| • The lecture<br>• Discussion<br>• Thinking strategy according to the student's ability<br>• High Thinking Skill Strategy<br>• ACritical thinking strategy in learning | Strategy |

**10. Course Structure**

| Evaluation method | Learning method | Name of the unit or topic | Required learning outcomes | Watches | The week |
|---|---|---|---|---|---|
| Ask questions and tests | Homework: lecture, discussion, asking questions, and interaction between the instructor | The nature and definitions of comparative public administration | • Concepts<br>• Historical development<br>• Directions<br>• The importance of comparative public | 2 | the first |

| | | | | | |
|---|---|---|---|---|---|
| | and the students, as well as the students with each other. | | administratio n | | |
| Ask questions and tests | Homework, asking questions, and interaction between the teacher and the students, as well as the students with each other. | Objectives of comparative public administration and its importance | Comparative public administration objectives | 2 | the second |
| Ask questions and tests | Homework, asking questions, and interaction between the teacher and the students, as well as the students with each other. | Objectives of comparative public administration and its importance | The • importance of comparative public administratio n | 2 | the third |
| Ask questions and tests | Homework, asking questions, and interaction between the teacher and the students, as well as the students with each other. | Factors of development of comparative public administration | Identify the • most important factors that contributed to the development of comparative public administratio n. | 2 | Fourth |
| Ask questions and tests | Homework, asking questions, and interaction between the teacher and the students, as | Comparative Public Administration Strategies and Methods | Identify the • most prominent and important strategies and approaches of comparative public | 2 | Fifth |

| | | | | | |
|---|---|---|---|---|---|
| | well as the students with each other. | | administratio n | | |
| Ask questions and tests | Homework, asking questions, and interaction between the teacher and the students, as well as the students with each other. | **Problems and prospects of comparative public administration** | **Problems • facing comparative public administratio n and its prospects** | **2** | **Sixth** |
| Ask questions and tests | Homework, asking questions, and interaction between the teacher and the students, as well as the students with each other. | **Political characteristics of regimes and division of powers** | **The concept • of political system features • Political system Types of • authorities** | **2** | **Seventh** |
| Ask questions and tests | Homework, asking questions, and interaction between the teacher and the students, as well as the students with each other. | **Decision, administrative decision and decision support systems** | **Decision and • administrativ e decision Types of • decisions Information • systems and decision making Decision support systems** | **2** | **The eighth** |
| Ask questions and tests | Homework, asking questions, and interaction between the teacher and the students, as well as the students | **computer integrated manufacturing** | **Factory of the • future** | **2** | **Ninth** |

| | | | | | |
|---|---|---|---|---|---|
| | | | with each other. | | |
| Ask questions and tests | Homework, asking questions, and interaction between the teacher and the students, as well as the students with each other. | | **Databases** | **Concepts, • stages and components Jobs and • Benefits** | **2** | **tenth** |
| Ask questions and tests | Homework, asking questions, and interaction between the teacher and the students, as well as the students with each other. | | **Database management systems** | **Database • Models Basic functions of database management systems** | **2** | **eleventh** |
| Ask questions and tests | Homework, asking questions, and interaction between the teacher and the students, as well as the students with each other. | | **Electronic management** | **Concepts, benefits and objectives Reasons for transformation and elements of success Requirements and functions** | **2** | **twelfth** |
| Ask questions and tests | Homework, asking questions, and interaction between the teacher and the students, as well as the students with each other. | | **Introduction to Information Technology** | **Concepts• Historical • development Directions• The • importance of information technology Challenges** | **2** | **thirteenth** |

| | | | | | |
|---|---|---|---|---|---|
| Ask questions and tests | Homework, asking questions, and interaction between the teacher and the students, as well as the students with each other. | Information Systems and Management Information Systems | Data, • information, knowledge Dimensions • Management • Information Systems Concept Factors contributing to the emergence of management information systems | 2 | fourteenth |
| Ask questions and tests | Homework, asking questions, and interaction between the teacher and the students, as well as the students with each other. | IT Application | Tools • Requirements • Determinants | 2 | fifteenth |

| **11. Course Evaluation** |
|---|
| 10 First Exam |
| 10 Second Exam |
| 10 Attendance, reports, daily preparation and daily exams |
| = 30 degrees of pursuit |
| 70 marks final exam for information technology |

| **12. Learning and teaching resources** | |
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| Curriculum vocabulary in the book on public administration | Required textbooks (methodology if any) |
| | Main References (Sources) |
| Scientific journals in the specializations of public administration | Recommended supporting books and references (scientific journals, reports...) |

| Specialized websites | Electronic references, websites |
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