

Tikrit University

College of Administration and Economics

Department of Public Administration

Academic Description

Undergraduate Studies / First Stage

Program Description Form Academic

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: 28/1/2024

Date of filling the file: 28/1/2024

التوقيع:  التوقيع: 
اسم رئيس القسم: أ.م. حاضري صباح اسم المعاون العلمي: أ.م.د. أشرف هاشم فارس
شعب
التاريخ: ٢٠٢٤/١/٢٨ التاريخ: ٢٠٢٤/١/٢٨

دقق الملف من قبل
شعبة ضمان الجودة والأداء الجامعي
اسم مدير شعبة ضمان الجودة والأداء الجامعي: أ.م.د. هادي فلاح
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التاريخ: ٢٠٢٤/١/٢٨


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

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		Second
	3	Marketing Management		
	3	Human Resources Management		
	2	Administrative law		
2	2	Intermediate Accounting		
	3	The development of organizational thought		
	2	English language		
	2	Quantitative methods		
1	2	Computer1Excel		
	2	Baath crimes in Iraq		
	3	Public Relations		
2	2	Government accounting		
	2	Administrative Psychology		
	2	Civil Service Legislation		
	3	Political systems		
	2	Operations research		
1	2	Computer1Excel		Third
	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		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

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 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 skills to 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 thinking: Encourage students to develop thinking skills. Such 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.

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.

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

Evaluating participation in research: The extent to which students participate in research activities and scientific projects can be assessed, and an evaluation can be provided of their presentation style and analysis of their results and conclusions.

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

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

Evaluation of Personal and Professional Development: Students' personal, professional and academic development can be evaluated during their participation in the faculty mentoring program.

11. Faculty

Faculty members

Faculty preparation		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 manageme nt	business management	A.M. Mazen Noman Abdullah Bakr
	angel		linguistics	English language	A.M. Adnan Fayhan Mahmoud Khader.
	angel		Financial manageme 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 manageme nt	business management	A.M. Present Sabah Shaeer Jabara
	angel		Knowledge manageme nt	business management	A.M. Tariq Aziz Kurdi
	angel		organized	business management	M. Khalaf Mohammed Alou
	angel		Organizatio n theory	business management	M Iman Muwaffaq Omar
	angel		administrati on Financial	business management	Mr. Salam Hussein Jassim Handa
	angel		administrati 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 manageme	business management	Mr. Saad Salem Ghanem Suleiman

			nt		
	angel		Financial manageme nt	business management	Dr. Qutaiba Ibrahim Hamada
	angel		General Administrati on	General Administration	M. Hamid Anwar Danok
	angel		business manageme nt	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 Manageme nt	business management	M. Mazhar Ahmed Khalaf
	angel		Production manageme nt	business management	Mr. Ali Mohammed Huwaïd Khater
	angel		Bank manageme nt	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 resources and support, including training courses, workshops, and technical assistance. 4-
- Academic Orientation:** New members are oriented regarding the curricula, research areas and teaching methods used in the department. 5-
- Administrative Orientation:** New members are oriented to administrative procedures, responsibilities, university policies and code of conduct. 6-
- Ongoing Support:** Ongoing support is provided to new, visiting, full-time and part-time faculty members through advisory sessions, workshops and periodic evaluations. 7-

Professional development for faculty members

- 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. 1.
- 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. 2.
- Program Implementation: The development program is implemented in a regular and organized manner, including organizing workshops, conducting training courses, and providing appropriate educational resources. 3.
- 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. 4.
- 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. 5.
- Continuous Development: Ongoing feedback and support is provided to faculty members to promote ongoing professional and academic development. 6.
- 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. 7.

12. Acceptance Criteria

- Central acceptance. -١
- Accepting exceptions (martyrs' families, children of faculty, distinguished employees, top students in institutes, foreign students). -٢
- Private government education -٣
- Accepting evening studies. -٤

13. The most important sources of information about the program

- University, college and electronic department website. -١
- Priorities for establishing the department. -٢
- Project to develop and update the curricula of the faculties of management and economics in Iraqi universities for the year 2017. -٣

14. Program Development Plan

- Curriculum development. -١
- Open postgraduate studies (higher diploma equivalent to a master's degree). -٢
- Developing teaching and administrative staff through courses, seminars and workshops in areas of specialization. -٣
- Supporting scientific research efforts by encouraging faculty members to publish, especially in international journals. -٤
- Conducting training programs to develop students' capabilities in technical and information technology fields. -٥
- 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/L 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 1 Word		
	✓	✓	✓		✓	✓	✓		✓	✓	✓		Arabic		
	✓	✓	✓		✓	✓	✓			✓	✓		Human rights and democracy		

✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Principles of Public Administration 2		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Mathematics for administrators		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Accounting principles		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		ReadingsEnglish h		
	✓	✓	✓		✓	✓	✓		✓	✓	✓		Computer2Wo rd		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		English language		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Marketing Management		Second year
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		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		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Computer1Exc el		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		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		Fourt h year
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Comparative Public Administration		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Administrative development1		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Strategic Management1		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		English language		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Computer Applications1QS B		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Scientific research methods and ethics		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Strategic management		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Administrative development 2		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Risk Management and Insurance		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		General Policies		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Computer Applications2QS B		

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

Course Description Form

1. Course name:
Accounting principles

2. Course code:	
101ACTG	
3. Semester/Year	
The coursesecond:stageFirst	
4. Date of preparation of this description:	
28/1/2024	
5. Available forms of attendance:	
Attendance on time and full time	
6. Number of study hours (total) / Number of units (total):	
Total45Number of units (3)	
7. Name of the course supervisor (if more than one name is mentioned):	
Name: Ali Fouad Taha Email: alitaha@tu.edu.iq	
8. Course objectives	
- Teaching students the basicsAnd principlesFinancial Accounting - Teaching students toRecording financial transactions in the general journal and then transferring them to the general ledger and balancing them - Preparing the trial balance - Make settlement entries and correctionsErrors - Prepare the adjusted trial balance - Recording closing entries to prepare the final accounts at the end of the financial period.	Subject objectives
9. Teaching and learning strategies	
- Understanding the accounting aspects of businessandRevenue and expense awareness. - Ability to interpret, analyze and process financial aspects of sales and purchases - Accounting cycle analysis - Encourage students to work together on projects that serve the sector.atEconomicAndFor the country.	Strategy

10. Course Structure					
Evaluation method	Learning method	Name of the unit or topic	Required learning outcomes	Watch es	The week
Monthly exams	Lecture-My presence	Accounting principles	Accounting concept	3	1
Homework	Lecture delivery - in person	Accounting principles	Definition of accounting	3	
Duties and tasks	Lecture delivery - in person	Accounting principles	Financial accounting objectives	3	
Homework	Lecture delivery - in person	Accounting principles	Accounting fields	3	2
Duties and tasks	Lecture delivery - in person	Accounting principles	Beneficiaries of accounting	3	
Homework	Lecture delivery - in person	Accounting principles	Accounting cycle	3	
Duties and tasks	Lecture delivery - in person	Accounting principles	Accounting assumptions, concepts, principles and determinants	3	3
Homework	Lecture delivery - in person	Accounting principles	First: Accounting assumptions	3	4
Duties and tasks	Lecture delivery - in person	Accounting principles	Second: Accounting concepts	3	
Homework	Lecture delivery - in person	Accounting principles	Third: Accounting principles	3	
Duties and tasks	Lecture delivery - in person	Accounting principles	Fourth: Accounting restrictions	3	5
Homework	Lecture delivery - in person	Accounting principles	Financial Statement Elements	3	
Duties and tasks	Lecture delivery - in person	Accounting principles	Legal forms of projects	3	6
Homework	Lecture delivery - in person	Accounting principles	Elements of the accounting system	3	
Duties and tasks	Lecture delivery - in person	Accounting principles	Chapter 1 Questions	3	7
Homework	Lecture delivery - in person	Accounting principles	Financial transaction analysis	3	
Duties and tasks	Lecture delivery - in person	Accounting principles	First: Single Constraint Theory	3	
Homework	Lecture delivery - in person	Accounting principles	First: Single Constraint Theory	3	

Duties and tasks	Lecture delivery - in person	Accounting principles	Second: Double Entry Theory	3	
Homework	Lecture delivery - in person	Accounting principles	Types of accounting restrictions	3	
Duties and tasks	Lecture delivery - in person	Accounting principles	Budget method	3	
Homework	Lecture delivery - in person	Accounting principles	The effect of the budget equation on double entry	3	8
Duties and tasks	Lecture delivery - in person	Accounting principles	accounting records	3	9
Homework	Lecture delivery - in person	Accounting principles	trial balance	3	
Duties and tasks	Lecture delivery - in person	Accounting principles	Trial Balance Determinants	3	10
Homework	Lecture delivery - in person	Accounting principles	Chapter Two Questions and Exercises	3	
Duties and tasks	Lecture delivery - in person	Accounting principles	Capital related operations	3	11
Homework	Lecture delivery - in person	Accounting principles	First: Operations related to capital formation	3	12
Duties and tasks	Lecture delivery - in person	Accounting principles	Second: Operations related to increasing capital	3	
Homework	Lecture delivery - in person	Accounting principles	Third: Operations related to capital reduction	3	13
Duties and tasks	Lecture delivery - in person	Accounting principles	Personal withdrawals	3	
Homework	Lecture delivery - in person	Accounting principles	Financing operations	3	14
Duties and tasks	Lecture delivery - in person	Accounting principles	Loan registration cases and their benefits	3	
Homework	Lecture delivery - in person	Accounting principles	Chapter 3 Questions and Exercises	3	15

11. Course Evaluation

- Midterm exams •
- Solve the homework •
- Participate in explaining the topics and discussions •

the audience •

Asking brainstorming questions during lectures •

12. Learning and teaching resources

Al-Ani, Safaa Ahmed and Al-Saedi, Hakim Hamoud. (2020). Principles of Financial Accounting.	Required textbooks (methodology if any)
Financial accounting books.	Main References (Sources)
Journal of the Faculty of Management and Economics Tikrit University	Recommended supporting books and references (scientific journals, reports...)
Iraqi Journal of Economic and Administrative Sciences Arabic articles issued by academic and professional bodies	Electronic references, websites

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: 28/1/2024

Date of filling the file: 28/1/2024

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

دقق الملف من قبل
شعبة ضمان الجودة والأداء الجامعي
اسم مدير شعبة ضمان الجودة والأداء الجامعي: أ.م.د. 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 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

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		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		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

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,	-	Integrity and transparency. Quality.	-

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

9. Teaching and learning strategies

Active learning: Encouraging students' active participation in learning processes, such as discussions, group activities, and problem solving, to enhance their deep understanding of mathematical concepts. .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' performance during lessons, lectures and workshops, whether through written tests or continuous assessment of their participation and understanding of the material. .١

Participation in discussions and activities: Students' participation in class .٢

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 assignments to assess their problem-solving skills related to their field of expertise and their understanding of the concepts presented.

Evaluating participation in research: The extent to which students participate in research activities and scientific projects can be assessed, and an evaluation can be provided of their presentation style and analysis of their results and conclusions.

Practical Performance Evaluation: Students can be evaluated in practical performance through visits, process and participation in applied activities.

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

Evaluation of Personal and Professional Development: Students' personal, professional and academic development can be evaluated during their participation in the faculty mentoring program.

11. Faculty

Faculty members

Faculty preparation		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

			nt		
	angel		linguistics	English language	A.M. Adnan Fayhan Mahmoud Khader.
	angel		Financial manageme 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 manageme nt	business management	A.M. Present Sabah Shaeer Jabara
	angel		Knowledge manageme nt	business management	A.M. Tariq Aziz Kurdi
	angel		organized	business management	M. Khalaf Mohammed Alou
	angel		Organizatio n theory	business management	M Iman Muwaffaq Omar
	angel		administrati on Financial	business management	Mr. Salam Hussein Jassim Handa
	angel		administrati 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 manageme nt	business management	Mr. Saad Salem Ghanem Suleiman
	angel		Financial	business	Dr. Qutaiba Ibrahim

			managem nt	management	Hamada
	angel		General Administrati on	General Administration	M. Hamid Anwar Danok
	angel		business managem nt	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 Manageme nt	business management	M. Mazhar Ahmed Khalaf
	angel		Production managem nt	business management	Mr. Ali Mohammed Huwaid Khater
	angel		Bank managem nt	Financial and Banking Sciences	M.M. Ali Hamad Ali
	angel		Information systems	Management Information Systems	M.M. Mohammed Salem Abdel
lecturer			English	English language	M. Alaa Ahmed Abdullah

			literature		
	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

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

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

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

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

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

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

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

Professional development for faculty members

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. .١

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. .٢

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

Use effective teaching strategies: Faculty members learn to use and apply modern and effective teaching strategies, such as cooperative learning, active learning, and educational technology. .٤

Evaluation of learning outcomes: The effectiveness of the development program is evaluated by evaluating the learning outcomes of faculty members, such as increased levels of knowledge, teaching skills, and interaction with students. .٥

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

Participation in scientific research and publication: Faculty members are encouraged to participate in scientific research and publish the results in prestigious academic journals, which enhances their academic standing and contributes to the development of knowledge in their fields. .٧

12. Acceptance Criteria

Central acceptance. -١

Accepting exceptions (martyrs' families, children of faculty, distinguished employees, top -٢

students in institutes, foreign students).

Private government education -٣

Accepting evening studies. -٤

13. The most important sources of information about the program

University, college and electronic department website. -١

Priorities for establishing the department. -٢

Project to develop and update the curricula of the faculties of management and economics in Iraqi universities for the year 2017. -٣

14. Program Development Plan

Curriculum development. -١

Open postgraduate studies (higher diploma equivalent to a master's degree). -٢

Developing teaching and administrative staff through courses, seminars and workshops in areas of specialization. -٣

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

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

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/L 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 1 Word		
	✓	✓	✓		✓	✓	✓		✓	✓	✓		Arabic		
	✓	✓	✓		✓	✓	✓			✓	✓		Human rights and democracy		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Principles of Public Administration 2		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Mathematics for administrators		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Accounting		

													principles		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		ReadingsEnglish		
	✓	✓	✓		✓	✓	✓		✓	✓	✓		Computer2Wo		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		English		Second year
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		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		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Computer1Exc		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		el		Third year
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Public		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Financial		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Management		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		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		Four h year	
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Comparative Public Administration			
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Administrative development1			
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Strategic Management1			
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		English language			
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Computer Applications1QS B			
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Scientific research methods and ethics			
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Strategic management			
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Administrative development 2			
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Risk Management and Insurance			
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		General Policies			
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Computer Applications2QS B			

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

Course Description Form

1. Course name
Principles of Mathematics for Administrators
2. Course code
nothing

3. Semester/Year

Second course / first year

4. Date this description was prepared

28/1/2024

5. Available forms of attendance

My presence

6. Number of study hours (total) / Number of units (total)

45 hours / 3 units

7. Name of the course supervisor (if more than one name is mentioned)

Name: Salam Hussein Jassim Handa Al-Jumaili Email:salamhinda@tu.edu.iq

8. Course objectives

Subject objectives

- 1-Essential facts, concepts, principles and theories mathematics .
- 2-Understanding the limitations you face Administrative in making the right decision Using mathematical models for this

9. Teaching and learning strategies

Developing the student's ability to apply theoretical concepts in practical reality in various institutions

Strategy

10. Course Structure

Evaluation method	Learning method	Name of the unit or topic	Required learning outcomes	Watches	The week
Homework follow-up and direct questions	to explainThe lectureAnd questions forTo discuss	Groups	Definition and basic concepts of groups -Algebraic operations on groups -Venn diagrams, ordered pairs	3	the first
Homework follow-up and direct questions	to explainThe lectureAnd questions forTo discuss	Groups	Definition and basic concepts of groups -Algebraic	3	the second

			operations on groups -Venn diagrams, ordered pairs		
Homework follow-up and direct questions	to explainThe lectureAnd questions forTo discuss	Functions and purposes	-Concept of function, function diagram -Types of functions (algebraic function, transcendental function) - Practical examples of functions and their types in the field of management -Purpose and continuity	3	the third
Homework follow-up and direct questions	The lecture+Discussion	Functions and purposes	-Concept of function, function diagram -Types of functions (algebraic function, transcendental function) - Practical examples of functions and their types in the field of management -Purpose and continuity	3	Fourth
Homework follow-up and direct questions	to explainThe lectureAnd questions forTo discuss	Functions and purposes	-Concept of function, function diagram -Types of	3	Fifth

			functions (algebraic function, transcendental function) - Practical examples of functions and their types in the field of management - Purpose and continuity		
Homework follow-up and direct questions	to explainThe lectureAnd questions forTo discuss	differentiation	- The concept of derivative, derivative laws - Practical examples of derivatives in the field of management	3	Sixth
Homework follow-up and direct questions	to explainThe lectureAnd questions forTo discuss	differentiation	- The concept of derivative, derivative laws - Practical examples of derivatives in the field of management	3	Seventh
Homework follow-up and direct questions	to explainThe lectureAnd questions forTo discuss	differentiation	- The concept of derivative, derivative laws - Practical examples of derivatives in the field of management	3	The eighth
Homework follow-up and direct questions	to explainThe lectureAnd questions forTo discuss	differentiation	- The concept of derivative, derivative laws - Practical examples of derivatives in the field of management	3	Ninth
Homework follow-up and direct questions	to explainThe lectureAnd questions forTo discuss	integration	- The concept of integration - Basic formulas for integration - General examples of definite integration	3	tenth

			- Practical examples of integration in the field of management		
Homework follow-up and direct questions	to explainThe lectureAnd questions forTo discuss	integration	-The concept of integration -Basic formulas for integration -General examples of definite integration - Practical examples of integration in the field of management	3	eleventh
Homework follow-up and direct questions	to explainThe lectureAnd questions forTo discuss	integration	-The concept of integration -Basic formulas for integration -General examples of definite integration - Practical examples of integration in the field of management	3	twelfth
Homework follow-up and direct questions	to explainThe lectureAnd questions forTo discuss	Linear equations	-The concept of linear equations in the field of management Methods of solving linear equations Examples of linear equations -Applied examples of linear equations in the field of management	3	thirteenth
Homework follow-up and direct questions	to explainThe lectureAnd questions forTo discuss	Linear equations	-The concept of linear equations in the field of management	3	fourteenth

			Methods of solving linear equations Examples of linear equations -Applied examples of linear equations in the field of management		
Homework follow-up and direct questions	to explainThe lectureAnd questions forTo discuss	Linear equations	-The concept of linear equations in the field of management Methods of solving linear equations Examples of linear equations -Applied examples of linear equations in the field of management	3	fifteenth

11. Course Evaluation

30 semester grade point average divided as follows:

10 exams in the first month + 10 exams in the second month + 5 participation + 5 attendance

70 marks end of course exam

12. Learning and teaching resources

Mathematics and its applications in administrative and economic sciences - Authored by: Dr. Mahmoud Mahdi Al-Bayati Dr. Dalal Al-Qadi	Required textbooks (methodology if any)
Basics of mathematics-Composition: Dr. Hadi Jaber Dr. Riad Shaker Naoum Dr. Nader George	Main References (Sources)
Scientific journals in the fields of	Recommended supporting books and

mathematics and mathematical operations	references (scientific journals, reports...)
Specialized websites	Electronic references, websites

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 رئيس القسم: أ.م. حاضري صباح اسم المعاون العلمي: أ.م.د. أشرف هاشم فارس
شعب
التاريخ: ٢٠٢٤/١/٢٨ التاريخ: ٢٠٢٤/١/٢٨

دقيق الملف من قبل
شعبة ضمان الجودة والأداء الجامعي
اسم مدير شعبة ضمان الجودة والأداء الجامعي: أستاذة ميسر فرحان
التوقيع: 
التاريخ: ٢٠٢٤/١/٢٨
المدرس المساعد
أ.م.د. ميسر فرحان
مدير شعبة ضمان الجودة والأداء الجامعي


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	40	109	72.6%	
Requirements				
Summer Training				
Other				

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		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		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

- 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.

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 manageme nt	business management	A.M. Present Sabah Shaeer Jabara
	angel		Knowledge manageme nt	business management	A.M. Tariq Aziz Kurdi
	angel		organized	business management	M. Khalaf Mohammed Alou
	angel		Organizati on theory	business management	M Iman Muwaffaq Omar
	angel		Financial manageme nt	business management	Mr. Salam Hussein Jassim Handa
	angel		Financial manageme nt	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 manageme nt	business management	Mr. Saad Salem Ghanem Suleiman
	angel		Financial manageme nt	business management	Dr. Qutaiba Ibrahim Hamada
	angel		General Administrat ion	General Administration	M. Hamid Anwar Danok

	angel		business manageme nt	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 Manageme nt	business management	M. Mazhar Ahmed Khalaf
	angel		Production manageme nt	business management	Mr. Ali Mohammed Huwaïd Khater
	angel		Bank manageme nt	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 1 Word		
	✓	✓	✓		✓	✓	✓		✓	✓	✓		Arabic		

	✓	✓	✓		✓	✓	✓			✓	✓		Human rights and democracy		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Principles of Public Administration 2		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Mathematics for administrators		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Accounting principles		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		ReadingsEnglish		
	✓	✓	✓		✓	✓	✓		✓	✓	✓		Computer2Word		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		English language		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Marketing Management		Second year
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Human Resources Management		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Administrative law		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Intermediate Accounting		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		The development of organizational thought		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		English language		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Quantitative methods		
	✓	✓	✓		✓	✓	✓		✓	✓	✓		Computer1Excel		
	✓	✓	✓		✓	✓	✓		✓	✓	✓		Baath crimes in Iraq		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Public Relations		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Government accounting		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Administrative Psychology		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Civil Service Legislation		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Political systems		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Operations research		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Computer1Excel		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Public Financial Management		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		Four h year
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Administrative development1		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Strategic Management1		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		English language		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Computer Applications1QS B		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Scientific research methods and ethics		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Strategic management		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Administrative development 2		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Risk Management and Insurance		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		General Policies		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Computer Applications2QS B		

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

Course Description Form

1. Course Name:	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 Developing self-control among students in the administration science in English acquiring their abilities in thinking. - ☐ Provide the recipient with sufficient readings in administration skills from employing meanings in this field. - ☐ Develop thinking that drives problem solving in a logical and scientific way. - ☐ Developing students understanding of management vocabulary in the English language and understanding administrative theories. - ☐ Teaching students the basics of management science in the English Language. - ☐ 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. - ☐	
9. Teaching and Learning Strategies	
Strategy	- 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.
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, it is 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

Academic Program Description Form

University name: University Tikrit

College/Institute: College Management and Economics

Scientific Department: Department General Administration

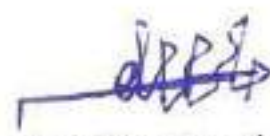
Name of academic or professional program: Public Administration Department

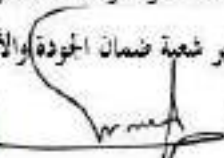
Final Certificate Name: Bachelor Science in Public Administration

Academic system: Course system

Description preparation date: 28/1/2024

Date of filling the file: 28/1/2024

التوقيع:  اسم المعاون العلمي: د. أشرف هاشم فارس
التوقيع:  اسم رئيس القسم: أ.م. حاضري صباح
شعب
التاريخ: ٢٠٢٤ / ١ / ٢٨

دقق الملف من قبل
شعبة ضمان الجودة والأداء الجامعي
اسم مدير شعبة ضمان الجودة والأداء الجامعي: أ.م.م. موسى فرحان
التوقيع:  التاريخ: ٢٠٢٤ / ١ / ٢٨
المدرس المساعد
أ.م.م. موسى فرحان
مدير شعبة ضمان الجودة والأداء


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

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		Second
	3	Marketing Management		
	3	Human Resources Management		
	2	Administrative law		
2	2	Intermediate Accounting		
	3	The development of organizational thought		
	2	English language		
	2	Quantitative methods		
1	2	Computer1Excel		
	2	Baath crimes in Iraq		
	3	Public Relations		
2	2	Government accounting		
	2	Administrative Psychology		
	2	Civil Service Legislation		
	3	Political systems		
	2	Operations research		
1	2	Computer1Excel		Third
	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		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

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

- 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. Administrative
- 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. .٧

10. Evaluation methods

- Classroom performance assessment: This includes assessing students' performance during lessons, lectures and workshops, whether through written tests or continuous assessment of their participation and understanding of the .١

material.

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.

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

Evaluating participation in research: The extent to which students participate in research activities and scientific projects can be assessed, and an evaluation can be provided of their presentation style and analysis of their results and conclusions.

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

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

Evaluation of Personal and Professional Development: Students' personal, professional and academic development can be evaluated during their participation in the faculty mentoring program.

11. Faculty

Faculty members

Faculty preparation		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 manageme nt	business management	A.M. Mazen Noman Abdullah Bakr
	angel		linguistics	English language	A.M. Adnan Fayhan Mahmoud Khader.
	angel		Financial manageme 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 manageme nt	business management	A.M. Present Sabah Shaeer Jabara
	angel		Knowledge manageme nt	business management	A.M. Tariq Aziz Kurdi
	angel		organized	business management	M. Khalaf Mohammed Alou
	angel		Organizatio n theory	business management	M Iman Muwaffaq Omar
	angel		administrati on Financial	business management	Mr. Salam Hussein Jassim Handa
	angel		administrati 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 manageme	business management	Mr. Saad Salem Ghanem Suleiman

			nt		
	angel		Financial manageme nt	business management	Dr. Qutaiba Ibrahim Hamada
	angel		General Administrati on	General Administration	M. Hamid Anwar Danok
	angel		business manageme nt	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 Manageme nt	business management	M. Mazhar Ahmed Khalaf
	angel		Production manageme nt	business management	Mr. Ali Mohammed Huwaïd Khater
	angel		Bank manageme nt	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 the university and 1- the department are determined in terms of the required educational cadres and preferred specializations.

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

Introduction to the University Environment: A comprehensive introduction to the university 3- 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 resources and 4- support, including training courses, workshops, and technical assistance.

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

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

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

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

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

Program Implementation: The development program is implemented in a regular and .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 .5
evaluated by evaluating the learning outcomes of faculty members, such as increased levels
of knowledge, teaching skills, and interaction with students.

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

Participation in scientific research and publication: Faculty members are encouraged to .7
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

Central acceptance. -1

**Accepting exceptions (martyrs' families, children of faculty, distinguished employees, top -2
students in institutes, foreign students).**

Private government education -3

Accepting evening studies. -4

13. The most important sources of information about the program

University, college and electronic department website. -١

Priorities for establishing the department. -٢

Project to develop and update the curricula of the faculties of management and economics in Iraqi universities for the year 2017. -٣

14. Program Development Plan

Curriculum development. -١

Open postgraduate studies (higher diploma equivalent to a master's degree). -٢

Developing teaching and administrative staff through courses, seminars and workshops in areas of specialization. -٣

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

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

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/L 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 1 Word		
	✓	✓	✓		✓	✓	✓		✓	✓	✓		Arabic		
	✓	✓	✓		✓	✓	✓			✓	✓		Human rights and democracy		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Principles of Public Administration 2		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Mathematics for administrators		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Accounting principles		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Readings English		
	✓	✓	✓		✓	✓	✓		✓	✓	✓		Computer 2 Word		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		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		Fourth year
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		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		

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

Course Description Form

1. Course name
Principles of Public Administration 2
2. Course code
nothing

3. Semester/Year					
Second semester / first year					
4. Date this description was prepared					
28/1/2024					
5. Available forms of attendance					
My presence in the classroom					
6. Number of study hours (total) / Number of units (total)					
45 hours / 3 units					
7. Name of the course supervisor (if more than one name is mentioned)					
Dr. Qutaiba Ibrahim Hamada + M.M. Naji Hassan Ahmed					
8. Course objectives					
The Principles of Public Administration 2 course aims to introduce the student to the concept, specifications, importance, application and development of public administration, and everything related to administrative work. The student is also provided with information on how to use the various types of twenty-first century skills and how to benefit from them in making the right decision in administrative work.				Subject objectives	
9. Teaching and learning strategies					
Discussion panels and dialogues • LecturerAnd • Field visits • Case Studies • Interactive Model Strategy • brainstorming •				Strategy	
10. Course Structure					
Evaluation method	Learning method	Name of the unit or topic	Required learning outcomes	Watches	The week
Exam and daily activity	Lecture + Discussion	The concept of decision making	The concept of decision making and decision making, factors affecting decision making, and difficulties facing the decision making process	3 hours	the first
Exam and daily activity	Lecture + Discussion	Stages of the decision making process	Stages of the decision making process	3 hours	the second
Exam and daily activity	Lecture + Discussion	Types of administrative	Types of administrative	3 hours	the third

		decisions	decisions		
Exam and daily activity	Lecture + Discussion	The concept of administrative leadership	The concept of administrative leadership	3 hours	Fourth
Exam and daily activity	Lecture + Discussion	Leadership Theories and Behavior Patterns	Leadership Theories and Behavior Patterns	3 hours	Fifth
Exam and daily activity	Lecture + Discussion	Leadership skills and leadership selection	Leadership skills and leadership selection	3 hours	Sixth
Exam and daily activity	Lecture + Discussion	Control principles and steps	Control principles and steps	3 hours	Seventh
Exam and daily activity	Lecture + Discussion	Areas and types of control	Areas and types of control	3 hours	The eighth
Exam and daily activity	Lecture + Discussion	Control tools	Control tools	3 hours	Ninth
Exam and daily activity	Lecture + Discussion	The concept of motivation and its types	The concept of motivation and its types	3 hours	tenth
Exam and daily activity	Lecture + Discussion	The concept of incentives and their types	The concept of incentives and their types	3 hours	eleventh
Exam and daily activity	Lecture + Discussion	The concept of communication and its elements	The concept of communication and its elements	3 hours	twelfth
Exam and daily activity	Lecture + Discussion	The concept of coordination and its importance	The concept of coordination and its importance	3 hours	thirteenth
Exam and daily activity	Lecture + Discussion	The concept of guidance and its importance	The concept of guidance and its importance	3 hours	fourteenth
Exam and daily activity	Lecture + Discussion	Sub-jobs in public administration	Sub-jobs in public administration	3 hours	fifteenth

11. Course Evaluation

The endeavour grade is (30 points) and the final exam (70 points) and is divided as follows:

- 10 marks for the first month exam •
- 10 marks for the second month exam •
- 5 marks for classroom activities, participation and interaction •
- 5 marks for scientific reports and homework assignments •
- 70Final Exam Grade for Semester

12. Learning and teaching resources

Principles of Public Administration

Required textbooks (methodology if any)

Prof. Jassim Mohammed Al-Dhahabi / Principles of Public Administration	Main References (Sources)
Research and articles published in peer-reviewed scientific journals.	Recommended supporting books and references (scientific journals, reports...)
Reliable scientific websites on the Internet	Electronic references, websites

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

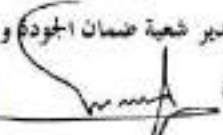
Academic system: Course system

Description preparation date: 14/9/2023

Date of filling the file: 14/9/2023

التوقيع:  اسم المعاون العلمي: أ.م.د. أشرف هاشم فارس
التاريخ: 2023 / 9 / 17

التوقيع:  اسم رئيس القسم: أ.م. حاضري صباح
شعب
التاريخ: 2023 / 9 / 17

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

المدير المساعد
أسامة موسى فرحان
مدير شعبة ضمان الجودة وتقييم الأداء


مصادقة السيد العميد

1. Program Vision

Excellence in deliveryAngelspioneerAndTo lead public sector institutions that meet stakeholder requirements, in line with global quality standards..

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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..

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- 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		Second
	3	Marketing Management		
	3	Human Resources Management		
	2	Administrative law		
2	2	Intermediate Accounting		
	3	The development of organizational thought		
	2	English language		
	2	Quantitative methods		
1	2	Computer1Excel		
	2	Baath crimes in Iraq		
	3	Public Relations		
2	2	Government accounting		
	2	Administrative Psychology		
	2	Civil Service Legislation		
	3	Political systems		
	2	Operations research		
1	2	Computer1Excel		Third
	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		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

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	-	Integrity and transparency. Quality.	-

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

9. Teaching and learning strategies

Active learning: Encouraging students' active participation in learning processes, such as discussions, group activities, and problem solving, to enhance their deep understanding of mathematical concepts. .1

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

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

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

Multiple Instructional Strategies: Providing a variety of instructional strategies, such as interactive lectures, practical lessons, and hands-on exercises, to meet the diverse needs of students. .5

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

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

10. Evaluation methods

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

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

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

Evaluating participation in research: The extent to which students participate in research activities and scientific projects can be assessed, and an evaluation can be provided of their presentation style and analysis of their results and conclusions.

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

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

Evaluation of Personal and Professional Development: Students' personal, professional and academic development can be evaluated during their participation in the faculty mentoring program.

11. Faculty

Faculty members

Faculty preparation		Requirement s/Skills (if any)	Specialization		Academic Rank
lecturer	angel		private	general	
	angel		Operations research	Statistics (Operations Research)	Asst. Prof. Dr. Mazhar Khaled Abdel Hamid
	angel		Administrative law	General law	A.M.D. Mohamed Ahmed Raheel Aftan
	angel		Financial management	business management	A.M.D. Qusay Jassim Mohammed Imran
	angel		Bank management	business management	A.M. Mazen Noman Abdullah Bakr
	angel		linguistics	English language	A.M. Adnan Fayhan Mahmoud Khader.
	angel		Financial management	business management	A.M. Ahmed Khader Ahmed Ali
	angel		Economic	economy	Prof. Dr. Saad Saleh Issa

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

			Resources	management	Hussein
	angel		Human Resources	business management	millimeter. Hassan Farhan Ahmed Handal
	angel		General Policies	General Administration	Mr. Mohamed Mustafa Mohamed Ibrahim
	angel		Human Resources	business management	M. Ahmed Ayed Makhlaf
	angel		Human Resources	business management	M.M. Nihad Khamis Hassan
	angel		Quality Management	business management	M. Mazhar Ahmed Khalaf
	angel		Production management	business management	Mr. Ali Mohammed Huwaïd Khater
	angel		Bank management	Financial and Banking Sciences	M.M. Ali Hamad Ali
	angel		Information systems	Management Information Systems	M.M. Mohammed Salem Abdel
lecturer			English literature	English language	M. Alaa Ahmed Abdullah
	angel		law	law	Mr. Ihab Abdullah Muhaimid
	angel		Cost accounting	accounting	Mr. Yasser Fouad Taha
lecturer			law	law	Mr. Maher Sabah Habib
	angel		Financial accounting	accounting	Mr. Mohammed Ahmed Diab
	angel		Management accounting	accounting	Mr. Ali Fouad Taha
	angel		about	Arabic	M.M. Ali Ghaleb Ali

Professional development	
Orientation of new faculty members	
Determining the needs of the university and the department: The needs of 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 new, visiting, full-time and part-time members based on their needs and specialties.	2-
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.	3-
Providing support resources: New members are provided with the necessary resources and support, including training courses, workshops, and technical assistance.	4-
Academic Orientation: New members are oriented regarding the curricula, research areas and teaching methods used in the department.	5-
Administrative Orientation: New members are oriented to administrative procedures, responsibilities, university policies and code of conduct.	6-
Ongoing Support: Ongoing support is provided to new, visiting, full-time and part-time faculty members through advisory sessions, workshops and periodic evaluations.	7-
Professional development for faculty members	
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.	1.
Development Program Design: Based on the specific needs and objectives, a	2.

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

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

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.

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.

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

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

Central acceptance. -١

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

Private government education -٣

Accepting evening studies. -٤

13. The most important sources of information about the program

University, college and electronic department website. -١

Priorities for establishing the department. -٢

Project to develop and update the curricula of the faculties of management and economics in Iraqi universities for the year 2017. -٣

14. Program Development Plan

Curriculum development. -١

Open postgraduate studies (higher diploma equivalent to a master's degree). -٢

Developing teaching and administrative staff through courses, seminars and workshops -٣

- in areas of specialization.
- Supporting scientific research efforts by encouraging faculty members to publish, -٤
especially in international journals.
- Conducting training programs to develop students' capabilities in technical and -٥
information technology fields.
- Organizing field visits and scientific trips for students to government institutions. -٦

Program Skills Chart															
Required learning outcomes of the program															
Values					Skills			Knowledge				Essential or optional?	Course name	Course code	Year/Level
A4	A3	A2	A1	B4	B3	B2	B1	A4	A3	A2	A1				
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Principles of Public Administration 1		First year
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Principles of Economics		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Principles of Statistics		
	✓	✓	✓		✓	✓	✓		✓	✓	✓		Computer 1Word		
	✓	✓	✓		✓	✓	✓		✓	✓	✓		Arabic		
	✓	✓	✓		✓	✓	✓			✓	✓		Human rights and democracy		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Principles of Public Administration 2		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Mathematics for administrators		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Accounting principles		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		ReadingsEnglish		
	✓	✓	✓		✓	✓	✓		✓	✓	✓		Computer2Wo rd		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		English language		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Marketing Management		Second year
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Human Resources Management		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Administrative law		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Intermediate Accounting		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		The development of organizational thought		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		English language		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Quantitative		

													methods		
	✓	✓	✓		✓	✓	✓		✓	✓	✓		Computer1Excel		
	✓	✓	✓		✓	✓	✓		✓	✓	✓		Baath crimes in Iraq		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Public Relations		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Government accounting		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Administrative Psychology		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Civil Service Legislation		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Political systems		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Operations research		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Computer1Excel		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Public Financial Management		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		unified accounting system		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Local administration		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Contract management		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Quality Management		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Public service ethics		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Database Computer Applications2		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		English language		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		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		

Third
year

Fourth
year

✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Strategic Management1	
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		English language	
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Computer Applications1QS B	
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Scientific research methods and ethics	
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Strategic management	
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Administrative development 2	
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Risk Management and Insurance	
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		General Policies	
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Computer Applications2QS B	

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

Course Description Form

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

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

9. Teaching and learning strategies

Student educationCase studietheAcademictheReal to apply conceptsEconomyIn realistic contexts. They can learn and understand economic terms in a sound and scientific way.yourWe have themto analyze data,And they concluderesults, and learn how to make decisions.Appropriate management. Collaborative learningFor students forWork together in small groups to solve problems.Economic and administrative. TheDripProject ManagerAFor studentsY andParticipation in applied projects that requireUnderstanding economic issues directly related to management science. UseCalculator and advanced scientific tools such as display screen to solve mathematical problems within the field of economics related to management. Interactive learning using interactive activities and tasks that encourage active student participation. This strategy can include small group discussion.	Strategy

10. Course Structure

Evaluation method	Lear ning	Name of the unit or topic	Required learning outcomes	Wa tch	The week

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

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

11. Course Evaluation

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

Principles of Economics -

Required textbooks
(methodology if any)

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

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

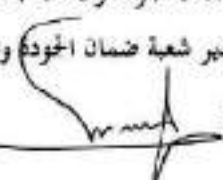
Final Certificate Name: Bachelor Science in Public Administration

Academic system: Course system

Description preparation date: 9/14/2023

Date of filling the file: 14/9/2023

التوقيع:  التوقيع: 
اسم المعاون العلمي: أ.م.د. أشرف هاشم فارس
اسم رئيس القسم: أ.م. حاضري صباح
شعب
التاريخ: 2023 / 9 / 17 التاريخ: 2023 / 9 / 17

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


مصادقة السيد العميد

1. Program Vision

Excellence in deliveryAngelspioneerAndTo lead public sector institutions that meet stakeholder requirements, in line with global quality standards..

2. Program message

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

3. Program objectives

- 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		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		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

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.	-

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

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.

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.

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

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

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.

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

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

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.

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.

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

Evaluating participation in research: The extent to which students participate in research activities and scientific projects can be assessed, and an evaluation can be provided of their presentation style and analysis of their results and conclusions.

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

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

Evaluation of Personal and Professional Development: Students' personal, professional and academic development can be evaluated during their participation in the faculty mentoring program.

11. Faculty

Faculty members

Faculty preparation		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

			nt		
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 manageme nt	business management	A.M. Present Sabah Shaeer Jabara
	angel		Knowledge manageme nt	business management	A.M. Tariq Aziz Kurdi
	angel		organized	business management	M. Khalaf Mohammed Alou
	angel		Organizatio n theory	business management	M Iman Muwaffaq Omar
	angel		administrati on Financial	business management	Mr. Salam Hussein Jassim Handa
	angel		administrati 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 manageme nt	business management	Mr. Saad Salem Ghanem Suleiman
	angel		Financial manageme nt	business management	Dr. Qutaiba Ibrahim Hamada
	angel		General Administrati on	General Administration	M. Hamid Anwar Danok

	angel		business manageme nt	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 Manageme nt	business management	M. Mazhar Ahmed Khalaf
	angel		Production manageme nt	business management	Mr. Ali Mohammed Huwaid Khater
	angel		Bank manageme nt	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

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

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

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

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

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

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

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

Professional development for faculty members

Identifying needs and setting goals: Faculty needs are identified through surveys .^١
and 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 .^٢
comprehensive development program is designed that includes a set of activities,
training courses, workshops, and educational resources.

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

Use effective teaching strategies: Faculty members learn to use and apply .^٤
modern and effective teaching strategies, such as cooperative learning, active
learning, and educational technology.

Evaluation of learning outcomes: The effectiveness of the development program .^٥
is evaluated by evaluating the learning outcomes of faculty members, such as
increased levels of knowledge, teaching skills, and interaction with students.

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

Participation in scientific research and publication: Faculty members are .^٧
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

Central acceptance. -^١

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

Private government education -^٣

Accepting evening studies. -^٤

13. The most important sources of information about the program

University, college and electronic department website. -^١

Priorities for establishing the department. -^٢

Project to develop and update the curricula of the faculties of management and -^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 workshops -٣
in areas of specialization.

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

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

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

Program Skills Chart

Required learning outcomes of the program

Values					Skills			Knowledge				Essential or optional?	Course name	Course code	Year/L 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 1 Word		
	✓	✓	✓		✓	✓	✓		✓	✓	✓		Arabic		
	✓	✓	✓		✓	✓	✓			✓	✓		Human rights and democracy		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Principles of Public Administration 2		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Mathematics for administrators		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Accounting principles		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Readings English		
	✓	✓	✓		✓	✓	✓		✓	✓	✓		Computer 2 Word		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		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		Fourt h year
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Comparative Public Administration		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Administrative development1		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Strategic Management1		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		English language		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Computer Applications1QS B		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Scientific research methods and ethics		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Strategic management		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Administrative development 2		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Risk Management and Insurance		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		General Policies		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Computer Applications2QS B		

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

Course Description Form

1. Course name
Human rights and democracy
2. Course code
nothing
3. Semester/Year
First
4. Date this description was prepared
14/9/2023

5. Available forms of attendance						
Giving the material in person						
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.M. Maher Sabah Habib						
8. Course objectives						
The human rights subject aims to introduce the student to the concepts and ideas of human rights pioneers.		•	Subject objectives			
Enhancing the student's knowledge of the historical stages that man has gone through.						
Student understanding of laws, rights and legislation						
9. Teaching and learning strategies						
LecturerAnd		•	Strategy			
Case Studies						
Interactive Model Strategy						
10. Course Structure						
Evaluation method	Learning method		Name of the unit or topic	Required learning outcomes	Watch es	The week
Follow up on homework assignments and formulate questions	theoretic al	The concept of human rights	Multiple concepts of rights	3	the first	
Follow up on homework assignments and formulate questions	theoretic al	Human rights in the Middle Ages	Knowledge of human rights throughout the ages	3	the second	
Follow up on homework assignments and formulate questions	theoretic al	Contents of human rights and the Universal Declaration of Human Rights	Knowing the contents of international human rights	3	the third	
Follow up on homework assignments and formulate questions	theoretic al	International Covenants on Human Rights	Covenants and global applications	3	Fourth	
Follow up on homework assignments and formulate questions	theoretic al	Regional charters and national legislation	View international legislation charters	3	Fifth	
Follow up on homework assignments and formulate questions	theoretic al	Forms of human rights duties	Knowledge of the duties and responsibilities associated with human rights	3	Sixth	
exam	theoretic al	Basic guarantees for the success of	Knowing the basic elements of	3	Seventh	

		freedoms	success for freedoms		
Follow up on homework assignments and formulate questions	theoretical	The concept and introduction to the historical development of democracy and types of freedoms	Concepts and their special types of democracy	3	The eighth
Follow up on homework assignments and formulate questions	theoretical	The concept of elections and their legal adaptation	Knowledge of election laws and their legal frameworks	3	Ninth
Follow up on homework assignments and formulate questions	theoretical	The phenomenon of administrative corruption	Manifestations and aspects of administrative corruption from a cognitive perspective	3	tenth
Follow up on homework assignments and formulate questions	theoretical	Evaluation of the democratic system	Understanding democratic systems and their applications	3	eleventh
Follow up on homework assignments and formulate questions	theoretical	Public opinion and its role in ensuring human rights	The role of the people, media and press in human rights	3	twelfth
Follow up on homework assignments and formulate questions	theoretical	The relationship between rights and public freedoms	Types of special relationships between rights and freedoms and the interrelationship between them	3	thirteenth
exam	theoretical			3	fourteenth
Follow up on homework assignments and formulate questions	theoretical	Case Study	Applying a specific case as an observation and field reality	3	fifteenth

11. Course Evaluation

The grade is distributed out of 30 for the effort according to the tasks assigned to the student, such as daily preparation, daily, oral, monthly and written exams, reports, etc., and the final exam is out of 70, so the total is 100.

12. Learning and teaching resources

Methodological vocabulary approved by the Ministry of Higher Education and Scientific Research (Sectoral Committee)	Required textbooks (methodology if any)

	Main References (Sources)
Books on human rights and democracy, articles published in magazines.	Recommended supporting books and references (scientific journals, reports...)
Specialized websites	Electronic references, websites

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

Date of filling the file: 14/9/2023

التوقيع : التوقيع :
اسم رئيس القسم: ا.م. حاضري صباح
اسم المعاون العلمي: ا.م.د. اشرف هاشم فارس
شعب
التاريخ: 2023 / 9 / 17 التاريخ: 2023 / 9 / 17

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

مصادقة السيد العميد

1. Program Vision

Excellence in deliveryAngelspioneerAndTo lead public sector institutions that meet stakeholder requirements, in line with global quality standards..

2. Program message

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

3. Program objectives

- 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		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		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

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,	-	Integrity and transparency. Quality.	-

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

9. Teaching and learning strategies

Active learning: Encouraging students' active participation in learning processes, such as discussions, group activities, and problem solving, to enhance their deep understanding of mathematical concepts. .1

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

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

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

Multiple Instructional Strategies: Providing a variety of instructional strategies, such as interactive lectures, practical lessons, and hands-on exercises, to meet the diverse needs of students. .5

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

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

10. Evaluation methods

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

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

Tests and assignments: Students may be given regular tests and assessment .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 research activities and scientific projects can be assessed, and an evaluation can be provided of their presentation style and analysis of their results and conclusions.

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

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

Evaluation of Personal and Professional Development: Students' personal, professional and academic development can be evaluated during their participation in the faculty mentoring program.

11. Faculty

Faculty members

Faculty preparation		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 manageme nt	business management	A.M. Ahmed Khader Ahmed Ali
	angel		Political economy	economy	Prof. Dr. Saad Saleh Issa
	angel		Special law	law	Asst. Prof. Dr. Yasser Ali Hamdan
	angel		Networks	Calculators	Asst. Prof. Dr. Qusay Abboudi Ali
	angel		Financial manageme nt	business management	A.M. Present Sabah Shaeer Jabara
	angel		Knowledge manageme nt	business management	A.M. Tariq Aziz Kurdi
	angel		organized	business management	M. Khalaf Mohammed Alou
	angel		Organizatio n theory	business management	M Iman Muwaffaq Omar
	angel		administrati on Financial	business management	Mr. Salam Hussein Jassim Handa
	angel		administrati 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 manageme nt	business management	Mr. Saad Salem Ghanem Suleiman
	angel		Financial manageme nt	business management	Dr. Qutaiba Ibrahim Hamada
	angel		General	General	M. Hamid Anwar Danok

			Administrati on	Administration	
	angel		business manageme nt	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 Manageme nt	business management	M. Mazhar Ahmed Khalaf
	angel		Production manageme nt	business management	Mr. Ali Mohammed Huwait Khater
	angel		Bank manageme nt	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

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, research areas and teaching methods used in the department. 5-
- Administrative Orientation:** New members are oriented to administrative procedures, responsibilities, university policies and code of conduct. 6-
- Ongoing Support:** Ongoing support is provided to new, visiting, full-time and part-time faculty members through advisory sessions, workshops and periodic evaluations. 7-

Professional development for faculty members

- 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. .١
- 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. .٢
- Program Implementation:** The development program is implemented in a regular and organized manner, including organizing workshops, conducting training courses, and providing appropriate educational resources. .٣
- Use effective teaching strategies:** Faculty members learn to use and apply modern and effective teaching strategies, such as cooperative learning, active learning, and educational technology. .٤
- Evaluation of learning outcomes:** The effectiveness of the development program is evaluated by evaluating the learning outcomes of faculty members, such as increased levels of knowledge, teaching skills, and interaction with students. .٥
- Continuous Development:** Ongoing feedback and support is provided to faculty members to promote ongoing professional and academic development. .٦
- Participation in scientific research and publication:** Faculty members are encouraged to participate in scientific research and publish the results in prestigious academic journals, which enhances their academic standing and contributes to the development of knowledge in their fields. .٧

12. Acceptance Criteria

Central acceptance. -١

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

Private government education -٣

Accepting evening studies. -٤

13. The most important sources of information about the program

University, college and electronic department website. -١

Priorities for establishing the department. -٢

Project to develop and update the curricula of the faculties of management and economics in Iraqi universities for the year 2017. -٣

14. Program Development Plan

Curriculum development. -١

Open postgraduate studies (higher diploma equivalent to a master's degree). -٢

Developing teaching and administrative staff through courses, seminars and workshops in areas of specialization. -٣

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

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

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/L 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 1 Word Arabic		
	✓	✓	✓		✓	✓	✓		✓	✓	✓		Human rights and democracy		
	✓	✓	✓		✓	✓	✓			✓	✓		Principles of Public Administration 2		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				

✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Mathematics for administrators		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Accounting principles		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		ReadingsEnglish h		
	✓	✓	✓		✓	✓	✓		✓	✓	✓		Computer2Wo rd		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		English language		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Marketing Management		Second year
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		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		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Computer1Exc el		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		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 Applications1QS B		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Scientific research methods and ethics		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Strategic management		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Administrative development 2		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Risk Management and Insurance		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		General Policies		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Computer Applications2QS B		

Fourth year

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

Course Description Form

1. Course name
Principles of Statistics
2. Course code
nothing
3. Semester/Year

Chapter One - First

4. Date this description was prepared

14/9/2023

5. Available forms of attendance

My presence

6. Number of study hours (total) / Number of units (total)

15=3/45

7. Name of the course supervisor (if more than one name is mentioned)

Name: Assistant Professor Mazhar Khaled Abdel Hamid ... Email:

moudher@tu.edu.iq

8. Course objectives

Developing and expanding students' awareness in the statistical field and developing their logical thinking abilities	•	Subject objectives
Providing the recipient with statistical skills that enable him to employ statistics in his field of work	•	
Employing statistics in administrative and economic processes and in the fields of work in the public sector.	•	
Developing positive thinking in solving problems in a logical and scientific way.	•	
Employing statistics and enabling the recipient to solve problems facing society.	•	
Understanding the positive effects of statistics in developing life aspects.	•	

9. Teaching and learning strategies

Interactive learningforUse interactive activities and tasks that encourage active student participation. This strategy could include small group discussion.	0	Strategy
Case studietheAcademictheReal-world application of statistical concepts in real-world contexts. Students can analyze data,And they concludeResults, and learn how to make data-driven decisions.	0	
Collaborative learningFor students forWork together in small groups to solve statistics problems.	0	
Project Based LearningAFor students to participate in applied projects that require data analysis and the use of statistical concepts.	0	
Use of technologyyourStatistical tools, software and computing in teaching.	0	
Statistical software such asSPSSorExcelTo analyze data and generate graphs and reports.	0	

10. Course Structure

Evaluation method	Learning method	Name of the unit or topic	Required learning outcomes	Weeks	The week
Follow up on assignments and tasks and formulate questions	theoretical	The origin and development of statistics and its importance in management.	-Learn about the stages of scientific research in management and the methods used in each stage. -Understanding the basic mathematical statistical concepts and terms that a manager needs in research and analysis.	3	the first
Follow up on assignments and tasks and formulate questions	theoretical	The concept of statistics in management.	Definition of the concept of statistics in management and its role in collecting and analyzing data. - Understanding the importance of using statistics in analyzing trends and administrative problems.	3	the second
Follow up on assignments and tasks and formulate questions	theoretical	Stages of scientific research in management and some concepts - Mathematical statistical terms that a manager needs.	- Identify the stages of scientific research in management and the methods used in each stage. - Understanding the basic mathematical statistical concepts and terms that a manager needs in research and analysis.	3	the third
Follow up on assignments and tasks and formulate questions	theoretical	Data collection	Understand the basics of data collection in management. Learn quantitative and qualitative data collection techniques and tools.	3	Fourth
Follow up on assignments and tasks and formulate questions	theoretical	Comprehensive inventory of management applications.	- Identify the importance of comprehensive inventory of management applications and their role in data analysis. - Learn the techniques and methods of comprehensive inventory of various variables in the administrative field.	3	Fifth
Follow up on assignments and tasks and formulate questions	theoretical	Sampling methods in management.	- Understand the sampling methods used in management and their importance. - Learn how to select representative samples and randomization techniques.	3	Sixth
Follow up on	theore	Common types of	- Identify the common types	3	Seventh

assignments and tasks and formulate questions	tical	samples for use in management with administrative applications	of samples used in administrative research. And study administrative applications for using different types of samples.		
The eighth week is a written exam for the outcomes of the previous weeks.					
Follow up on assignments and tasks and formulate questions	theore tical	Administrative field questionnaire form	- Learn how to prepare questionnaires for administrative research. - Understand the importance of collecting data through questionnaires and how to analyze them.	3	Ninth
Follow up on assignments and tasks and formulate questions	theore tical	Common errors in administrative data collection.	- Identify common mistakes in administrative data collection and how to avoid them. - Learn data quality verification and control techniques in management.	3	tenth
Follow up on assignments and tasks and formulate questions	theore tical	Classification and tabulation of administrative data.	- Classification, tabulation and analysis of administrative data. - Studying how to organize data and present it in a way that makes it easy to understand and use in making administrative decisions.	3	eleventh
Follow up on assignments and tasks and formulate questions	theore tical	Random variables and frequency distributions	- Understand random variables and frequency distributions in administrative statistics.- Learn how to analyze data using random variables and their distributions.	3	twelfth
Follow up on assignments and tasks and formulate questions	theore tical	Engineering presentation of data.	Learn the geometric presentation of data and its importance in analyzing administrative data. - Study the tools and techniques of geometric presentation of data such as graphs and statistical charts.	3	thirteenth
			Learn measures of central tendency. Mean-Median-Mode	3	fourteenth
Week 15 A written exam for the outcomes of the previous weeks					
Comprehensive exam					
Final exam at the end of the course					

11. Course Evaluation

11. Course Evaluation

The grade is distributed out of 100, divided into (70) grades for the end-of-course

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

Printed lectures in chapters according to the textbook from the book - Statistics-Dr. Mahmoud Hassan Al-Mashhadani-Dr. Amir Hanahramz. 1989	Required textbooks (methodology if any)
-Statistics-Dr. Mahmoud Hassan Al-Mashhadani-Dr. Amir Hanahramz. 1989 -Applied statistics using ready-made assertionsSPSS - StataMustafa Hassan Bahi, Dr. Ahmed Abdel Fattah Salem and others 2006 -Statistics Dr. Ahmed Abdel Samee Taiba 2008	Main References (Sources)
-Statistics with Stata Programs, translated by Dr. Ramadan Muftah Al-Fitouri and Dr. Al-Fitouri Muftah Al-Fitouri -Statistical Analysis UsingSPSS25 -Dr. Medhat Abdel Aal and Dr. Mamdouh Abdel Aleem.	Recommended supporting books and references (scientific journals, reports...)
-Berenson, ML, Levine D,M and Kerhbiel TC(2006)"Basic Business Statistics: Concept and Application" Prentice Hail Inc.-- Moore, DS and McCab, GP (2006) Introduction to the Practice of Statistics 5TH edition. W. H. Freeman and Company New York- https://www.statistics.com	Electronic references, websites

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

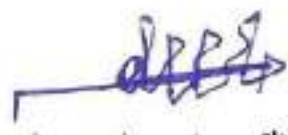
Final Certificate Name: Bachelor Science in Public Administration

Academic system: Course system

Description preparation date: 14/9/2023

Date of filling the file: 9/14/2023

التوقيع:  اسم المعاون العلمي: د. أشرف هاشم فارس
التاريخ: 2023 / 9 / 17

التوقيع:  اسم رئيس القسم: أ.م. حاضري صباح
شعبير
التاريخ: 2023 / 9 / 17

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

المدرس المساعد
أسامة موسى فرحان
مدير شعبة ضمان الجودة وتقييم الأداء


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

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		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		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

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,	-	Integrity and transparency. Quality.	-

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

9. Teaching and learning strategies

Active learning: Encouraging students' active participation in learning processes, such as discussions, group activities, and problem solving, to enhance their deep understanding of mathematical concepts. .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' performance during lessons, lectures and workshops, whether through written tests or continuous assessment of their participation and understanding of the material. .١

Participation in discussions and activities: Students' participation in class .٢

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 assignments to assess their problem-solving skills related to their field of expertise and their understanding of the concepts presented.

Evaluating participation in research: The extent to which students participate in research activities and scientific projects can be assessed, and an evaluation can be provided of their presentation style and analysis of their results and conclusions.

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

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

Evaluation of Personal and Professional Development: Students' personal, professional and academic development can be evaluated during their participation in the faculty mentoring program.

11. Faculty

Faculty members

Faculty preparation		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

			nt		
	angel		linguistics	English language	A.M. Adnan Fayhan Mahmoud Khader.
	angel		Financial manageme 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 manageme nt	business management	A.M. Present Sabah Shaeer Jabara
	angel		Knowledge manageme nt	business management	A.M. Tariq Aziz Kurdi
	angel		organized	business management	M. Khalaf Mohammed Alou
	angel		Organizatio n theory	business management	M Iman Muwaffaq Omar
	angel		administrati on Financial	business management	Mr. Salam Hussein Jassim Handa
	angel		administrati 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 manageme nt	business management	Mr. Saad Salem Ghanem Suleiman
	angel		Financial	business	Dr. Qutaiba Ibrahim

			managem nt	management	Hamada
	angel		General Administrati on	General Administration	M. Hamid Anwar Danok
	angel		business managem nt	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 Manageme nt	business management	M. Mazhar Ahmed Khalaf
	angel		Production managem nt	business management	Mr. Ali Mohammed Huwaid Khater
	angel		Bank managem nt	Financial and Banking Sciences	M.M. Ali Hamad Ali
	angel		Information systems	Management Information Systems	M.M. Mohammed Salem Abdel
lecturer			English	English language	M. Alaa Ahmed Abdullah

			literature		
	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

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

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

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

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

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

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

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

Professional development for faculty members

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. .١

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. .٢

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

Use effective teaching strategies: Faculty members learn to use and apply modern and effective teaching strategies, such as cooperative learning, active learning, and educational technology. .٤

Evaluation of learning outcomes: The effectiveness of the development program is evaluated by evaluating the learning outcomes of faculty members, such as increased levels of knowledge, teaching skills, and interaction with students. .٥

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

Participation in scientific research and publication: Faculty members are encouraged to participate in scientific research and publish the results in prestigious academic journals, which enhances their academic standing and contributes to the development of knowledge in their fields. .٧

12. Acceptance Criteria

Central acceptance. -١

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

Private government education -٣

Accepting evening studies. -٤

13. The most important sources of information about the program

- University, college and electronic department website. -١
- Priorities for establishing the department. -٢
- Project to develop and update the curricula of the faculties of management and economics in Iraqi universities for the year 2017. -٣

14. Program Development Plan

- Curriculum development. -١
- Open postgraduate studies (higher diploma equivalent to a master's degree). -٢
- Developing teaching and administrative staff through courses, seminars and workshops in areas of specialization. -٣
- Supporting scientific research efforts by encouraging faculty members to publish, especially in international journals. -٤
- Conducting training programs to develop students' capabilities in technical and information technology fields. -٥
- 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/L 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 1 Word	*	
	✓	✓	✓		✓	✓	✓		✓	✓	✓	Arabic		
	✓	✓	✓		✓	✓	✓			✓	✓	Human rights and democracy		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Principles of Public Administration 2		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Mathematics for administrators		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Accounting principles		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Readings English		

	✓	✓	✓		✓	✓	✓		✓	✓	✓		Computer2Wo rd		Secon d year
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		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		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Computer1Exc el		Third year
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Public Financial Management		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		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 Applications1QS B		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			Scientific research methods and ethics		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			Strategic management		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			Administrative development 2		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			Risk Management and Insurance		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			General Policies		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			Computer Applications2QS B		

Fourth year

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

Course Description Form

1. Course name
Computer 1Word
2. Course code
3. Semester/Year
First course / first stage
4. Date this description was prepared

5. Available forms of attendance

In-room attendance, using software ClassroomTo notify students of exam times and download monthly exam grades and annual effort grades, while providing them with some instructions regarding attendance, absence, and exams, along with practical lessons in the computer lab.

6. Number of study hours (total) / Number of units (total)

30 hours/2

7. Name of the course supervisor (if more than one name is mentioned)A.M. AhmDKhader Ahmed Email: Ahmed.kh.84@tu.edu.iq**8. Course objectives**

- Providing the student with scientific knowledge and concepts in the field of computers and information technology related to his life and the needs of his society.
- Introducing the student to the components of the computer (internal and external) and its various accessories.
- Providing the student with skills related to some computer applications such as drawing programs and data entry.How to deal with Word in printing
- Highlighting the computer as a multi-purpose tool in all aspects of life, and focusing on the characteristics of the computer and information technology such as speed and accuracyIn completing the student's work in the field of scientific research.
- Providing students with self-reliance, research and investigation skills through computer applications..

Subject objectives

9. Teaching and learning strategies

- Cooperative learning strategy: •
- Encourage students to work together •
- on projects. Computers Shared. •
- Exchange of knowledge and skills •
- in the use of Word. •
- Developing collaboration and •
- communication skills. •
- Survey strategy: •
- Encourage students to research and •
- investigate specific topics •
- using Computers. •
- Teach them how to search the •
- Internet and use search tools. Word. •
- Random excitement strategy: •
- Encourage students to enjoy being •
- creative and thinking outside the •
- box. •
- Use features Word like graphics and •
- colors to create interest. •
- Cognitive mapping strategy: •
- Use concept maps to organize •
- information and ideas in Word. •
- Teach students how to create •
- knowledge maps for topics. •
- Multiple Intelligences Strategy: •
- Directing students to use their •
- different skills in Operating Systems •
- Encourage students to tap into their •
- unique writing, design, and critical •
- thinking abilities. •
- Use these strategies to improve your •
- students' experience using the •
- program. Microsoft Word and •
- enhance their skills in it •

Strategy

10. Course Structure

Evaluation method	Learning method	Name of the unit or topic	Required learning outcomes	Watches	The week
discussion	theory	Historical development of computers	Computer Basics (Electronic Computer) Types of computers Computer Classifications	2	the first
viva voce	theory+	Computer hardware components	How does a computer	2	the second

	Practical		work? computer parts Input devices Output devices Processing devices Types of memory		
discussion	theory+ Practical	Programming languages in computers	Bits, bytes and counting systems in computers, types of programming languages	2	the third
cone	theory+ Practical	Internal computer components	Computer platform, factors to consider when buying a computer, key features of a personal computer, RAM, hard drive	2	Fourth
discussion	theory+ Practical	Ways to deal with computers through the World Wide Web	Computer Security and Software Licensing Computer viruses and hacking Malware	2	Fifth
Written exam	theory		First month theory exam	2	Sixth
viva voce	theory+ Practical	Operating system components	Operating Systems Types of operating systems Desktop Components Start menu, computer startup and shutdown, taskbar	2	Seventh
discussion	theory+ Practical	Main components of the desktop	Media area Show desktop Language bar Volumes Icons	2	The eighth
cone	theory+ Practical	Ways to deal with files	Perform window operations Minimize and restore windows Preview files Create files and folder rename methods Delete files Copy and paste files Recover deleted files and folders	2	Ninth
discussion	theory+ Practical	Desktop components and how to deal with them	Create shortcut icons Search for files and folders Desktop wallpapers Change desktop wallpapers	2	tenth
discussion	theory+	Control unit	Control panel	2	eleventh

	Practical		(control panel) Access to the control panel Main topics in the control panel Networks & Internet Hardware & Audio		
viva voce	theory	Dealing with some Windows components	Clock, Language and Logic Software, Accessibility, Instructions and Help Unwanted Computer Handling	2	twelfth
Written exam	theory	Theoretical exam	Second month exam	2	thirteenth
Homework	theory	Operating system settings	Some computer settings Set time and date Add user account Show internet networks Disk cleanup Software installation Uninstall programs Keep your battery longer	2	fourteenth
practical exam	practical		practical exam	2	fifteenth

11. Course Evaluation

The annual effort grade is (30 points) and is divided as follows:

- 10 marks for the first month exam. -**
- 10 marks for the second monthly exam. -**
- 10 marks on practical exams. -**
- The final exam score is (70 points).**

12. Learning and teaching resources

	Required textbooks (methodology if any)
Ministry of Higher Education and Scientific Research Book	Main References (Sources)
All books related to computers and operating systems	Recommended supporting books and references (scientific journals, reports...)
A group of websites and electronic forums.	Electronic references, websites

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

Date of filling the file: 14/9/2023

التوقيع: التوقيع:
اسم المعاون العلمي: أ.م.د. أشرف هاشم فارس
اسم رئيس القسم: أ.م. حاضري صباح
شعب
التاريخ: 2023 / 9 / 17 التاريخ: 2023 / 9 / 17

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

مصادقة السيد العميد

1. Program Vision

Excellence in deliveryAngelspioneerAndTo lead public sector institutions that meet stakeholder requirements, in line with global quality standards..

2. Program message

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

3. Program objectives

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		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		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

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,	-	Integrity and transparency. Quality.	-

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

9. Teaching and learning strategies

Active learning: Encouraging students' active participation in learning processes, such as discussions, group activities, and problem solving, to enhance their deep understanding of mathematical concepts. .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

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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. .١

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discussions, group activities, and individual projects can be assessed to assess their understanding and engagement with the material.

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Evaluating participation in research: The extent to which students participate in research activities and scientific projects can be assessed, and an evaluation can be provided of their presentation style and analysis of their results and conclusions.

Practical Performance Evaluation: Students can be evaluated in practical performance through visits, process and participation in applied activities.

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

Evaluation of Personal and Professional Development: Students' personal, professional and academic development can be evaluated during their participation in the faculty mentoring program.

11. Faculty

Faculty members

Faculty preparation		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

			nt		
	angel		linguistics	English language	A.M. Adnan Fayhan Mahmoud Khader.
	angel		Financial manageme 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 manageme nt	business management	A.M. Present Sabah Shaeer Jabara
	angel		Knowledge manageme nt	business management	A.M. Tariq Aziz Kurdi
	angel		organized	business management	M. Khalaf Mohammed Alou
	angel		Organizatio n theory	business management	M Iman Muwaffaq Omar
	angel		administrati on Financial	business management	Mr. Salam Hussein Jassim Handa
	angel		administrati 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 manageme nt	business management	Mr. Saad Salem Ghanem Suleiman
	angel		Financial	business	Dr. Qutaiba Ibrahim

			managem nt	management	Hamada
	angel		General Administrati on	General Administration	M. Hamid Anwar Danok
	angel		business managem nt	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 Manageme nt	business management	M. Mazhar Ahmed Khalaf
	angel		Production managem nt	business management	Mr. Ali Mohammed Huwait Khater
	angel		Bank managem nt	Financial and Banking Sciences	M.M. Ali Hamad Ali
	angel		Information systems	Management Information Systems	M.M. Mohammed Salem Abdel
lecturer			English	English language	M. Alaa Ahmed Abdullah

			literature		
	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

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

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

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

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

assistance.

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

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

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

Professional development for faculty members

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

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

Program Implementation: The development program is implemented in a regular 3.
and 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 4.
and effective teaching strategies, such as cooperative learning, active learning, and
educational technology.

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

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

Participation in scientific research and publication: Faculty members are 7.
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

- Central acceptance. -١
- Accepting exceptions (martyrs' families, children of faculty, distinguished employees, top students in institutes, foreign students). -٢
- Private government education -٣
- Accepting evening studies. -٤

13. The most important sources of information about the program

- University, college and electronic department website. -١
- Priorities for establishing the department. -٢
- Project to develop and update the curricula of the faculties of management and economics in Iraqi universities for the year 2017. -٣

14. Program Development Plan

- Curriculum development. -١
- Open postgraduate studies (higher diploma equivalent to a master's degree). -٢
- Developing teaching and administrative staff through courses, seminars and workshops in areas of specialization. -٣
- Supporting scientific research efforts by encouraging faculty members to publish, especially in international journals. -٤
- Conducting training programs to develop students' capabilities in technical and information technology fields. -٥
- 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/L 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 1 Word		
	✓	✓	✓		✓	✓	✓		✓	✓	✓		Arabic		
	✓	✓	✓		✓	✓	✓			✓	✓		Human rights and democracy		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Principles of Public Administration 2		

✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Mathematics for administrators		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Accounting principles		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		ReadingsEnglish h		
	✓	✓	✓		✓	✓	✓		✓	✓	✓		Computer2Wo rd		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		English language		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Marketing Management		Second year
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		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		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Computer1Exc el		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		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		Fourt h year
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Computer Applications1QS B		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Scientific research methods and ethics		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Strategic management		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Administrative development 2		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Risk Management and Insurance		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		General Policies		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Computer Applications2QS B		

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

Course Description Form

1. Course name
Principles of Public Administration 1
2. Course code
nothing

3. Semester/Year

First semester / first year

4. Date this description was prepared

14/9/2023

5. Available forms of attendance

My presence in the classroom

6. Number of study hours (total) / Number of units (total)

45 hours / 3 units

7. Name of the course supervisor (if more than one name is mentioned)

Dr. Qutaiba Ibrahim Hamada + M.M. Naji Hassan Ahmed

8. Course objectives

The Principles of Public Administration 1 course aims to introduce the student to the concept, specifications, importance, application and development of public administration, and everything related to administrative work. The student is also provided with information on how to use the different types of twenty-first century skills and how to benefit from them in making the right decision in administrative work.

Subject objectives

9. Teaching and learning strategies

- Discussion panels and dialogues •
- LecturerAnd •
- Field visits •
- Case Studies •
- Interactive Model Strategy •
- brainstorming •

Strategy

10. Course Structure

Evaluation method	Learning method	Name of the unit or topic	Required learning outcomes	Watches	The week
Exam and daily activity	Lecture + Discussion	Public Administration: Definition and Nature	Definition of public administration, its nature and historical development	3 hours	the first
Exam and daily activity	Lecture + Discussion	Public Administration and Business Administration	Concepts of public administration and business administration and the difference between them	3 hours	the second
Exam and daily activity	Lecture + Discussion	General AdministrationIn thoughtIslamic	Administrative models from Islamic thought	3 hours	the third

Exam and daily activity	Lecture + Discussion	Classical Management School	The concept of classical management, its foundations, principles and criticisms directed at it	3 hours	Fourth
Exam and daily activity	Lecture + Discussion	School of RelationshipsHumanity	The concept of human relations, its foundations, principles and criticisms directed at it	3 hours	Fifth
Exam and daily activity	Lecture + Discussion	Behavioral school	The concept of behavioral school, its foundations, principles, and criticisms directed at it	3 hours	Sixth
Exam and daily activity	Lecture + Discussion	Public Administration in Developing Countries	Concept and advantages of public administration in developing countries	3 hours	Seventh
Exam and daily activity	Lecture + Discussion	Public Administration in Iraq	The concept, advantages and obstacles of public administration in Iraq	3 hours	The eighth
Exam and daily activity	Lecture + Discussion	The concept of planning and its importance	The concept of planning, its importance, basic principles and types of planning	3 hours	Ninth
Exam and daily activity	Lecture + Discussion	Fundamentals and principles of planning	Fundamentals and principles of planning	3 hours	tenth
Exam and daily activity	Lecture + Discussion	Types of planning and its stages	Types and stages of planning	3 hours	eleventh
Exam and daily activity	Lecture + Discussion	The concept of organization and its importance	The concept and importance of organization	3 hours	twelfth
Exam and daily activity	Lecture + Discussion	Organizational structure	Organizational structure concept, organizational structure design steps	3 hours	thirteenth
Exam and daily activity	Lecture + Discussion	Centralization and decentralization	The concept of centralization and the advantages and disadvantages of centralization and decentralization	3 hours	fourteenth
Exam and daily activity	Lecture + Discussion	Authority and responsibility	Concept of authority and responsibility, principles of delegation of authority, types of authorities	3 hours	fifteenth

11. Course Evaluation

The endeavour grade is (30 points) and the final exam (70 points) and is divided as follows:

- 10 marks for the first month exam •
 - 10 marks for the second month exam •
 - 5 marks for classroom activities, participation and interaction •
 - 5 marks for scientific reports and homework assignments •
- 70Final Exam Grade for Semester

12. Learning and teaching resources

Principles of Public Administration 1	Required textbooks (methodology if any)
Prof. Jassim Mohammed Al-Dhahabi / Principles of Public Administration	Main References (Sources)
Research and articles published in peer-reviewed scientific journals.	Recommended supporting books and references (scientific journals, reports...)
Reliable scientific websites on the Internet	Electronic references, websites

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: 9/14/2023

Date of filling the file: 9/14/2023

التوقيع:  اسم المعاون العلمي: د. أشرف هاشم فارس
التوقيع:  اسم رئيس القسم: أ.م. حاضري صباح
شعب
التاريخ: 2023 / 9 / 17 التاريخ: 2023 / 9 / 17

دقيق الملف من قبل
شعبة ضمان الجودة والأداء الجامعي
اسم مدير شعبة ضمان الجودة والأداء الجامعي: أ.م. سامية موسى فرحان
التوقيع: 
المدرس المساعد
أ.م. سامية موسى فرحان
مدير شعبة ضمان الجودة والأداء الجامعي
التاريخ: 2023 / 9 / 17


مصادقة السيد العميد

1. Program Vision

Excellence in deliveryAngelspioneerAndTo lead public sector institutions that meet stakeholder requirements, in line with global quality standards..

2. Program message

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

3. Program objectives

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? Forprogram? Yes, 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		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		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

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.	-

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

Active learning: Encouraging students' active participation in learning processes, .¹

such as discussions, group activities, and problem solving, to enhance their deep understanding of mathematical concepts.

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.

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

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

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.

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

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

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.

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.

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

Evaluating participation in research: The extent to which students participate in research activities and scientific projects can be assessed, and an evaluation can be provided of their presentation style and analysis of their results and conclusions.

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

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

Evaluation of Personal and Professional Development: Students' personal, professional and academic development can be evaluated during their participation in the faculty mentoring program.

11. Faculty

Faculty members

Faculty preparation		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

			nt		
	angel		Financial manageme nt	business management	A.M. Present Sabah Shaeer Jabara
	angel		Knowledge manageme nt	business management	A.M. Tariq Aziz Kurdi
	angel		organized	business management	M. Khalaf Mohammed Alou
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	angel		administrati on Financial	business management	Mr. Salam Hussein Jassim Handa
	angel		administrati 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 manageme nt	business management	Mr. Saad Salem Ghanem Suleiman
	angel		Financial manageme nt	business management	Dr. Qutaiba Ibrahim Hamada
	angel		General Administrati on	General Administration	M. Hamid Anwar Danok
	angel		business manageme nt	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		about	Arabic	M.M. Ali Ghaleb Ali

Professional development

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 new, visiting, full-time and part-time members based on their needs and specialties. 2-

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. 3-

- Providing support resources:** New members are provided with the necessary resources and support, including training courses, workshops, and technical assistance. 4-
- Academic Orientation:** New members are oriented regarding the curricula, research areas and teaching methods used in the department. 5-
- Administrative Orientation:** New members are oriented to administrative procedures, responsibilities, university policies and code of conduct. 6-
- Ongoing Support:** Ongoing support is provided to new, visiting, full-time and part-time faculty members through advisory sessions, workshops and periodic evaluations. 7-

Orientation of new faculty members

Professional development for faculty members

- 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. 1.
- 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. 2.
- Program Implementation:** The development program is implemented in a regular and organized manner, including organizing workshops, conducting training courses, and providing appropriate educational resources. 3.
- 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. 4.
- 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. 5.
- Continuous Development:** Ongoing feedback and support is provided to faculty members to promote ongoing professional and academic development. 6.
- 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. 7.

12. Acceptance Criteria

- Central acceptance. -١
- Accepting exceptions (martyrs' families, children of faculty, distinguished employees, top students in institutes, foreign students). -٢
- Private government education -٣
- Accepting evening studies. -٤

13. The most important sources of information about the program

- University, college and electronic department website. -١
- Priorities for establishing the department. -٢
- Project to develop and update the curricula of the faculties of management and economics in Iraqi universities for the year 2017. -٣

14. Program Development Plan

- Curriculum development. -١
- Open postgraduate studies (higher diploma equivalent to a master's degree). -٢
- Developing teaching and administrative staff through courses, seminars and workshops in areas of specialization. -٣
- Supporting scientific research efforts by encouraging faculty members to publish, especially in international journals. -٤
- Conducting training programs to develop students' capabilities in technical and information technology fields. -٥
- Organizing field visits and scientific trips for students to government institutions. -٦

Program Skills Chart

Required learning outcomes of the program

Values					Skills				Knowledge			Essential or optional?	Course name	Course code	Year/Level
A4	A3	A2	A1	B4	B3	B2	B1	A4	A3	A2	A1				
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Principles of Public Administration 1		First year
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Principles of Economics		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Principles of Statistics		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Computer 1 Word		

✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Arabic		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Human rights and democracy		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Principles of Public Administration 2		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Mathematics for administrators		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Accounting principles		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		ReadingsEnglish		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Computer2Word		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		English language		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Marketing Management		Second year
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Human Resources Management		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Administrative law		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Intermediate Accounting		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		The development of organizational thought		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		English language		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Quantitative methods		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Computer1Excel		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Baath crimes in Iraq		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Public Relations		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Government accounting		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Administrative Psychology		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Civil Service Legislation		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Political systems		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Operations research		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Computer1Excel		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Public Financial Management		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		Fourth year
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Comparative Public Administration		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Administrative development1		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Strategic Management1		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		English language		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Computer Applications1QS B		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Scientific research methods and ethics		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Strategic management		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Administrative development 2		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Risk Management and Insurance		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		General Policies		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Computer Applications2QS B		

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

Course Description Form

1. Course name
Arabic
2. Course code
nothing
3. Semester/Year
Chapter One - First
4. Date this description was prepared
9/14/2023
5. Available forms of attendance
My presence
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.M. Ali Ghaleb Ali Marouf Email: Ail.Galib@tu.edu.iq
8. Course objectives

....Reducing linguistic errors while writing. Developing and expanding students' awareness in the field of the Arabic language. Proficiency in understanding Arabic language topics	Subject objectives

9. Teaching and learning strategies

Interactive learning using interactive activities and tasks that encourage active participation from students. Real-life case studies for learning Arabic language concepts Cooperative learning among students in small groups, which instills a sense of brotherhood in them. Project-based learning Students participate in applied projects that require analysis, interpretation and parsing of Arabic sentences.	Strategy

10. Course Structure

Evaluation method	Learning method	Name of the unit or topic	Required learning outcomes	Watches	The week
Attendance and participation	My presence	Arabic Grammar: The Nominal Sentence (The Subject, Its Cases and Types, and the Predicate and Its Cases)	Knowing the position of the subject and predicate in nominal sentences	2	the first
Attendance and participation	My presence	Arabic Grammar: The Nominal Sentence: Nouns Declined by Letters	Differentiating between what is expressed by vowels and letters	2	the second
Attendance and participation	My presence	Arabic Grammar: The Nominal Sentence: In and its Sisters, and Kan and its Sisters	Knowing what is installed from both types and explaining their position	2	the third
Attendance and participation	My presence	Arabic Grammar: The Nominal	Knowing what each type is parsed for and	2	Fourth

tion		Sentence: Demonstrative Pronouns and Relative Pronouns	according to their position in the sentence		
Attendance and participation	My presence	Arabic Grammar: Verbal Sentence: Past and Imperative Verbs	Statement of the cases in which each of them expressed	2	Fifth
Attendance and participation	My presence	Arabic Grammar: The Verbal Sentence: The Present Tense Verb, Its Parsing and Structure	Knowing its syntactic position and structure	2	Sixth
Attendance and participation	My presence	Arabic Grammar: Subject and Subject	Knowing when to delete the subject and replace it with its deputy	2	Seventh
Attendance and participation	My presence	Arabic Grammar: Objects: Object in place and absolute object	Explaining the cases of each of the objects and their inflectional signs	2	The eighth
Attendance and participation	My presence	Arabic Grammar: Discrimination, Number and Rules of Writing	A statement of the case of the distinguishing noun that comes after the number, as well as a statement of the rules for writing the number.	2	Ninth
Attendance and participation	My presence	The Holy Quran (Surat Yusuf)	Knowing the mysteries of words with unclear meanings	2	tenth
Attendance	My presence	Literature:	Revealing the	2	eleventh

ce and participation		Types of literature, most important literary eras, and types of poetry	secrets of these eras and what happened in them		
Attendance and participation	My presence	Literature: The pre-Islamic era, its characteristics and most prominent poets	Discovering the words of pre-Islamic poetry and knowing its most prominent poets	2	twelfth
Attendance and participation	My presence	Literature: Islamic and Umayyad eras	Statement of what Arabic poetry has achieved in these ages	2	thirteenth
Attendance and participation	My presence	Literature: Abbasid and Modern Era	A statement of the prosperity and advancement of poetry in these eras	2	fourteenth
Answer the test questions	My presence	Comprehensive Test	Knowing the students' comprehension of what was previously taken	2	fifteenth

11. Course Evaluation

The grade distribution is from 30/100 according to the tasks assigned to the student, such as daily preparation, daily, oral, monthly and written exams, reports, etc. The final exam is 70 points = 100 points.

12. Learning and teaching resources

Printed lectures according to a systematic context	Required textbooks (methodology if any)
1- Ibn Aqil's explanation of Ibn Malik's Alfiyyah 2- Pre-Islamic literature	Main References (Sources)

3- Arabic rhetoric 4- Ancient Arabic criticism 5- The fragrance of knowledge in the art of morphology	
	Recommended supporting books and references (scientific journals, reports...)
	Electronic references, websites

Tikrit University

College of Administration and Economics

Department of Public Administration

Academic Description

Undergraduate Studies / Second Stage

Academic Program Description Form

University name: University Tikrit

College/Institute: College Management and Economics

Scientific Department: Department General Administration

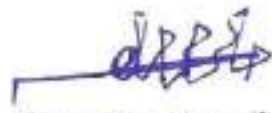
Name of academic or professional program: Public Administration Department

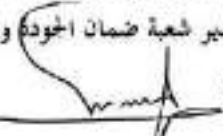
Final Certificate Name: Bachelor Science in Public Administration

Academic system: Course system

Description preparation date: 14/9/2023

Date of filling the file: 14/9/2023

التوقيع:  التوقيع: 
اسم المعاون العلمي: أ.م.د. أشرف هاشم فارس
اسم رئيس القسم: أ.م. حاضري صباح
شعب
التاريخ: 2023 / 9 / 17 التاريخ: 2023 / 9 / 17

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


مصادقة السيد العميد

1. Program Vision

Excellence in deliveryAngelspioneerAndTo lead public sector institutions that meet stakeholder requirements, in line with global quality standards..

2. Program message

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

3. Program objectives

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		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		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			
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

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' .^١
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 .^٢
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 .^٣
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 .^٤
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 .^٥
performance through:VisitsProcess and participation in applied activities.

Evaluation of external participation: This includes evaluation of the extent of .^٦
students' participation in external activities such as conferences, seminars, and
sports competitions.

Evaluation of Personal and Professional Development: Students' personal, .^٧
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 Financial	business management	Mr. Salam Hussein Jassim Handa
	angel		administrative 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 Makhlef
	angel		Human Resources	business management	M.M. Nihad Khamis Hassan
	angel		Quality Management	business management	M. Mazhar Ahmed Khalaf

	angel		Production manageme nt	business management	Mr. Ali Mohammed Huwaïd Khater
	angel		Bank manageme nt	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	
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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. 4.

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. 5.

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

Participation in scientific research and publication: Faculty members are encouraged to participate in scientific research and publish the results in prestigious academic journals, which enhances their academic standing and contributes to the development of knowledge in their fields. -٧

12. Acceptance Criteria

Central acceptance. -١

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

Private government education -٣

Accepting evening studies. -٤

13. The most important sources of information about the program

University, college and electronic department website. -١

Priorities for establishing the department. -٢

Project to develop and update the curricula of the faculties of management and economics in Iraqi universities for the year 2017. -٣

14. Program Development Plan

Curriculum development. -١

Open postgraduate studies (higher diploma equivalent to a master's degree). -٢

Developing teaching and administrative staff through courses, seminars and workshops in areas of specialization. -٣

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

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

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	Course name	Course code	Year/Level
A4	A3	A2	A1	B4	B3	B2	B1	A4	A3	A2	A1			

												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		Secon d year
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		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		

✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		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		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 Applications2QS B		

*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	
- Providing the student with a cognitive skill about the concept and importance of quantitative methodsOperations researchIn 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	
Teaching and learning strategies in quantitative methodsOperations researchFocuses 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	- 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	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	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	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

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: 28/1/2024

Date of filling the file: 28/1/2024

التوقيع:  اسم المعاون العلمي: د. أشرف هاشم فارس
التاريخ: ٢٠٢٤ / ١ / ٢٨

التوقيع:  اسم رئيس القسم: أ.م. حاضري صباح
شعب
التاريخ: ٢٠٢٤ / ١ / ٢٨

دقق الملف من قبل
شعبة ضمان الجودة والأداء الجامعي
اسم مدير شعبة ضمان الجودة والأداء الجامعي: أ.م. هادي موسى فرحان
التوقيع: 
التاريخ: ٢٠٢٤ / ١ / ٢٨

المدرس المساعد
أ.م. هادي موسى فرحان
مدير شعبة ضمان الجودة والأداء الجامعي


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

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

5. Other external influences

Is there a sponsor? For program Yes, Ministry of Higher Education and Scientific Research .Y

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 1 Word		

	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		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

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.	-

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

- Active learning: Encouraging students' active participation in learning processes, such as discussions, group activities, and problem solving, to enhance their deep understanding of mathematical concepts. .1
- Cooperative learning: Encouraging students to work together in small groups to solve problems related to their studies and sharing ideas, which contributes to enhancing interaction and knowledge exchange between them. .2
- Use of Technology: Leveraging technology to provide interactive learning tools such as computer software and online resources to enhance student understanding and motivation. .3
- Problem-based learning: presenting specific problems and motivating students to think critically and use skills Administrative To solve it. .4
- Multiple Instructional Strategies: Providing a variety of instructional strategies, such as interactive lectures, practical lessons, and hands-on exercises, to meet the diverse needs of students. .5
- Promote thinking Administrative Encourage students to develop thinking skills. Administrative Such as analysis, planning and inference, by providing stimulating questions and applied problems. .6
- Provide immediate feedback: Provide mechanisms to provide immediate feedback to students on their performance and understanding of concepts. Administrative, whether through periodic assessments or direct interaction with the teacher. .7

10. Evaluation methods

- Classroom performance assessment: This includes assessing students' performance during lessons, lectures and workshops, whether through written tests or continuous assessment of their participation and understanding of the material. .1
- Participation in discussions and activities: Students' participation in class discussions, group activities, and individual projects can be assessed to assess their understanding and engagement with the material. .2

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

Evaluating participation in research: The extent to which students participate in research activities and scientific projects can be assessed, and an evaluation can be provided of their presentation style and analysis of their results and conclusions.

Practical Performance Evaluation: Students can be evaluated in practical performance through visits, process and participation in applied activities.

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

Evaluation of Personal and Professional Development: Students' personal, professional and academic development can be evaluated during their participation in the faculty mentoring program.

11. Faculty

Faculty members

Faculty preparation		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 manageme 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 manageme nt	business management	A.M. Present Sabah Shaeer Jabara
	angel		Knowledge manageme nt	business management	A.M. Tariq Aziz Kurdi
	angel		organized	business management	M. Khalaf Mohammed Alou
	angel		Organizatio n theory	business management	M Iman Muwaffaq Omar
	angel		administrati on Financial	business management	Mr. Salam Hussein Jassim Handa
	angel		administrati 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 manageme nt	business management	Mr. Saad Salem Ghanem Suleiman

	angel		Financial manageme nt	business management	Dr. Qutaiba Ibrahim Hamada
	angel		General Administrati on	General Administration	M. Hamid Anwar Danok
	angel		business manageme nt	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 Manageme nt	business management	M. Mazhar Ahmed Khalaf
	angel		Production manageme nt	business management	Mr. Ali Mohammed Huwaïd Khater
	angel		Bank manageme nt	Financial and Banking Sciences	M.M. Ali Hamad Ali
	angel		Information systems	Management Information Systems	M.M. Mohammed Salem Abdel

lecturer			English literature	English language	M. Alaa Ahmed Abdullah
	angel		law	law	Mr. Ihab Abdullah Muhaimid
	angel		Cost accounting	accounting	Mr. Yasser Fouad Taha
lecturer			law	law	Mr. Maher Sabah Habib
	angel		Financial accounting	accounting	Mr. Mohammed Ahmed Diab
	angel		Management accounting	accounting	Mr. Ali Fouad Taha
	angel		about	Arabic	M.M. Ali Ghaleb Ali

Professional development	
Orientation of new faculty members	
Determining the needs of the university and the department: The needs of 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 new, visiting, full-time and part-time members based on their needs and specialties. Introduction to the University Environment: A comprehensive introduction to the university and the Department of Public Administration is provided,	1- 2- 3-

including an overview of the department, vision, mission, goals, and available services.

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

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

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

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

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.

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.

Program Implementation: The development program is implemented in a regular and 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 effective teaching strategies, such as cooperative learning, active learning, and educational technology.

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.

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

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

- Central acceptance. -١
- Accepting exceptions (martyrs' families, children of faculty, distinguished employees, top students in institutes, foreign students). -٢
- Private government education -٣
- Accepting evening studies. -٤

13. The most important sources of information about the program

- University, college and electronic department website. -١
- Priorities for establishing the department. -٢
- Project to develop and update the curricula of the faculties of management and economics in Iraqi universities for the year 2017. -٣

14. Program Development Plan

- Curriculum development. -١
- Open postgraduate studies (higher diploma equivalent to a master's degree). -٢
- Developing teaching and administrative staff through courses, seminars and workshops in areas of specialization. -٣
- Supporting scientific research efforts by encouraging faculty members to publish, especially in international journals. -٤
- Conducting training programs to develop students' capabilities in technical and information technology fields. -٥
- Organizing field visits and scientific trips for students to government institutions. -٦

Program Skills Chart

Required learning outcomes of the program

Values				Skills				Knowledge				Essential or optional?	Course name	Course code	Year/Level
A4	A3	A2	A1	B4	B3	B2	B1	A4	A3	A2	A1				
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Principles of Public Administration 1		First year
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Principles of Economics		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Principles of Statistics		

✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Computer 1Word		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Arabic		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Human rights and democracy		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Principles of Public Administration 2		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Mathematics for administrators		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Accounting principles		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		ReadingsEnglish		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Computer2Word		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		English language		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Marketing Management		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Human Resources Management		Second year
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		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		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/	
Government accounting	
2. Course code /	
nothing	
3. Semester/Year	
Second course / second stage	
4. Date this description was prepared	
28/1/2024	
5. Available forms of attendance	
In-person for students	
6. Number of study hours (total) / Number of units (total)	
45 hours for 3 units per week	
7. Name of the course supervisor (if more than one name is mentioned)	
Name: Mohammed Ahmed Diab Email: M.Ahmed.D@tu.edu.iq	
8. Course objectives	
To teach students and gain skill on how to apply and implement the process. Imposing financial and legal control over state revenues. By tracking revenue collection operations and ensuring that all revenues due to the state have been collected in accordance with laws and regulations. and Imposing financial and legal control over state expenditures	Subject objectives
9. Teaching and learning strategies	
Encouraging students to solve problems facing institutions by presenting problems and obstacles in a (simulation) manner facing government institutions represented by the administrative departments in the colleges of Tikrit University and involving students in how to find solutions to those obstacles and develop their mental skills.	Strategy
10. Course Structure	

Evaluation method	Learning method	Name of the unit or topic	Required learning outcomes	Watches	The week
Daily preparation, daily, oral, monthly and written exams	My presence	Introduction to Government Accounting	Accounting treatments for expenses	3	1
Daily preparation, daily, oral, monthly and written exams	My presence		Accounting treatment of revenue	3	2
Daily preparation, daily, oral, monthly and written exams	My presence	Money theory	Accounting treatments for advances	3	3
Daily preparation, daily, oral, monthly and written exams	My presence	State general budget	Temporary advances	3	4
Daily preparation, daily, oral, monthly and written exams	My presence		Advance for working individuals	3	5
Daily preparation, daily, oral, monthly and written exams	My presence		Permanent advances	3	6
Daily preparation, daily, oral, monthly and written exams	My presence	Ability to process arithmetic units	Credit advance	3	7
Daily preparation, daily, oral, monthly and written exams	My presence		Accounting treatments for trusts	3	8
Daily preparation, daily, oral,	My presence	Accounting work	Revenue collection guarantee deposits	3	9

monthly and written exams		organization method			
Daily preparation, daily, oral, monthly and written exams	My presence		Legislation governing the implementation of government work in Iraq	3	10
Daily preparation, daily, oral, monthly and written exams	My presence	Treasury formations	The concept of public government tenders	3	11
Daily preparation, daily, oral, monthly and written exams	My presence		Accounting for government tenders	3	12
Daily preparation, daily, oral, monthly and written exams	My presence		Accounting for government tenders	3	13
Daily preparation, daily, oral, monthly and written exams	My presence	Accounting treatment of budget accounts	Final accounts	3	14
Daily preparation, daily, oral, monthly and written exams	My presence		Preparing final accounts	3	15

11. Course Evaluation

Distribution of grades out of 100 according to 30 degrees and consists of the tasks assigned to the student such as daily preparation, daily, oral, monthly and written exams and reports.

70 degrees and it is the final exam of the course

12. Learning and teaching resources

Governmental Accounting Book

Required textbooks (methodology if any)

All official sources available in the college library specializing in government accounting	Main References (Sources)
Iraqi Academic Scientific Journal	Recommended supporting books and references (scientific journals, reports...)
Iraqi Legislation Base	Electronic references, websites

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: 28/1/2024

Date of filling the file: 28/1/2024

التوقيع:  اسم المعاون العلمي: د.م.د. أشرف هاشم فارس
التوقيع:  اسم رئيس القسم: ا.م. حاضر صباح
شعب
التاريخ: ٢٠٢٤ / ١ / ٢٨

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


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

- 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		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		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

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,	-	Integrity and transparency. Quality.	-

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

9. Teaching and learning strategies

Active learning: Encouraging students' active participation in learning processes, such as discussions, group activities, and problem solving, to enhance their deep understanding of mathematical concepts. .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. Administrative .٦

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. .٧

10. Evaluation methods

Classroom performance assessment: This includes assessing students' performance during lessons, lectures and workshops, whether through written tests or continuous assessment of their participation and understanding of the material. .١

Participation in discussions and activities: Students' participation in class .٢

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 assignments to assess their problem-solving skills related to their field of expertise and their understanding of the concepts presented.

Evaluating participation in research: The extent to which students participate in research activities and scientific projects can be assessed, and an evaluation can be provided of their presentation style and analysis of their results and conclusions.

Practical Performance Evaluation: Students can be evaluated in practical performance through visits, process and participation in applied activities.

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

Evaluation of Personal and Professional Development: Students' personal, professional and academic development can be evaluated during their participation in the faculty mentoring program.

11. Faculty

Faculty members

Faculty preparation		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

			nt		
	angel		linguistics	English language	A.M. Adnan Fayhan Mahmoud Khader.
	angel		Financial manageme 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 manageme nt	business management	A.M. Present Sabah Shaeer Jabara
	angel		Knowledge manageme nt	business management	A.M. Tariq Aziz Kurdi
	angel		organized	business management	M. Khalaf Mohammed Alou
	angel		Organizatio n theory	business management	M Iman Muwaffaq Omar
	angel		administrati on Financial	business management	Mr. Salam Hussein Jassim Handa
	angel		administrati 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 manageme nt	business management	Mr. Saad Salem Ghanem Suleiman
	angel		Financial	business	Dr. Qutaiba Ibrahim

			managem nt	management	Hamada
	angel		General Administrati on	General Administration	M. Hamid Anwar Danok
	angel		business managem nt	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 Manageme nt	business management	M. Mazhar Ahmed Khalaf
	angel		Production managem nt	business management	Mr. Ali Mohammed Huwaid Khater
	angel		Bank managem nt	Financial and Banking Sciences	M.M. Ali Hamad Ali
	angel		Information systems	Management Information Systems	M.M. Mohammed Salem Abdel
lecturer			English	English language	M. Alaa Ahmed Abdullah

			literature		
	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

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

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

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

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

assistance.

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

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

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

Professional development for faculty members

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

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

Program Implementation: The development program is implemented in a regular and .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 .5
evaluated by evaluating the learning outcomes of faculty members, such as increased
levels of knowledge, teaching skills, and interaction with students.

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

Participation in scientific research and publication: Faculty members are encouraged to .7
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

Central acceptance. -1

Accepting exceptions (martyrs' families, children of faculty, distinguished -2
employees, top students in institutes, foreign students).

Private government education -٣

Accepting evening studies. -٤

13. The most important sources of information about the program

University, college and electronic department website. -١

Priorities for establishing the department. -٢

Project to develop and update the curricula of the faculties of management and economics in Iraqi universities for the year 2017. -٣

14. Program Development Plan

Curriculum development. -١

Open postgraduate studies (higher diploma equivalent to a master's degree). -٢

Developing teaching and administrative staff through courses, seminars and workshops in areas of specialization. -٣

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

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

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/L 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 1 Word		
	✓	✓	✓		✓	✓	✓		✓	✓	✓		Arabic		
	✓	✓	✓		✓	✓	✓			✓	✓		Human rights and democracy		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Principles of Public Administration 2		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Mathematics for administrators		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Accounting principles		

✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		ReadingsEnglish		Second year
	✓	✓	✓		✓	✓	✓		✓	✓	✓		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		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		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		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
Public Relations
2. Course code
nothing
3. Semester/Year

4. Date this description was prepared

28/1/2024

5. Available forms of attendance**Weekly / Full time attendance****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)**Name: A.M. Tariq Aziz Kurdi Email: tareq1982@tu.edu.iq**8. Course objectives**

- Providing the student with a cognitive skill about the concept, specifications, importance and application of public relations, which is related to administrative work in general.
- Providing the student with information on how to use the various types of 21st century skills in public relations and how to benefit from them by providing correct and accurate data and information that serve the decision-maker in making the right decision.
- And how to continuously train to keep pace with all types of rapid development in the fields of communication in administrative work.

Subject objectives

9. Teaching and learning strategies

- The lecture
- Discussion
- Thinking strategy according to the student's ability
- High Thinking Skill Strategy
- Critical thinking strategy in learning

Strategy

10. Course Structure

Evaluation method	Learning method	Name of the unit or topic	Required learning outcomes	Watch es	The week
Follow up on homework assignments and formulate questions	theoretical	Modern concepts of public relations	- Public relations concept - Public Relations Basics - The importance and objectives of public relations	3	the first
Follow up on homework assignments and formulate questions	theoretical	to organize administration Relationships General	- Factors affecting the choice of organizational form for public relations - Methods of organizing work in public relations management	3	the second
Follow up on homework assignments and formulate questions	theoretical	Public Relations Research	- Public Relations Research Objectives - Types of Public Relations Research - Methods of collecting information	3	the third
Follow up on homework assignments and formulate questions	theoretical	Planning in public relations	- Planning concept - Planning requirements - The importance of planning public relations activities - Advantages of the planning process in public relations - Obstacles to adopting the planning method - Success factors of the plan in public relations	3	Fourth and fifth
Follow up on homework assignments and formulate questions	theoretical	Communication in public relations	- Communication concept - Difficulties and obstacles facing communication - Communication Sections	3	Sixth
First month exam				3	Seventh
Follow up on homework assignments and formulate questions	theoretical	Public relations with the facility's audience	- Audience concept - Types of Organizational Audiences - General characteristics of the masses	3	The eighth
Follow up on homework assignments and formulate questions	theoretical	Public Relations and Crisis Management	- identification The crisis - Factors of the crisis - Crisis stages - efforts Relationships General after an end The crisis	3	Ninth
Follow up on homework assignments	theoretical	Calendar in Public Relations	- Public relations evaluation concept - Difficulties in evaluating public relations activities	3	Tenth and eleventh

and formulate questions			- Types of evaluation in public relations - Public relations evaluation methods - Aspects of evaluating public relations in administrative bodies		
Follow up on homework assignments and formulate questions	theoretical	Public relations in government agencies	- Organizational structure of public administration - Characteristics of government institutions - Public relations objectives in government agencies - Public relations audience in government agencies	3	twelfth
Follow up on homework assignments and formulate questions	theoretical	Public Relations Information Technology	- Change in administrative activities of the Public Relations Department - Advantages Use of information technology for the organization - Public Relations Information Systems	3	thirteenth
Second month exam				3	fourteenth
Submitting assignments and reviewing the material				3	fifteenth

11. Course Evaluation

70 marks on the end of course exam - ١

30 annual pursuit points distributed as follows: - ٢

A- 10 marks for the first month exam

B- 10 Second month exam

C- 10 attendance and participation

12. Learning and teaching resources

Public Relations Essentials: John Maxwell	Required textbooks (methodology if any)
	Main References (Sources)
	Recommended supporting books and references (scientific journals, reports...)
	Electronic references, websites

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

Date of filling the file: 14/9/2023

التوقيع: التوقيع:
اسم رئيس القسم: أ.م. حاضري صباح
اسم المعاون العلمي: أ.م.د. أشرف هاشم فارس
شعب
التاريخ: 2023 / 9 / 17 التاريخ: 2023 / 9 / 17

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

مصادقة السيد العميد

1. Program Vision

Excellence in deliveryAngelspioneerAndTo lead public sector institutions that meet stakeholder requirements, in line with global quality standards..

2. Program message

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

3. Program objectives

Preparing graduates capable of working in government organizations, thus .١
contributing to achieving social and economic development in society..

Supporting government organizations and developing their knowledge in the .٢
fields of central and local administration by providing them with specialized
administrative cadres. In this field.

Disseminating noble community values and instilling integrity behaviors And .٣
community service In the basics of work Administrative.

Continuous development of the scientific contributions portfolio For .٤
members The teaching staff in the department and following up on their
feedback to ensure the achievement of the objectives of the educational
process.

Building bridges of cooperation between the Public Administration Department .٥
and the community, and achieving a strategic partnership with government
organizations by creating a cooperative environment that achieves continuous
communication. and for.

4. Program accreditation

Do The program Is the program accredited? And from which authority? both .٦

5. Other external influences

Is there a sponsor? For program Yes, Ministry of Higher Education and Scientific Research .^y

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 1 Word		
	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 Applications ²		
	3	Production and Operations Management		Fourth
	2	Comparative Public Administration		
	3	Administrative development ¹		
	3	Strategic Management ¹		
	2	English language		
1	2	Computer Applications ¹ QSB		
	2	Scientific research methods and ethics		
	3	Strategic management		
	3	Administrative development 2		
	2	Risk Management and Insurance		
	3	General Policies		
1	2	Computer Applications ² QSB		

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

- 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. -
- 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. -
- Use of Technology: Leveraging technology to provide interactive learning tools such as computer software and online resources to enhance student understanding and motivation. -
- Problem-based learning: presenting specific problems and motivating students to think critically and use skills to solve it. -
- 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. -
- Promote thinking: Encourage students to develop thinking skills. Such as analysis, planning and inference, by providing stimulating questions and applied problems. -
- 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

- Classroom performance assessment: This includes assessing students' performance during lessons, lectures and workshops, whether through written tests or continuous assessment of their participation and understanding of the material. .1
- Participation in discussions and activities: Students' participation in class discussions, group activities, and individual projects can be assessed to assess their understanding and engagement with the material. .2
- Tests and assignments: Students may be given regular tests and assessment .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 research activities and scientific projects can be assessed, and an evaluation can be provided of their presentation style and analysis of their results and conclusions.

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

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

Evaluation of Personal and Professional Development: Students' personal, professional and academic development can be evaluated during their participation in the faculty mentoring program.

11. Faculty

Faculty members

Faculty preparation		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 manageme 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 manageme nt	business management	A.M. Present Sabah Shaeer Jabara
	angel		Knowledge manageme nt	business management	A.M. Tariq Aziz Kurdi
	angel		organized	business management	M. Khalaf Mohammed Alou
	angel		Organizatio n theory	business management	M Iman Muwaffaq Omar
	angel		administrati on Financial	business management	Mr. Salam Hussein Jassim Handa
	angel		administrati 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 manageme nt	business management	Mr. Saad Salem Ghanem Suleiman
	angel		Financial manageme nt	business management	Dr. Qutaiba Ibrahim Hamada
	angel		General	General	M. Hamid Anwar Danok

			Administrati on	Administration	
	angel		business manageme nt	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 Manageme nt	business management	M. Mazhar Ahmed Khalaf
	angel		Production manageme nt	business management	Mr. Ali Mohammed Huwait Khater
	angel		Bank manageme nt	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

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

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

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

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

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

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

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

Professional development for faculty members

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. .١

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. .٢

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

Use effective teaching strategies: Faculty members learn to use and apply modern and effective teaching strategies, such as cooperative learning, active learning, and educational technology. .٤

Evaluation of learning outcomes: The effectiveness of the development program is evaluated by evaluating the learning outcomes of faculty members, such as increased levels of knowledge, teaching skills, and interaction with students. .٥

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

Participation in scientific research and publication: Faculty members are encouraged to participate in scientific research and publish the results in prestigious academic journals, which enhances their academic standing and contributes to the development of knowledge in their fields. .٧

12. Acceptance Criteria

Central acceptance. -١

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

Private government education -٣

Accepting evening studies. -٤

13. The most important sources of information about the program

University, college and electronic department website. -١

Priorities for establishing the department. -٢

Project to develop and update the curricula of the faculties of management and economics in Iraqi universities for the year 2017. -٣

14. Program Development Plan

Curriculum development. -١

Open postgraduate studies (higher diploma equivalent to a master's degree). -٢

Developing teaching and administrative staff through courses, seminars and workshops in areas of specialization. -٣

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

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

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/L level
A4	A3	A2	A1	B4	B3	B2	B1	A4	A3	A2	A1				
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Principles of Public Administration 1		First year
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Principles of Economics		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Principles of Statistics		
	✓	✓	✓		✓	✓	✓		✓	✓	✓		Computer 1Word		
	✓	✓	✓		✓	✓	✓		✓	✓	✓		Arabic		
	✓	✓	✓		✓	✓	✓			✓	✓		Human rights and democracy		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Principles of Public Administration 2		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Mathematics for administrators		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Accounting principles		

✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		ReadingsEnglish		Second year
	✓	✓	✓		✓	✓	✓		✓	✓	✓		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		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		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		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
Computer 1
2. Course code
nothing
3. Semester/Year
First semester / second year
4. Date this description was prepared

5. Available forms of attendance

Attendance (class attendance)

6. Number of study hours (total) / Number of units (total)

30 hours / number of units (2)

7. Name of the course supervisor (if more than one name is mentioned)**M.M. Mohammed Salem Abdel E-mail: Mohammed.Salim87@tu.edu.iq****8. Course objectives**

Training the student and •
developing his scientific abilities
to benefit from the computer.

Providing the student with •
creative mental abilities, helping
him to think logically, inductively
and deductively, and developing
his abilities to solve problems.

Strengthening the desire factor •
towards computers and their
applications and providing the
student with positive tendencies
towards information technology.

Subject objectives

9. Teaching and learning strategies

Use of Technology: Leveraging -
technology to provide interactive
learning tools such as computer

Strategy

software and online resources
to enhance student
understanding and motivation.

Problem-based learning: -

presenting specific problems
and motivating students to think
critically and use management
skills to solve them.

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.

10. Course Structure

Evaluation method	Learning method	Name of the unit or topic	Required learning outcomes	Watches	The week
Follow up on practical assignments	Explanation of the program with practical means of clarification to create interaction between students and the material	Introduction to the program (2010Microsoft Excel) with explanation of bars, active cells, and cell ranges.	Gain general - knowledge in dealing with the program and clearly	2	the first
Follow up on practical	Interaction between	File menu commands (File)	Knowing the - basic methods in	2	the second

assignments, ask questions to students	teacher and students with practical application	Save and Save as for the file Open and close the file –Information and including setting a password for the file– (password) Create file and new stored files Print and finish file	the program in terms of (saving, printing) Protect data in - the document through passwords		
Conduct daily exams, with follow-up of daily assignments.	Using practical application with brainstorming technique for interaction	Home menu commands (Home) Clipboard (Cut Copy Copy Format Paste – Font) (Size) Zoom in Zoom out Font color and border – Alignment (Cell format Text direction Show text, Merge and center (cells)	Knowing the - important commands represented (copy, cut, paste). Manipulate text - font size and color. Clarify the - alignment in the text (right, center, left).	2	the third
Follow up on practical assignments, ask questions to students	Theoretical clarification of important terms and their practical application	Home menu commands (Home) Number Format (Year, Decimal Point, Currency)Currency) Accounting, (Date, Time, Percentage, Fractions, Scientific Notation, Text).	Know the format - for numbers, dates, times, and currencies and distinguish between them to deal with data	2	Fourth
Conduct daily exams, with follow-up of daily assignments.	Practical application of the topic with questions for students to determine the depth of their understanding of the topic.	Home menu commands (Home) Patterns (Styles) include formatting tables and cells, including inserting rows, columns, cells, and worksheets, and deleting rows, columns, cells, and worksheets.	Gain technical - knowledge of adding or deleting (rows or columns) in the program and dealing with the worksheet	2	Fifth
Follow up on practical assignments, ask questions to students	Practical application of the material to increase students' awareness of this topic	Home menu commands (Home) Editing includes creating a linear numeric series... and deleting comments, formats and data, arranging data in ascending or descending order or according to a specific condition, finding and identifying data.	Excellent - handling of data and arranging it in ascending or descending order as needed.	2	Sixth
Conduct daily exams, with follow-up of daily assignments.	Scientific application of the material with theoretical explanation	Insert menu commands (Insert) Includes tables and table charts.Pivot Table, illustrations, pictures of	Learn to deal - with tables (Pivot Table) To achieve a professional	2	Seventh

	of terms	shapes, charts and symbols.	presentation of data and exploit it correctly		
Request scientific reports on the material, daily participation	Theoretical clarification of important terms and their practical application	Page Layout Menu Commands (Page Layout Features (Themes) and increase the number of columns with changing the font type for the column name. Page settings to specify the margins, size and orientation of the paper. Paper options to change the application and hide and show fonts and titles.	Arrange the - paper in terms of direction (portrait or landscape), add margins, and display titles.	2	The eighth
Follow up on practical assignments, ask questions to students	Practical application of functions with real examples for clarification	Formula menu commands (Formulas) Insert ready-made functions – (Function) Library of ready-made functions – Naming cells by default – Checking Formulas and calculations (Calculation).	Use ready-made - functions to solve mathematical and probability problems and issues	2	Ninth
		First exam	-	2	tenth
Conduct daily exams, with follow-up of daily assignments.	Using practical application with brainstorming technique for interaction	Data list commands (Data) Sorting and filtering data (Sort & Filter) to arrange data alphabetically or numerically from highest to lowest.	Good handling - of data in terms of sorting, filtering, arranging it as needed, and easy access to it	2	eleventh
Request scientific reports on the material, daily participation	Practical application of these settings	Checklist Commands (Review) It includes (Change) by setting a password for the sheet to hide and show comments. Show menu commands (View) It includes the method of displaying the sheet and how to deal with the formula bar or to freeze (Freeze rows and columns and also divide the sheet.	Encode the - worksheet with a secret number and hide it if necessary. Freeze rows or - columns to improve data display.	2	twelfth
Conduct daily exams, with follow-up of daily assignments.	A theoretical description of this topic and then its practical application.	Introduction to Mathematical Formulas (Formulas Math Functions) Rules for writing mathematical formulas Drag	When dealing - with mathematical formulas, we use the function (Draw & Drop) to	2	thirteenth

		and drop methodDraw & Drop) with examples of adding and subtracting values for columns, rows and percentages.	extract results without repeating each step separately.		
Follow up on practical assignments, ask questions to students	Practical application of mathematical equations and discussion of their results	Examples and exercises About multiplication and division with addition and subtraction of values for columns and rows and percentages, and how to calculate a group of columns)	Gaining practical - knowledge and dealing with arithmetic operations in rows and columns in order to hone the student's skills	2	fourteenth
		Second exam		2	fifteenth

11. Course Evaluation

10Grades (first month exam (theoretical + practical))
 10Grades (second month exam (theoretical + practical))
 5Grades (attendance and participation for students)
 5grades (Daily Exams)
 70 marks final exam (Theoretical + Practical)

12. Learning and teaching resources

Computer Basics and Office Applications / Part Three	Required textbooks (methodology if any)
Application and analysis of data - using 2010Excel. Data analysis usingMicrosoft - Excel 2010 Internet. -	Main References (Sources)
	Recommended supporting books and references (scientific journals, reports...)
Microsoft Support and Help Site https://support.microsoft.com/arsa/office/Basic tasks in excel-dc775dd1-fa52-430f-9c3c-d998d1735fca -	Electronic references, websites

Academic Program Description Form

University name: University Tikrit

College/Institute: College Management and Economics

Scientific Department: Department General Administration

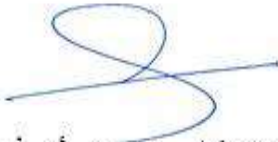
Name of academic or professional program: Public Administration Department

Final Certificate Name: Bachelor Science in Public Administration

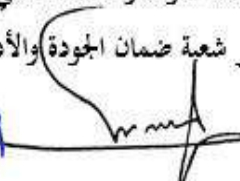
Academic system: Course system

Description preparation date: 28/1/2024

Date of filling the file: 28/1/2024

التوقيع:  اسم المعاون العلمي: د. أشرف هاشم فارس
التاريخ: ٢٠٢٤ / ١ / ٢٨

التوقيع:  اسم رئيس القسم: م. حاضري صباح
شعبير
التاريخ: ٢٠٢٤ / ١ / ٢٨

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


مصادقة السيد العميد

1. Program Vision

Excellence in deliveryAngelspioneerAndTo lead public sector institutions that meet stakeholder requirements, in line with global quality standards..

2. Program message

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

3. Program objectives

Preparing graduates capable of working in government organizations, thus .١
contributing to achieving social and economic development in society..

Supporting government organizations and developing their knowledge in the .٢
fields of central and local administration by providing them with specialized
administrative cadres.In this field.

Disseminating noble community values and instilling integrity behaviorsAnd .٣
community serviceIn the basics of workAdministrative.

Continuous development of the scientific contributions portfolioFor .٤
membersThe teaching staff in the department and following up on their
feedback to ensure the achievement of the objectives of the educational
process.

Building bridges of cooperation between the Public Administration Department .٥
and the community, and achieving a strategic partnership with government
organizations by creating a cooperative environment that achieves continuous
communication.andfor.

4. Program accreditation

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

5. Other external influences

Is there a sponsor? ForprogramYes, Ministry of Higher Education and Scientific . ٧
Research

6. Program Structure

comments	percentage	Study unit	Number of courses	Program Structure
	9.4%	14	6	Institutional Requirements
	18%	27	10	College Requirements
	72.6%	109	40	Department Requirements
				Summer training
				Other

*Notes may include whether the course is basic or optional.

7. Program Description / Curriculum of the Department of Public Administration

Credit hours		Course name	Course code	Year/Level
practical	theoretical			First
	3	Principles of Public Administration 1		
	3	Principles of Economics		
	3	Principles of Statistics		

1	2	Computer 1Word		
	2	Arabic		
	2	Human rights and democracy		
	3	Principles of Public Administration 2		
	3	Mathematics for administrators		
	3	Accounting principles		
	3	ReadingsEnglish		
1	2	Computer2Word		
	2	English language		Second
	3	Marketing Management		
	3	Human Resources Management		
	2	Administrative law		
2	2	Intermediate Accounting		
	3	The development of organizational thought		
	2	English language		
	2	Quantitative methods		
1	2	Computer1Excel		
	2	Baath crimes in Iraq		
	3	Public Relations		
2	2	Government accounting		
	2	Administrative Psychology		
	2	Civil Service Legislation		
	3	Political systems		
	2	Operations research		
1	2	Computer1Excel		
	3	Public Financial Management		Third
2	2	unified accounting system		
	3	Local administration		
	3	Contract management		

	2	Quality Management		
	2	Public service ethics		
1	2	Database Computer Applications2		
	2	English language		
	3	Organizational Behavior		
	3	Financial policies		
	2	General Project Management		
	3	Management Information Technology		
	3	Comparative local management systems		
	2	Environmental management		
1	2	Database Computer Applications2		
	3	Production and Operations Management		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

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.	-

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

Active learning: Encouraging students' active participation in learning processes, such as discussions, group activities, and problem solving, to enhance their deep understanding of mathematical concepts. 1.

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

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

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

Multiple Instructional Strategies: Providing a variety of instructional strategies, such as interactive lectures, practical lessons, and hands-on exercises, to meet the diverse needs of students. 5.

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

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

10. Evaluation methods

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

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

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

Evaluating participation in research: The extent to which students participate in research activities and scientific projects can be assessed, and an evaluation can be provided of their presentation style and analysis of their results and conclusions.

Practical Performance Evaluation: Students can be evaluated in practical performance through visits, process and participation in applied activities.

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

Evaluation of Personal and Professional Development: Students' personal, professional and academic development can be evaluated during their participation in the faculty mentoring program.

11. Faculty

Faculty members

Faculty preparation		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 manageme 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 manageme nt	business management	A.M. Present Sabah Shaeer Jabara
	angel		Knowledge manageme nt	business management	A.M. Tariq Aziz Kurdi
	angel		organized	business management	M. Khalaf Mohammed Alou
	angel		Organizatio n theory	business management	M Iman Muwaffaq Omar
	angel		administrati on Financial	business management	Mr. Salam Hussein Jassim Handa
	angel		administrati 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 manageme nt	business management	Mr. Saad Salem Ghanem Suleiman
	angel		Financial manageme	business management	Dr. Qutaiba Ibrahim Hamada

			nt		
	angel		General Administrati on	General Administration	M. Hamid Anwar Danok
	angel		business manageme nt	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 Manageme nt	business management	M. Mazhar Ahmed Khalaf
	angel		Production manageme nt	business management	Mr. Ali Mohammed Huwaïd Khater
	angel		Bank manageme nt	Financial and Banking Sciences	M.M. Ali Hamad Ali
	angel		Information systems	Management Information Systems	M.M. Mohammed Salem Abdel
lecturer			English	English language	M. Alaa Ahmed Abdullah

			literature		
	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

Determining the needs of the university and the department: The needs of the 1- 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 to 3- the university and the Department of Public Administration is provided, including an overview of the department, vision, mission, goals, and available services.

Providing support resources: New members are provided with the necessary 4-

resources and support, including training courses, workshops, and technical assistance.

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

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

Ongoing Support: Ongoing support is provided to new, visiting, full-time and 7-
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 1.
and performance evaluations, and then specific goals to be achieved within the
program are identified.

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

Program Implementation: The development program is implemented in a regular 3.
and 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 4.
and effective teaching strategies, such as cooperative learning, active learning, and
educational technology.

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

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

Participation in scientific research and publication: Faculty members are 7.
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

- Central acceptance. -١
- Accepting exceptions (martyrs' families, children of faculty, distinguished employees, top students in institutes, foreign students). -٢
- Private government education -٣
- Accepting evening studies. -٤

13. The most important sources of information about the program

- University, college and electronic department website. -١
- Priorities for establishing the department. -٢
- Project to develop and update the curricula of the faculties of management and economics in Iraqi universities for the year 2017. -٣

14. Program Development Plan

- Curriculum development. -١
- Open postgraduate studies (higher diploma equivalent to a master's degree). -٢
- Developing teaching and administrative staff through courses, seminars and workshops in areas of specialization. -٣
- Supporting scientific research efforts by encouraging faculty members to publish, especially in international journals. -٤
- Conducting training programs to develop students' capabilities in technical and information technology fields. -٥
- Organizing field visits and scientific trips for students to government institutions. -٦

Program Skills Chart

Required learning outcomes of the program

Values					Skills			Knowledge				Essential or optional ?	Course name	Course code	Year/Level
A4	A3	A2	A1	B4	B3	B2	B1	A4	A3	A2	A1				
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Principles of Public Administration 1		First year
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Principles of Economics		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Principles of Statistics		
	✓	✓	✓		✓	✓	✓		✓	✓	✓		Computer 1 Word		
	✓	✓	✓		✓	✓	✓		✓	✓	✓		Arabic		
	✓	✓	✓		✓	✓	✓			✓	✓		Human rights and democracy		

✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Principles of Public Administration 2		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Mathematics for administrators		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Accounting principles		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		ReadingsEnglish		
	✓	✓	✓		✓	✓	✓		✓	✓	✓		Computer2Word		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		English language		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Marketing Management		Second year
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Human Resources Management		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Administrative law		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Intermediate Accounting		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		The development of organizational thought		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		English language		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Quantitative methods		
	✓	✓	✓		✓	✓	✓		✓	✓	✓		Computer1Excel		
	✓	✓	✓		✓	✓	✓		✓	✓	✓		Baath crimes in Iraq		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Public Relations		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Government accounting		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Administrative Psychology		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Civil Service Legislation		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Political systems		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Operations research		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Computer1Excel		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Public Financial Management		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		Fourth year
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Comparative Public Administration		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Administrative development1		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Strategic Management1		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		English language		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Computer Applications1QS B		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Scientific research methods and ethics		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Strategic management		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Administrative development 2		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Risk Management and Insurance		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		General Policies		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Computer Applications2QS B		

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

Course Description Form

1. Course name

Political systems	
2. Course code	
nothing	
3. Semester/Year	
Second	
4. Date this description was prepared	
28/1/2024	
5. Available forms of attendance	
Giving the material in person	
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)	
Name: Asst. Prof. Dr. Yasser Ali Hamdan Email: Yasser.Ali@tu.edu.iq	
8. Course objectives	
The Political Systems course aims to • introduce the student to the frameworks for understanding the political system. Enhancing the student's knowledge and • ability to understand the systems in place Encouraging and spreading the culture of • order among the student and the community to which he belongs, as it is a basic subject in the program's vocabulary.	Subject objectives
9. Teaching and learning strategies	
Discussion panels and dialogues • LecturerAnd • Case Studies • Interactive model • brainstorming •	Strategy

10. Course Structure					
Evaluation method	Learning method	Name of the unit or topic	Required learning outcomes	Watches	The week
Follow up on homework assignments and formulate questions	theoretical	Conceptual framework for political systems	Introducing the student to the subject of political systems	3	the first
Follow up on homework assignments and formulate questions	theoretical	Modern approaches to the study of political systems	Study of modern experiences of developed countries	3	the second
Follow up on homework assignments and formulate questions	theoretical	Types of political systems	Knowing the systems followed by countries in the field of political systems	3	the third
Follow up on homework assignments and formulate questions	theoretical	Functions of political systems	Introducing the student to the tasks assigned to the purpose of this system	3	Fourth
Follow up on homework assignments and formulate questions	theoretical	The impact of political participation on the effectiveness of political systems	Educating the participation process with effective systems that build the state	3	Fifth
Exam and discussion on the lecture	theoretical	The role of political parties in pressuring political systems	Introducing the student to the role played by parties and their impact on the country's political system	3	Sixth
Follow up on homework assignments and formulate questions	theoretical	Environment of Arab political systems	Introducing the student to the Arab political systems in force	3	Seventh

Follow up on homework assignments and formulate questions	theoretical	Forms of organizational relationships	Knowledge of relationships with organizations and their forms	3	The eighth
Follow up on homework assignments and formulate questions	theoretical	Different models of political systems	Types of models used for different systems	3	Ninth
Follow up on homework assignments and formulate questions	theoretical	Civil society and its relationship with the state	Knowing the role of civil societies and their relationship with the state in developing the political system in it	3	tenth
Follow up on homework assignments and formulate questions	theoretical	The international system and global transformations	Knowledge of the changing global international system	3	eleventh
Follow up on homework assignments and formulate questions	theoretical	Causes of Arab transformations and factors affecting them	Why did the Arab countries change and the factors affecting them?	3	twelfth
Follow up on homework assignments and formulate questions	theoretical	The impact of international changes on political systems	Introducing the student to international variables on political systems	3	thirteenth
exam	theoretical	The international system and global transformations	International systems that have turned into an experience of changes in the developed world	3	fourteenth
Follow up on homework assignments and formulate questions	theoretical	Selection of political leaders	To teach students how the country's leaders are chosen to lead the country to safety.	3	fifteenth

11. Course Evaluation

The grade is distributed out of 30 for striving according to the tasks assigned to the student, such as daily preparation, practical and monthly exams, written exams, reports, etc., and is out of a grade of 70 (20 points for the final practical exam + 50 points for the final theoretical exam), so the total is 100.

12. Learning and teaching resources

Methodological vocabulary approved by the Ministry of Higher Education and Scientific Research (Sectoral Committee)	Required textbooks (methodology if any)
	Main References (Sources)
	Recommended supporting books and references (scientific journals, reports...)
	Electronic references, websites

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

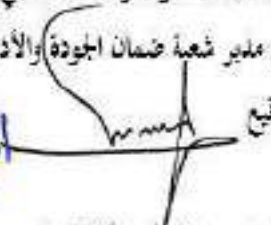
Academic system: Course system

Description preparation date: 28/1/2024

Date of filling the file: 28/1/2024

التوقيع:  اسم المعاون العلمي: د. أشرف هاشم فارس
التاريخ: ٢٠٢٤ / ١ / ٢٨

التوقيع:  اسم رئيس القسم: أ.م. حاضري صباح
شعب
التاريخ: ٢٠٢٤ / ١ / ٢٨

دقق الملف من قبل
شعبة ضمان الجودة والأداء الجامعي
اسم مدير شعبة ضمان الجودة والأداء الجامعي: أستاذة ميسر فرحان
المدرس المساعد
التوقيع: 
التاريخ: ٢٠٢٤ / ١ / ٢٨


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

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? Forprogram? Yes, 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	Computer2 Word		
	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		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			
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

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' .^١
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 .^٢
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 .^٣
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 .^٤
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 .^٥
performance through:VisitsProcess and participation in applied activities.

Evaluation of external participation: This includes evaluation of the extent of .^٦
students' participation in external activities such as conferences, seminars, and
sports competitions.

Evaluation of Personal and Professional Development: Students' personal, .^٧
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 Financial	business management	Mr. Salam Hussein Jassim Handa
	angel		administrative 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 nt	business management	Mr. Saad Salem Ghanem Suleiman
	angel		Financial manageme nt	business management	Dr. Qutaiba Ibrahim Hamada
	angel		General Administrati on	General Administration	M. Hamid Anwar Danok
	angel		business manageme nt	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 Manageme nt	business management	M. Mazhar Ahmed Khalaf

	angel		Production manageme nt	business management	Mr. Ali Mohammed Huwaïd Khater
	angel		Bank manageme nt	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	M.M. 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	
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 new, visiting, full-time and part-time members based on their needs and specialties. 2-

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. 3-

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

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

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

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

Professional development for faculty members

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. 1.

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. 2.

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

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. 4.

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

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

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

- Central acceptance. -١
- Accepting exceptions (martyrs' families, children of faculty, distinguished employees, top -٢
students in institutes, foreign students).
- Private government education -٣
- Accepting evening studies. -٤

13. The most important sources of information about the program

- University, college and electronic department website. -١
- Priorities for establishing the department. -٢
- Project to develop and update the curricula of the faculties of management and -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 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		First year
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Principles of Economics		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Principles of Statistics		
	✓	✓	✓		✓	✓	✓		✓	✓	✓		Computer 1 Word		
	✓	✓	✓		✓	✓	✓		✓	✓	✓		Arabic		
	✓	✓	✓		✓	✓	✓			✓	✓		Human rights and democracy		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Principles of Public Administration 2		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Mathematics for administrators		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Accounting principles		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Readings English		
	✓	✓	✓		✓	✓	✓		✓	✓	✓		Computer 2 Word		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		English language		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Marketing Management		Second year
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Human Resources Management		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Administrative law		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Intermediate Accounting		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		The development of organizational thought		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		English language		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Quantitative methods		
	✓	✓	✓		✓	✓	✓		✓	✓	✓		Computer 1 Excel		
	✓	✓	✓		✓	✓	✓		✓	✓	✓		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		Fourth year
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		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		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Computer Applications2QS B		

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

Course Description Form

1. Course name	
Administrative Psychology	
2. Course code	
nothing	
3. Semester/Year	
Second Semester / Second Year	
4. Date this description was prepared	
28/1/2024	
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. Ahmed Ayed Mukhlef Email:ahmedayyed@tu.edu.iq	
8. Course objectives	
Providing the student with a cognitive skill about the concept and importance of psychology in administrative sciences and developing it Providing the student with information on how to work according to the mechanisms of work and administrative	Subject objectives

communication in modern psychology.					
9. Teaching and learning strategies					
Teaching and learning strategies for the subject of managerial psychology aim to enhance students' understanding of the basic concepts and theories in the field of managerial psychology and their application to real-world work contexts..		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, asking questions, and interaction between the teacher and the students, as well as the students with each other.	psychology	Concepts • Historical • development	2	the first
Ask questions and tests	Homework, asking questions, and interaction between the teacher and the students, as well as the students with each other.	Administrative Psychology	Concepts • Objectives • The • importance of psychology	2	the second
Ask questions and tests	Homework, asking questions, and interaction between the teacher and the	Psychology behaviors	Features • mental • processes Emotional • processes	2	the third

	students, as well as the students 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.	Definition of Psychology	Concepts • Importance •	2	Fourth
Ask questions and tests	Homework, asking questions, and interaction between the teacher and the students, as well as the students with each other.	Fields of Psychology	I know • general psychology Social • Psychology	2	Fifth
Ask questions and tests	Homework, asking questions, and interaction between the teacher and the students, as well as the students with each other.	Applied fields of psychology	Fields of Educational Psychology	3	Sixth
Ask questions and tests	Homework, asking questions, and interaction between the teacher and the students, as well as the students with each other.	Mental health	The concept • Mental • disorders	2	Seventh

	students 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.	Mental disorders	Decision and • administrative decision Anxiety • neurosis Psychological needs of workers	2	The eighth
Ask questions and tests	Homework, asking questions, and interaction between the teacher and the students, as well as the students with each other.	Work pressure	Psychological • pressure exhaustion • Psychological • pressures	2	Ninth
Ask questions and tests	Homework, asking questions, and interaction between the teacher and the students, as well as the students with each other.	Psychological communication in management	Contact • Ideas • touch • Attendance • behavior	2	tenth
Ask questions and tests	Homework, asking questions, and interaction between the teacher and the students, as well as the students	Communication barriers	Psychological trends in communication Nature of communication	2	eleventh

	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.	Communication defects	certainty Issuing judgments Control and withdrawal	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.	Motivation	Motivating factors inhibitory factors Candidate Testing	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.	Performance Evaluation	Responsive management Job Content Granting material rewards	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.	Adaptation and frustration	The concept of frustration Medical condition Social conditions Self-concept Self-worth Sensory system	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 administrative psychology

12. Learning and teaching resources

	Required textbooks (methodology if any)
	Main References (Sources)
Scientific journals in the fields of administrative psychology	Recommended supporting books and references (scientific journals, reports...)
Specialized websites	Electronic references, websites

Academic Program Description Form

University name: University Tikrit

College/Institute: College Management and Economics

Scientific Department: Department General Administration

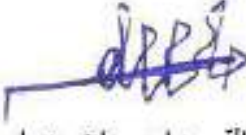
Name of academic or professional program: Public Administration Department

Final Certificate Name: Bachelor Science in Public Administration

Academic system: Course system

Description preparation date: 28/1/2024

Date of filling the file: 28/1/2024

التوقيع:  اسم المعاون العلمي: أ.م.د. أشرف هاشم فارس
التوقيع:  اسم رئيس القسم: أ.م. حاضري صباح
شعب
التاريخ: ٢٠٢٤ / ١ / ٢٨ التاريخ: ٢٠٢٤ / ١ / ٢٨
دقق الملف من قبل
شعبة ضمان الجودة والأداء الجامعي
اسم مدير شعبة ضمان الجودة والأداء الجامعي: أستاذة ميسر فرحان
المدرس المساعد
التوقيع: 
أستاذة ميسر فرحان
مدير شعبة ضمان الجودة والأداء
التاريخ: ٢٠٢٤ / ١ / ٢٨

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

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

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

5. Other external influences

Is there a sponsor? For program Yes, Ministry of Higher Education and Scientific Research .Y

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 1 Word		
	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		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

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	-	Integrity and transparency. Quality.	-

concepts of quality management at
work.

9. Teaching and learning strategies

Active learning: Encouraging students' active participation in learning processes, .^١
such as discussions, group activities, and problem solving, to enhance their deep
understanding of mathematical concepts.

Cooperative learning: Encouraging students to work together in small groups to .^٢
solve problems related to their studies and sharing ideas, which contributes to
enhancing interaction and knowledge exchange between them.

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

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

Multiple Instructional Strategies: Providing a variety of instructional strategies, .^٥
such as interactive lectures, practical lessons, and hands-on exercises, to meet the
diverse needs of students.

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

Provide immediate feedback: Provide mechanisms to provide immediate .^٧
feedback to students on their performance and understanding of
concepts. Administrative, whether through periodic assessments or direct
interaction with the teacher.

10. Evaluation methods

Classroom performance assessment: This includes assessing students' .^١
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 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 assignments to assess their problem-solving skills related to their field of expertise and their understanding of the concepts presented.

Evaluating participation in research: The extent to which students participate in research activities and scientific projects can be assessed, and an evaluation can be provided of their presentation style and analysis of their results and conclusions.

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

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

Evaluation of Personal and Professional Development: Students' personal, professional and academic development can be evaluated during their participation in the faculty mentoring program.

11. Faculty

Faculty members

Faculty preparation		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 manageme nt	business management	A.M. Mazen Noman Abdullah Bakr
	angel		linguistics	English language	A.M. Adnan Fayhan Mahmoud Khader.
	angel		Financial manageme 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 manageme nt	business management	A.M. Present Sabah Shaeer Jabara
	angel		Knowledge manageme nt	business management	A.M. Tariq Aziz Kurdi
	angel		organized	business management	M. Khalaf Mohammed Alou
	angel		Organizatio n theory	business management	M Iman Muwaffaq Omar
	angel		administrati on Financial	business management	Mr. Salam Hussein Jassim Handa
	angel		administrati 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 manageme nt	business management	Mr. Saad Salem Ghanem Suleiman
	angel		Financial manageme nt	business management	Dr. Qutaiba Ibrahim Hamada
	angel		General Administrati on	General Administration	M. Hamid Anwar Danok
	angel		business manageme nt	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 Manageme nt	business management	M. Mazhar Ahmed Khalaf
	angel		Production manageme nt	business management	Mr. Ali Mohammed Huwait Khater
	angel		Bank manageme nt	Financial and Banking Sciences	M.M. Ali Hamad Ali

	angel		Information systems	Management Information Systems	M.M. Mohammed Salem Abdel
lecturer			English literature	English language	M. Alaa Ahmed Abdullah
	angel		law	law	Mr. Ihab Abdullah Muhaimid
	angel		Cost accounting	accounting	Mr. Yasser Fouad Taha
lecturer			law	law	Mr. Maher Sabah Habib
	angel		Financial accounting	accounting	Mr. Mohammed Ahmed Diab
	angel		Management accounting	accounting	Mr. Ali Fouad Taha
	angel		about	Arabic	M.M. Ali Ghaleb Ali

Professional development	
Orientation of new faculty members	
Determining the needs of the university and the department: The needs of 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 new, visiting, full-time and part-time members based on their needs and specialties.	2-
Introduction to the University Environment: A comprehensive introduction to the university and the Department of Public Administration is provided,	3-

including an overview of the department, vision, mission, goals, and available services.

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

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

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

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

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.

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.

Program Implementation: The development program is implemented in a regular and 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 effective teaching strategies, such as cooperative learning, active learning, and educational technology.

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.

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

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

- Central acceptance. -١
- Accepting exceptions (martyrs' families, children of faculty, distinguished employees, top students in institutes, foreign students). -٢
- Private government education -٣
- Accepting evening studies. -٤

13. The most important sources of information about the program

- University, college and electronic department website. -١
- Priorities for establishing the department. -٢
- Project to develop and update the curricula of the faculties of management and economics in Iraqi universities for the year 2017. -٣

14. Program Development Plan

- Curriculum development. -١
- Open postgraduate studies (higher diploma equivalent to a master's degree). -٢
- Developing teaching and administrative staff through courses, seminars and workshops in areas of specialization. -٣
- Supporting scientific research efforts by encouraging faculty members to publish, especially in international journals. -٤
- Conducting training programs to develop students' capabilities in technical and information technology fields. -٥
- Organizing field visits and scientific trips for students to government institutions. -٦

Program Skills Chart

Required learning outcomes of the program

Values					Skills			Knowledge				Essential or optional?	Course name	Course code	Year/Level
A4	A3	A2	A1	B4	B3	B2	B1	A4	A3	A2	A1				
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Principles of Public Administration 1		First year
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Principles of Economics		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Principles of Statistics		

	✓	✓	✓		✓	✓	✓		✓	✓	✓		Computer 1Word		
	✓	✓	✓		✓	✓	✓		✓	✓	✓		Arabic		
	✓	✓	✓		✓	✓	✓			✓	✓		Human rights and democracy		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Principles of Public Administration 2		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Mathematics for administrators		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Accounting principles		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		ReadingsEnglis h		
	✓	✓	✓		✓	✓	✓		✓	✓	✓		Computer2Wo rd		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		English language		Secon d year
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		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		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Computer1Exc el		Third year
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Public Financial Management		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		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		Fourth year
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Comparative Public Administration		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Administrative development1		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Strategic Management1		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		English language		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Computer Applications1QS B		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Scientific research methods and ethics		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Strategic management		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Administrative development 2		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Risk Management and Insurance		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		General Policies		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Computer Applications2QS B		

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

Course Description Form

1. Course name	
Quantitative Methods and Operations Research	
2. Course code	
nothing	
3. Semester/Year	
Second semester\second year	
4. Date this description was prepared	
28/1/2024	
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)	
Ms. Aisha Abdel Khaleq Ismail Email: aasha.a.alkalek@tu.edu.iq	
8. Course objectives	
• Providing the student with a cognitive skill about the concept and importance of quantitative methodsOperations researchIn 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	
• Teaching and learning strategies in quantitative methodsOperations researchFocuses 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 a deeper understanding of the concept of questions.Quantitative and Operations ResearchAnd apply it in reality	Strategy

10. Course Structure

Evaluation method	Learning method	Name of the unit or topic	Required learning outcomes	Watches	The week
Daily questions and tests	Homework, asking questions, solving examples, and giving an external example as homework.	Introduction to Quantitative Methods and Operations Research	- the introduction - Development of quantitative methods - The importance of quantitative methods	3	the first
Daily questions and tests	Homework, asking questions, solving examples, and giving an external example as homework.	Development and importance of quantitative methods	- Give to explain general And comprehensive About the importance of the topic - Methods Quantity	3	the second
Daily questions and tests	Homework, asking questions, solving examples, and giving an external example as homework.	- Decision in case of complete certainty - Decision in case of uncertainty - Decision in case of risk	Decision theory study	3	the third
Daily questions and tests	Homework, asking questions, solving examples, and giving an external example as homework.	- Decision tree - Expected cash value	Decision under risk	3	Fourth
Daily exam	Homework, asking questions, solving examples, and giving	Linear programming requirements Formulate Mathematical model	entrance to Programming Linearity	3	Fifth

	an external example as homework .				
		First month exam		3	Sixth
Daily questions and tests	Homework, asking questions, solving examples, and giving an external example as homework .	Graphing method With the solution of the problems	Linear programming application methods	3	Seventh
Daily questions and tests	Homework, asking questions, solving examples, and giving an external example as homework .	The simplified way (simplex)	Linear programming application methods	3	The eighth
Daily questions and tests	Homework solution	Methods of converting the basic model to the corresponding binary model	Binary models opposite	3	Ninth
Daily questions and tests	Homework, asking questions, solving examples, and giving an external example as homework .	Types of transportation models	Models Transport	3	tenth
		Second month exam		3	eleventh
Daily questions and tests	Homework, asking questions, solving examples, and giving an external example as	- Northwest corner method - Less expensive way - Vogel's method	Methods of solving transportation models	3	twelfth

	homework				
Daily questions and tests	Homework, asking questions, solving examples, and giving an external example as homework	The importance of hypothesis testing	Hypothesis test	3	thirteenth
Daily test	Homework and questions	a test (z, t)	Hypothesis testing	3	fourteenth
Daily questions and tests	Homework and questions	Business network drawing Find early and late time Extract longest path	Business Networks	3	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 (Dr. Talal Abboud, Dr. Taher Hassan)	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

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: 28/1/2024

Date of filling the file: 28/1/2024

التوقيع:  اسم المعاون العلمي: د. أشرف هاشم فارس
التاريخ: ٢٠٢٤ / ١ / ٢٨

التوقيع:  اسم رئيس القسم: أ.م. حاضري صباح
شعب
التاريخ: ٢٠٢٤ / ١ / ٢٨

دقق الملف من قبل
شعبة ضمان الجودة والأداء الجامعي
اسم مدير شعبة ضمان الجودة والأداء الجامعي: أستاذة ميسر فرحان
المدرس المساعد
التوقيع: 
التاريخ: ٢٠٢٤ / ١ / ٢٨

أستاذة ميسر فرحان
مدير شعبة ضمان الجودة والأداء الجامعي


مصادقة السيد العميد

1. Program Vision

Excellence in delivery Angels pioneer And To 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. and Learning, 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 behaviors And community service In the basics of work Administrative.
4. Continuous development of the scientific contributions portfolio For members The 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. and for.

4. Program accreditation

6. Do The program Is the program accredited? And from which authority? both

5. Other external influences

Is there a sponsor? For program Yes, Ministry of Higher Education and Scientific Research .Y

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 1 Word		
	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 Applications ²		
	3	Production and Operations Management		Fourth
	2	Comparative Public Administration		
	3	Administrative development ¹		
	3	Strategic Management ¹		
	2	English language		
1	2	Computer Applications ¹ QSB		
	2	Scientific research methods and ethics		
	3	Strategic management		
	3	Administrative development 2		
	2	Risk Management and Insurance		
	3	General Policies		
1	2	Computer Applications ² QSB		

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	-	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. .1

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

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

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

Multiple Instructional Strategies: Providing a variety of instructional strategies, such as interactive lectures, practical lessons, and hands-on exercises, to meet the diverse needs of students. .5

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

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

10. Evaluation methods

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

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

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

Evaluating participation in research: The extent to which students participate in research activities and scientific projects can be assessed, and an evaluation can be provided of their presentation style and analysis of their results and conclusions.

Practical Performance Evaluation: Students can be evaluated in practical performance through visits, process and participation in applied activities.

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

Evaluation of Personal and Professional Development: Students' personal, professional and academic development can be evaluated during their participation in the faculty mentoring program.

11. Faculty

Faculty members

Faculty preparation		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 manageme 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 manageme nt	business management	A.M. Present Sabah Shaeer Jabara
	angel		Knowledge manageme nt	business management	A.M. Tariq Aziz Kurdi
	angel		organized	business management	M. Khalaf Mohammed Alou
	angel		Organizatio n theory	business management	M Iman Muwaffaq Omar
	angel		administrati on Financial	business management	Mr. Salam Hussein Jassim Handa
	angel		administrati 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 manageme nt	business management	Mr. Saad Salem Ghanem Suleiman
	angel		Financial manageme nt	business management	Dr. Qutaiba Ibrahim Hamada

	angel		General Administrati on	General Administration	M. Hamid Anwar Danok
	angel		business manageme nt	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 Manageme nt	business management	M. Mazhar Ahmed Khalaf
	angel		Production manageme nt	business management	Mr. Ali Mohammed Huwait Khater
	angel		Bank manageme nt	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

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

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

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

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

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

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

Ongoing Support: Ongoing support is provided to new, visiting, full-time 7-

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

Professional development for faculty members

Identifying needs and setting goals: Faculty needs are identified through surveys and performance evaluations, and then specific goals to be achieved within the program are identified. .١

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. .٢

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

Use effective teaching strategies: Faculty members learn to use and apply modern and effective teaching strategies, such as cooperative learning, active learning, and educational technology. .٤

Evaluation of learning outcomes: The effectiveness of the development program is evaluated by evaluating the learning outcomes of faculty members, such as increased levels of knowledge, teaching skills, and interaction with students. .٥

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

Participation in scientific research and publication: Faculty members are encouraged to participate in scientific research and publish the results in prestigious academic journals, which enhances their academic standing and contributes to the development of knowledge in their fields. .٧

12. Acceptance Criteria

Central acceptance. -١

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

Private government education -٣

Accepting evening studies. -٤

13. The most important sources of information about the program

University, college and electronic department website. -١

Priorities for establishing the department. -٢

Project to develop and update the curricula of the faculties of management and -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 workshops in areas of specialization. -٣
- Supporting scientific research efforts by encouraging faculty members to publish, especially in international journals. -٤
- Conducting training programs to develop students' capabilities in technical and information technology fields. -٥
- 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/L 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 1 Word		
	✓	✓	✓		✓	✓	✓		✓	✓	✓		Arabic		
	✓	✓	✓		✓	✓	✓			✓	✓		Human rights and democracy		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Principles of Public Administration 2		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Mathematics for administrators		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Accounting principles		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Readings English		
	✓	✓	✓		✓	✓	✓		✓	✓	✓		Computer 2 Word		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		English language		Second year
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		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		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		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		Fourt h year
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Comparative Public Administration		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Administrative development1		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Strategic Management1		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		English language		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Computer Applications1QS B		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Scientific research methods and ethics		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Strategic management		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Administrative development 2		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Risk Management and Insurance		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		General Policies		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Computer Applications2QS B		

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

Course Description Form

1. Course name
Civil Service Legislation
2. Course code
3. Semester/Year
Second course/second stage
4. Date this description was prepared
28/1/2024

5. Available forms of attendance

In-room attendance, using software ClassroomTo notify students of exam times and download monthly exam grades and annual effort grades, while providing them with some instructions regarding attendance, absence, and exams.

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)

Prof. Dr. Mohamed Ahmed Raheel Email mohammed.rh@tu.edu.iq

8. Course objectives

-Contribute to understandingThe historical development of the civil service in Iraq, an explanation of the repealed civil service laws and how they developed with the development of the civil service

-Continue to produce highly qualified graduates.From legal culture.

-Providing the student with a cognitive skill about the concept, specifications and importance ofThe general function of acquiring legal knowledgeAnd administrativeIn public service affairs.

- Teaching the student how to benefit from his academic studies after his appointment.EspeciallyIn the legal aspect accompanying the administrative aspect.

Subject objectives

9. Teaching and learning strategies

AGaining self-learning skills for • students, which enables them to

Strategy

update their scientific information in the specialization.

Promote thinkingLegalEncourage •

students to develop thinking skills.LegalLike

analysisandConclusion,How to take action in the public service and explain the most important duties and rights of the employee from the date of his appointment until his retirement and the disciplinary violations to which the employee is exposed, all in accordance with the correct legal form and content.Provide stimulating questions and application problems.Addresses legal problems of society.

A statement of the concept of how •

to manage the affairs of local councils, districts, sub-districts and the scope of governorates, with a statement of the membership conditions for those councils and the powers of each of them in accordance with the Law of Governorates Not Organized in a Region No. 21 of 2008, as amended.

10. Course Structure

Evaluation method	Learning method	Name of the unit or topic	Required learning	Watches	The week

			outcomes		
discussion	theory	Historical development of the civil service	Explanation of the repealed Civil Service Law No. 103 of 1931 and how it developed.	2	the first
viva voce	theory	Historical development of the civil service	Explanation of the repealed Civil Service Law No. 64 of 1939 and how it developed	2	the second
discussion	theory	Historical development of the civil service	How to develop employee rights from vacations, salaries and allowances	2	the third
cone	theory	Civil Service Law No. 64 of 1960 as amended	Rights covered by the law in terms of all types of vacations	2	Fourth
discussion	theory	Civil Service Law No. 64 of 1960 as amended	The rights covered by the law in terms of salary and allowances of all kinds	2	Fifth
viva voce	theory	Civil Service Law No. 64 of 1960 as amended	Procedures for appointment, confirmation and promotion	2	Sixth
Written exam	theory	Civil Service Law No. 64 of 1960 as amended	Transfer and Resignation Procedures	2	Seventh
discussion	theory	Federal Public Service Council Law in force	General concepts of the statement of terms	2	The eighth
cone	theory	Federal Public Service Council Law in force	Council tasks, Council structure, Council management, reasons for enacting the law	2	Ninth
discussion	theory	State and Public Sector Employees Discipline Law No. 14 of 1991 as amended	Employee duties, the concept of disciplinary responsibility and its distinction from criminal and civil responsibility, the pillars of disciplinary responsibility	2	tenth
cone	theory	State and Public Sector Employees Discipline Law No. 14 of 1991 as amended	The disciplinary system in Iraq, the rules for disciplinary responsibility in terms of forming the committee, preparing investigation reports, forms of penalties, complaints, administrative investigations, the	2	eleventh

			authority competent to impose the penalty, and how to appeal it		
viva voce	theory	Unified Retirement Law No. 9 of 2014 as amended	Statement of legal concepts, objectives of the law, application of the law, referral to retirement, retirement deductions	2	twelfth
viva voce	theory	Unified Retirement Law No. 9 of 2014 as amended	Services counted for retirement purposes, entitlement to retirement pension, successor pension, deprivation of retirement pension,	2	thirteenth
Homework	theory	University Service Law No. 23 of 2008 as amended	General concepts, duties of university service employee, his entitlements, his appointment, his vacations, his retirement	2	fourteenth
Written exam	theory	Law of Governorates Not Organized into a Region No. 21 of 2008 as amended	General concepts, membership requirements, council powers, rights and privileges, termination of membership.	2	fifteenth

11. Course Evaluation

The annual effort grade is (30 points) and is divided as follows:

- 10 marks for the first month exam. -**
- 10 marks for the second monthly exam. -**
- 5 marks for oral exams and quizzes. -**
- 5 marks for reports, homework, discussions and contributions. -**
- The final exam score is (70 points).**

12. Learning and teaching resources

	Required textbooks (methodology if any)
Books and laws in civil service legislation	Main References (Sources)
A collection of specialized legal research in civil service legislation published in magazines.	Recommended supporting books and references (scientific journals, reports...)

A group of websites and electronic forums.	Electronic references, websites

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

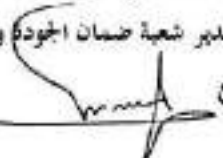
Academic system: Course system

Description preparation date: 14/9/2023

Date of filling the file: 14/9/2023

التوقيع:  اسم المعاون العلمي: أ.م.د. أشرف هاشم فارس
التاريخ: 2023 / 9 / 17

التوقيع:  اسم رئيس القسم: أ.م. حاضري صباح
شعب
التاريخ: 2023 / 9 / 17

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

المدرس المساعد
أسامة موسى فرحان
مدير شعبة ضمان الجودة وتقييم الأداء


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

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		Second
	3	Marketing Management		
	3	Human Resources Management		
	2	Administrative law		
2	2	Intermediate Accounting		
	3	The development of organizational thought		
	2	English language		
	2	Quantitative methods		
1	2	Computer1Excel		
	2	Baath crimes in Iraq		
	3	Public Relations		
2	2	Government accounting		
	2	Administrative Psychology		
	2	Civil Service Legislation		
	3	Political systems		
	2	Operations research		
1	2	Computer1Excel		Third
	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		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

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.	-

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

Active learning: Encouraging students' active participation in learning processes, .1
such as discussions, group activities, and problem solving, to enhance their deep
understanding of mathematical concepts.

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

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

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

Multiple Instructional Strategies: Providing a variety of instructional strategies, .5
such as interactive lectures, practical lessons, and hands-on exercises, to meet the
diverse needs of students.

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

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

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 research activities and scientific projects can be assessed, and an evaluation can be provided of their presentation style and analysis of their results and conclusions.

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

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

Evaluation of Personal and Professional Development: Students' personal, professional and academic development can be evaluated during their participation in the faculty mentoring program.

11. Faculty

Faculty members

Faculty preparation		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 manageme 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 manageme nt	business management	A.M. Present Sabah Shaeer Jabara
	angel		Knowledge manageme nt	business management	A.M. Tariq Aziz Kurdi
	angel		organized	business management	M. Khalaf Mohammed Alou
	angel		Organizatio n theory	business management	M Iman Muwaffaq Omar
	angel		administrati on Financial	business management	Mr. Salam Hussein Jassim Handa
	angel		administrati 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 manageme nt	business management	Mr. Saad Salem Ghanem Suleiman
	angel		Financial manageme nt	business management	Dr. Qutaiba Ibrahim Hamada
	angel		General	General	M. Hamid Anwar Danok

			Administrati on	Administration	
	angel		business manageme nt	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 Manageme nt	business management	M. Mazhar Ahmed Khalaf
	angel		Production manageme nt	business management	Mr. Ali Mohammed Huwait Khater
	angel		Bank manageme nt	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

- 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 new, visiting, full-time and part-time members based on their needs and specialties. 2-
- 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. 3-
- Providing support resources:** New members are provided with the necessary resources and support, including training courses, workshops, and technical assistance. 4-
- Academic Orientation:** New members are oriented regarding the curricula, research areas and teaching methods used in the department. 5-
- Administrative Orientation:** New members are oriented to administrative procedures, responsibilities, university policies and code of conduct. 6-
- Ongoing Support:** Ongoing support is provided to new, visiting, full-time and part-time faculty members through advisory sessions, workshops and periodic 7-

Professional development for faculty members

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

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

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

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

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

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

Participation in scientific research and publication: Faculty members are .7
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

Central acceptance. -1

Accepting exceptions (martyrs' families, children of faculty, distinguished -2
employees, top students in institutes, foreign students).

Private government education -3

Accepting evening studies. -4

13. The most important sources of information about the program

University, college and electronic department website. -1

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/L 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 1 Word		
	✓	✓	✓		✓	✓	✓		✓	✓	✓		Arabic		
	✓	✓	✓		✓	✓	✓			✓	✓		Human rights and democracy		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Principles of Public Administration 2		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Mathematics for administrators		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Accounting principles		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Readings English		
	✓	✓	✓		✓	✓	✓		✓	✓	✓		Computer 2 Word		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		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		Four h year
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		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		

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

Course Description Form

1. Course name
Crimes of the Baath regime in Iraq
2. Course code
nothing
3. Semester/Year
First / Second

4. Date this description was prepared					
14/9/2023					
5. Available forms of attendance					
Giving the material in person					
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.M. Ihab Abdullah Muhaimid Khalaf Email: Ihab.A.26@tu.edu.iq					
8. Course objectives					
Introducing students to the concept of crimes, their divisions and types Identifying the crimes of the Baath regime in Iraq according to the documentation of the Iraqi Supreme Criminal Court Law in 2005 Introducing students to psychological and social crimes and their effects Knowing what are the most prominent violations of the Baathist regime in Iraq Introducing students to how the Baath regime violated Iraqi laws. Identifying the environmental crimes of the Baath regime in Iraq Knowing what are the most prominent mass grave crimes committed by the Baathist regime in Iraq				• • • • • • •	
Subject objectives					
9. Teaching and learning strategies					
Encouraging students to think about the crime, its seriousness and the penalties imposed on the criminal. Motivating students through daily posts and periodic exams to help them understand the material well. Use interactive methods that are useful for students. Directing students towards the necessary learning for the purpose of knowing the most prominent violations committed by the Baathist regime in Iraq				• • • •	
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, asking questions, and interaction between the teacher and the students, as well as the students with each other.	Definition of crime in language and terminology and what are its types?Crimes	Concept of crimes	2	the first
Ask questions and tests	Homework, asking questions, and interaction between the teacher and the students, as well as the students with each other.	Types of crimes	Crimes of the Baath regime as documented by the Iraqi Supreme Criminal Court	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.	The concept of psychological crimes, phenomena and mechanisms adopted by the Baathist regime in Iraq	Psychological crimes and their effects	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.	The concept of social crimes and their mechanisms	Social crimes	2	Fourth
Ask questions and tests	Homework, asking questions, and interaction between the teacher and the students, as well as the students with each other.	Pictures of human rights violations and crimes of power	Violations of Iraqi laws	2	Fifth
Ask questions and tests	Homework, asking questions, and interaction between the teacher and the students, as well as the students with each other.	A set of decisions	Political and military decisions and violations of the Baath regime	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.	The most prominent prisons in Iraq	Baath regime prisons and detention centers in Iraq	2	Seventh

	as the students 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.	Chapter One and Two	First month exam	2	The eighth
Ask questions and tests	Homework, asking questions, and interaction between the teacher and the students, as well as the students with each other.	Environmental pollution, radiation and mine explosions Destruction of cities and villages	Environmental crimes of the Baath regime in Iraq	2	Ninth
Ask questions and tests	Homework, asking questions, and interaction between the teacher and the students, as well as the students with each other.	Drying the marshes Destruction of palm groves, trees and crops	Environmental crimes of the Baath regime in Iraq	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.	The most prominent events are the mass graves committed by the Baathist regime before and after it took power in 1968.	Mass grave crimes	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.	Genocide graves dating back to the events of 1963 Genocide graves committed by the former Baath regime during the period from 1979 to 2003	Chronological classification of genocide graves in Iraq	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.	Chapter Three and Four	Second month exam	2	thirteenth

11. Course Evaluation

The grade is distributed out of 30 for the effort according to the tasks assigned to the student, such as daily preparation, daily, oral, monthly and written exams, reports, etc., and the final exam is out of 70, so the total is 100.

12. Learning and teaching resources

Methodological vocabulary approved by the Ministry of Higher Education and Scientific Research (Sectoral Committee)	Required textbooks (methodology if any)
-----	Main References (Sources)
----	References on the Internet

Academic Program Description Form

University name: University Tikrit

College/Institute: College Management and Economics

Scientific Department: Department General Administration

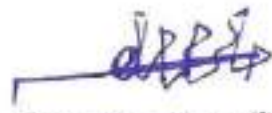
Name of academic or professional program: Public Administration Department

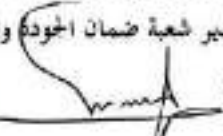
Final Certificate Name: Bachelor Science in Public Administration

Academic system: Course system

Description preparation date: 14/9/2023

Date of filling the file: 14/9/2023

التوقيع:  اسم المعاون العلمي: أ.م.د. أشرف هاشم فارس
التوقيع:  اسم رئيس القسم: أ.م. حاضري صباح
شعبه
التاريخ: 2023 / 9 / 17 التاريخ: 2023 / 9 / 17

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


مصادقة السيد العميد

1. Program Vision

Excellence in deliveryAngelspioneerAndTo lead public sector institutions that meet stakeholder requirements, in line with global quality standards..

2. Program message

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

3. Program objectives

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		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		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

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

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. Administrative

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. .٧

10. Evaluation methods

Classroom performance assessment: This includes assessing students' performance during lessons, lectures and workshops, whether through written .١

tests or continuous assessment of their participation and understanding of the material.

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.

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

Evaluating participation in research: The extent to which students participate in research activities and scientific projects can be assessed, and an evaluation can be provided of their presentation style and analysis of their results and conclusions.

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

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

Evaluation of Personal and Professional Development: Students' personal, professional and academic development can be evaluated during their participation in the faculty mentoring program.

11. Faculty

Faculty members

Faculty preparation		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

			nt		
	angel		Bank manageme nt	business management	A.M. Mazen Noman Abdullah Bakr
	angel		linguistics	English language	A.M. Adnan Fayhan Mahmoud Khader.
	angel		Financial manageme 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 manageme nt	business management	A.M. Present Sabah Shaeer Jabara
	angel		Knowledge manageme nt	business management	A.M. Tariq Aziz Kurdi
	angel		organized	business management	M. Khalaf Mohammed Alou
	angel		Organizatio n theory	business management	M Iman Muwaffaq Omar
	angel		administrati on Financial	business management	Mr. Salam Hussein Jassim Handa
	angel		administrati 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	business	Mr. Saad Salem Ghanem

			managem nt	management	Suleiman
	angel		Financial managem nt	business management	Dr. Qutaiba Ibrahim Hamada
	angel		General Administrati on	General Administration	M. Hamid Anwar Danok
	angel		business managem nt	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 Manageme nt	business management	M. Mazhar Ahmed Khalaf
	angel		Production managem nt	business management	Mr. Ali Mohammed Huwait Khater
	angel		Bank managem nt	Financial and Banking Sciences	M.M. Ali Hamad Ali
	angel		Information	Management	M.M. Mohammed Salem

			systems	Information Systems	Abdel
lecturer			English literature	English language	M. Alaa Ahmed Abdullah
	angel		law	law	Mr. Ihab Abdullah Muhaimid
	angel		Cost accounting	accounting	Mr. Yasser Fouad Taha
lecturer			law	law	Mr. Maher Sabah Habib
	angel		Financial accounting	accounting	Mr. Mohammed Ahmed Diab
	angel		Management accounting	accounting	Mr. Ali Fouad Taha
	angel		about	Arabic	M.M. Ali Ghaleb Ali

Professional development

Orientation of new faculty members

Determining the needs of the university and the department: The needs of 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 new, visiting, full-time and part-time members based on their needs and specialties. 2-

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 3-

services.

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

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

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

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

Professional development for faculty members

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

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

Program Implementation: The development program is implemented in a regular 3.
and 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 4.
and effective teaching strategies, such as cooperative learning, active learning, and
educational technology.

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

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

Participation in scientific research and publication: Faculty members are 7.
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

Central acceptance. -١

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

Private government education -٣

Accepting evening studies. -٤

13. The most important sources of information about the program

University, college and electronic department website. -١

Priorities for establishing the department. -٢

Project to develop and update the curricula of the faculties of management and economics in Iraqi universities for the year 2017. -٣

14. Program Development Plan

Curriculum development. -١

Open postgraduate studies (higher diploma equivalent to a master's degree). -٢

Developing teaching and administrative staff through courses, seminars and workshops in areas of specialization. -٣

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

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

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/L 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 1 Word		
	✓	✓	✓		✓	✓	✓		✓	✓	✓		Arabic		

	✓	✓	✓		✓	✓	✓			✓	✓		Human rights and democracy		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Principles of Public Administration 2		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Mathematics for administrators		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Accounting principles		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		ReadingsEnglish		
	✓	✓	✓		✓	✓	✓		✓	✓	✓		Computer2Word		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		English language		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Marketing Management		Second year
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Human Resources Management		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Administrative law		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Intermediate Accounting		
													The development of organizational thought		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		English language		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Quantitative methods		
	✓	✓	✓		✓	✓	✓		✓	✓	✓		Computer1Excel		
	✓	✓	✓		✓	✓	✓		✓	✓	✓		Baath crimes in Iraq		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Public Relations		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Government accounting		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Administrative Psychology		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Civil Service Legislation		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Political systems		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Operations research		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Computer1Excel		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Public Financial Management		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 Applications1QS B		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Scientific research methods and ethics		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Strategic management		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Administrative development 2		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Risk Management and Insurance		Fourth year
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		General Policies		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Computer Applications2QS B		

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

Course Description Form

1. Course name

The development of organizational thought					
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					
My presence in the classroom					
6. Number of study hours (total) / Number of units (total)					
45 hours / 3 units					
7. Name of the course supervisor (if more than one name is mentioned)					
Dr. Qutaiba Ibrahim Hamada					
8. Course objectives					
The course on the development of organizational thought aims to introduce the student to the philosophy of administrative schools and the ideas of their pioneers. Enhancing the student's knowledge of the historical stages through which organizational thought has passed. Directing the student's attention towards cognitive interaction to achieve maximum benefit from the information contained in the course vocabulary.			• • • Subject objectives		
9. Teaching and learning strategies					
Discussion panels and dialogues LecturerAnd Case Studies Interactive Model Strategy brainstorming			• • • • • Strategy		
10. Course Structure					
Evaluation method	Learning method	Name of the unit or topic	Required learning outcomes	Watch es	The week
Follow up on homework assignments and formulate questions	theoretical	Scientific Theory of Management (Tyler + Max Weber)	Scientific management theory Classical schoolAnd	• • 3	the first
Follow up on homework assignments and	theoretical	School of Administrative Divisions (Henri	The concept of the school of administrative	• 3	the second

formulate questions		Fayol)	divisions Principles proposed by Henri Fayol Criticisms of the school	• •		
Follow up on homework assignments and formulate questions	theoretical	Human Relations School (Hawthorne Experiments)	Introduction to Human Relations Theory Foundations of Human Relations Theory Contributions of the School of Human Relations Criticisms of the Human Relations School Hawthorne Experiments Results	• • • •	3	the third
Follow up on homework assignments and formulate questions	theoretical	Behavioral School (Chester Bernard)	Introduction to the behavioral school	•	3	Fourth
Follow up on homework assignments and formulate questions	theoretical	Organizational cooperation theory and authority acceptance theory	Organizational cooperation theory Authority acceptance theory	•	3	Fifth
Follow up on homework assignments and formulate questions	theoretical	System theory	The concept of system theory and its components Benefits and characteristics of management information system	•	3	Sixth
exam	theoretical	Situational theory	Introduction to Situational Theory Foundations of situational theory Criticisms of the theory	• •	3	Seventh
Follow up on homework assignments and formulate questions	theoretical	Organizational development theory	Conceptual framework for Organizational development theory		3	The eighth
Follow up on homework assignments and formulate questions	theoretical	Circumstantial entrance	Introduction to the situational theory Foundations and concepts of the situational approach	• •	3	Ninth
Follow up on homework assignments and formulate questions	theoretical	theoryz (Japanese experience)	Japanese management Rules and foundations of Japanese theory The difference between Japanese and American management	• •	3	tenth
Follow up on homework assignments and formulate questions	theoretical	Total Quality Management	Concept and benefits of total quality management Total Quality Management Requirements and its	• •	3	eleventh

			Prominent Pioneers Deming's Quality Circle Principles of Total Quality Management and Obstacles to its Application		
Follow up on homework assignments and formulate questions	theoretical	Knowledge Management	Introduction to knowledge management and administration • Types of knowledge • The importance and benefits of knowledge management in organizations • Knowledge management stages and application requirements •	3	twelfth
Follow up on homework assignments and formulate questions	theoretical	Management Information Systems	Conceptual Framework for Management Information Systems •	3	thirteenth
exam	theoretical	E-governance	Introduction to e-governance • Requirements and advantages of implementing e-governance systems •	3	fourteenth
Follow up on homework assignments and formulate questions	theoretical	Learning Organizations	Introduction to Learning Organizations • Concept and characteristics of the learning organization • Dimensions of learning organizations •	3	fifteenth

11. Course Evaluation

The endeavour grade is (30 points) and the final exam (70 points) and is divided as follows:

- 10 marks for the first month exam •
- 10 marks for the second month exam •
- 5 marks for classroom activities, participation and interaction •
- 5 marks for scientific reports and homework assignments •
- 70Final Exam Grade for Semester •

12. Learning and teaching resources

Methodological vocabulary approved by the Ministry of Higher Education and Scientific Research (Sectoral Committee)	Required textbooks (methodology if any)
References that dealt with the development of organizational thought	Main References (Sources)
Books on the development of organizational thought, research and articles published in peer-reviewed scientific journals.	Recommended supporting books and references (scientific journals, reports...)
Reliable scientific websites on the Internet	Electronic references, websites

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

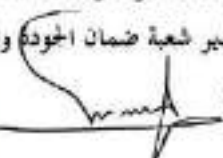
Final Certificate Name: Bachelor Science in Public Administration

Academic system: Course system

Description preparation date: 14/9/2023

Date of filling the file: 14/9/2023

التوقيع:  اسم المعاون العلمي: د. أشرف هاشم فارس
التوقيع:  اسم رئيس القسم: أ.م. حاضري صباح
شعب
التاريخ: 2023 / 9 / 17 التاريخ: 2023 / 9 / 17

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


مصادقة السيد العميد

1. Program Vision

Excellence in deliveryAngelspioneerAndTo lead public sector institutions that meet stakeholder requirements, in line with global quality standards..

2. Program message

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

3. Program objectives

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		Second
	3	Marketing Management		
	3	Human Resources Management		
	2	Administrative law		
2	2	Intermediate Accounting		
	3	The development of organizational thought		
	2	English language		
	2	Quantitative methods		
1	2	Computer1Excel		
	2	Baath crimes in Iraq		
	3	Public Relations		
2	2	Government accounting		
	2	Administrative Psychology		
	2	Civil Service Legislation		
	3	Political systems		
	2	Operations research		
1	2	Computer1Excel		Third
	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		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

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 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 skills to 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 thinking: Encourage students to develop thinking skills. Such 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.

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.

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

Evaluating participation in research: The extent to which students participate in research activities and scientific projects can be assessed, and an evaluation can be provided of their presentation style and analysis of their results and conclusions.

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

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

Evaluation of Personal and Professional Development: Students' personal, professional and academic development can be evaluated during their participation in the faculty mentoring program.

11. Faculty

Faculty members

Faculty preparation		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 manageme nt	business management	A.M. Mazen Noman Abdullah Bakr
	angel		linguistics	English language	A.M. Adnan Fayhan Mahmoud Khader.
	angel		Financial manageme 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 manageme nt	business management	A.M. Present Sabah Shaeer Jabara
	angel		Knowledge manageme nt	business management	A.M. Tariq Aziz Kurdi
	angel		organized	business management	M. Khalaf Mohammed Alou
	angel		Organizatio n theory	business management	M Iman Muwaffaq Omar
	angel		administrati on Financial	business management	Mr. Salam Hussein Jassim Handa
	angel		administrati 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 manageme	business management	Mr. Saad Salem Ghanem Suleiman

			nt		
	angel		Financial manageme nt	business management	Dr. Qutaiba Ibrahim Hamada
	angel		General Administrati on	General Administration	M. Hamid Anwar Danok
	angel		business manageme nt	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 Manageme nt	business management	M. Mazhar Ahmed Khalaf
	angel		Production manageme nt	business management	Mr. Ali Mohammed Huwaïd Khater
	angel		Bank manageme nt	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.

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

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

Professional development for faculty members

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. .١

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. .٢

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

Use effective teaching strategies: Faculty members learn to use and apply modern and effective teaching strategies, such as cooperative learning, active learning, and educational technology. .٤

Evaluation of learning outcomes: The effectiveness of the development program is evaluated by evaluating the learning outcomes of faculty members, such as increased levels of knowledge, teaching skills, and interaction with students. .٥

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

Participation in scientific research and publication: Faculty members are encouraged to participate in scientific research and publish the results in prestigious academic journals, which enhances their academic standing and contributes to the development of knowledge in their fields. .٧

12. Acceptance Criteria

Central acceptance. -١

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

Private government education -٣

Accepting evening studies. -٤

13. The most important sources of information about the program

University, college and electronic department website. -١

Priorities for establishing the department. -٢

Project to develop and update the curricula of the faculties of management and economics in Iraqi universities for the year 2017. -٣

14. Program Development Plan

Curriculum development. -١

Open postgraduate studies (higher diploma equivalent to a master's degree). -٢

Developing teaching and administrative staff through courses, seminars and workshops in areas of specialization. -٣

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

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

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/L 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 1 Word		
	✓	✓	✓		✓	✓	✓		✓	✓	✓		Arabic		
	✓	✓	✓		✓	✓	✓			✓	✓		Human rights and democracy		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Principles of Public Administration 2		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Mathematics for administrators		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Accounting principles		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Readings English		
	✓	✓	✓		✓	✓	✓		✓	✓	✓		Computer 2 Word		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		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		Fourth year
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		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		

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

Course Description Form

1. Course name
Marketing Management
2. Course code
No wayD

3. Semester/Year	
Chapter One / Stage Two	
4. Date this description was prepared	
14/9/2023	
5. Available forms of attendance	
Weekly / Full time attendance	
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)	
Name: A.M. Tariq Aziz Kurdi Email: tareq1982@tu.edu.iq Name: M.M. Mohamed Mustafa Mohamed mohammedmustafaalabid@gmail.com	
8. Course objectives	
Providing the student with a cognitive skill about the concept, specifications, importance, application and development of marketing that is related to administrative work. • Providing the student with information on how to use modern methods in Marketing in its various forms and how to benefit from it by providing correct and accurate data and information about the organization's audiences that serve the decision-maker in making the right decision • How to continuously train to keep up with all types of rapid development in the field of mass marketing. •	Subject objectives
9. Teaching and learning strategies	

The lecture • Discussion • Thinking strategy according to the student's ability • High Thinking Skill Strategy • Critical thinking strategy in learning • brainstorming •	Strategy

10. Course Structure

Evaluation method	Learning method	Name of the unit or topic	Required learning outcomes	Watch es	The week
Follow up on homework assignments and formulate questions	theoretical	The origin and development of marketing	- Marketing concept and importance - Differences between selling and marketing - Types of Marketing	3	the first
Follow up on homework assignments and formulate questions	theoretical	Marketing Jobs And its objectives	- Marketing Jobs - Marketing objectives - Modern means of marketing management - Factors to Consider in Organizing Marketing Management	3	the second
Follow up on homework assignments and formulate questions	theoretical	Market and Consumer	- Definition of consumer behavior - Types of Consumer - importance study behavior Consumer - Factors affecting consumer behavior - Market Definition Advantages of market segmentation - Market segmentation principles:	3	the third+ Fourth
Follow up on homework assignments and formulate questions	theoretical	Consumer and industrial products	- Product Definition - Consumer Products Classification - Products Industrial - features And types Industrial Products	3	Fifth
Follow up on homework assignments and formulate Questions	theoretical	Marketing mix	- Marketing mix elements - Marketing mix characteristics - Marketing mix strategies	3	Sixth
Follow up on homework assignments and formulate questions	theoretical	Marketing Information Systems and Marketing research	- concept Marketing Information System - Importance and benefits Information System Marketing - Types and areas of marketing research - Marketing Research Ethics and Obligations	3	Seventh + Eighth
First month exam					Ninth
Follow up on homework assignments and formulate questions	theoretical	Nature of services	- Service concept And - Types and Service Features - Dimensions quality Service	3	the tenth

Follow up on homework assignments and formulate questions	theoretical	Service producers and marketers	• For health services • Banking Services • Hotel services	3	theEleventh
Follow up on homework assignments and formulate questions	theoretical	Social Responsibility, Ethics and International Marketing	• What is social responsibility? • The importance and benefits of social responsibility: • Dimensions of social responsibility • International MarketingAnd its objectives • Similarities and differences between local marketing and international marketing	3	twelfth + thirteenth
Follow up on homework assignments and formulate questions	theoretical	Distribution and Pricing	• Distribution concept and objectives • Types and channels of distribution outlets • Pricing • Importance and methods of pricing	3	fourteenth
Second month exam				3	fifteenth

11. Course Evaluation

70 marks on the end of course exam - ١

30 annual pursuit points distributed as follows: - ٢

A- 10 marks for the first month exam

B- 10 Second month exam

C- 10 attendance and participation

12. Learning and teaching resources

undefined	Required textbooks (methodology if any)
Yes	Main References (Sources)
Yes	Recommended supporting books and references (scientific journals, reports...)
Yes	Electronic references, websites

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

Date of filling the file: 14/9/2023

التوقيع:  اسم المعاون العلمي: د. أشرف هاشم فارس
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دقق الملف من قبل
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اسم مدير شعبة ضمان الجودة والأداء الجامعي: أسامة موسى فرحان
التوقيع: 
المدرس المساعد
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مدير شعبة ضمان الجودة وتقييم الأداء
التاريخ: 2023 / 9 / 17


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	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		Third
	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		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

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

- 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.
- 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.
- Use of Technology: Leveraging technology to provide interactive learning tools such as computer software and online resources to enhance student understanding and motivation.
- Problem-based learning: presenting specific problems and motivating students to think critically and use skills to solve it.
- 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.
- Promote thinking: Encourage students to develop thinking skills. Such as analysis, planning and inference, by providing stimulating questions and applied problems.
- 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

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.

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.

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

Evaluating participation in research: The extent to which students participate in research activities and scientific projects can be assessed, and an evaluation can be provided of their presentation style and analysis of their results and conclusions.

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

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

Evaluation of Personal and Professional Development: Students' personal, professional and academic development can be evaluated during their participation in the faculty mentoring program.

11. Faculty

Faculty members

Faculty preparation		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 manageme nt	business management	A.M. Mazen Noman Abdullah Bakr
	angel		linguistics	English language	A.M. Adnan Fayhan Mahmoud Khader.
	angel		Financial manageme 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 manageme nt	business management	A.M. Present Sabah Shaeer Jabara
	angel		Knowledge manageme nt	business management	A.M. Tariq Aziz Kurdi
	angel		organized	business management	M. Khalaf Mohammed Alou
	angel		Organizatio n theory	business management	M Iman Muwaffaq Omar
	angel		administrati on Financial	business management	Mr. Salam Hussein Jassim Handa
	angel		administrati 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 manageme	business management	Mr. Saad Salem Ghanem Suleiman

			nt		
	angel		Financial manageme nt	business management	Dr. Qutaiba Ibrahim Hamada
	angel		General Administrati on	General Administration	M. Hamid Anwar Danok
	angel		business manageme nt	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 Manageme nt	business management	M. Mazhar Ahmed Khalaf
	angel		Production manageme nt	business management	Mr. Ali Mohammed Huwaid Khater
	angel		Bank manageme nt	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 resources and support, including training courses, workshops, and technical assistance. 4-
- Academic Orientation:** New members are oriented regarding the curricula, research areas and teaching methods used in the department. 5-
- Administrative Orientation:** New members are oriented to administrative procedures, responsibilities, university policies and code of conduct. 6-
- Ongoing Support:** Ongoing support is provided to new, visiting, full-time and part-time faculty members through advisory sessions, workshops and periodic evaluations. 7-

Professional development for faculty members

- 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. 1.
- 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. 2.
- Program Implementation: The development program is implemented in a regular and organized manner, including organizing workshops, conducting training courses, and providing appropriate educational resources. 3.
- 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. 4.
- 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. 5.
- Continuous Development: Ongoing feedback and support is provided to faculty members to promote ongoing professional and academic development. 6.
- 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. 7.

12. Acceptance Criteria

- Central acceptance. -١
- Accepting exceptions (martyrs' families, children of faculty, distinguished employees, top students in institutes, foreign students). -٢
- Private government education -٣
- Accepting evening studies. -٤

13. The most important sources of information about the program

- University, college and electronic department website. -١
- Priorities for establishing the department. -٢
- Project to develop and update the curricula of the faculties of management and economics in Iraqi universities for the year 2017. -٣

14. Program Development Plan

- Curriculum development. -١
- Open postgraduate studies (higher diploma equivalent to a master's degree). -٢
- Developing teaching and administrative staff through courses, seminars and workshops in areas of specialization. -٣
- Supporting scientific research efforts by encouraging faculty members to publish, especially in international journals. -٤
- Conducting training programs to develop students' capabilities in technical and information technology fields. -٥
- 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/L 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 1 Word		
	✓	✓	✓		✓	✓	✓		✓	✓	✓		Arabic		

	✓	✓	✓		✓	✓	✓			✓	✓		Human rights and democracy		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Principles of Public Administration 2		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Mathematics for administrators		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Accounting principles		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		ReadingsEnglish h		
	✓	✓	✓		✓	✓	✓		✓	✓	✓		Computer2Wo rd		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		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		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Computer Applications1QS B		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Scientific research methods and ethics		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Strategic management		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Administrative development 2		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Risk Management and Insurance		Four h year
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		General Policies		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Computer Applications2QS B		

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

Course Description Form

1. Course name

Computer 1

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	
Attendance (class attendance)	
6. Number of study hours (total) / Number of units (total)	
30 hours / number of units (2)	
7. Name of the course supervisor (if more than one name is mentioned)	
M.M. Mohammed Salem Abdel E-mail:Mohammed.Salim87@tu.edu.iq	
8. Course objectives	
• Training the student and developing his scientific abilities to benefit from the computer. • Providing the student with creative mental abilities, helping him to think logically, inductively and deductively, and developing his abilities to solve problems. • Strengthening the desire factor towards computers and their applications and providing the student with positive tendencies towards information technology.	Subject objectives
9. Teaching and learning strategies	

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

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

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.

Strategy

10. Course Structure

Evaluation method	Learning method	Name of the unit or topic	Required learning outcomes	Watches	The week
Follow up on practical assignments	Explanation of the program with practical means of	Introduction to the program (2010Microsoft Excel) with explanation of bars, active cells, and cell ranges.	Gain general - knowledge in dealing with the program and clearly	2	the first

	clarification to create interaction between students and the material				
Follow up on practical assignments, ask questions to students	Interaction between teacher and students with practical application	File menu commands (File) Save and Save as for the file Open and close the file –Information and including setting a password for the file– (password) Create file and new stored files Print and finish file	Knowing the - basic methods in the program in terms of (saving, printing) Protect data in - the document through passwords	2	the second
Conduct daily exams, with follow-up of daily assignments.	Using practical application with brainstorming technique for interaction	Home menu commands (Home) Clipboard (Cut Copy Copy Format Paste – Font) (Size) Zoom in Zoom out Font color and border – Alignment (Cell format Text direction Show text, Merge and center (cells)	Knowing the - important commands represented (copy, cut, paste). Manipulate text - font size and color. Clarify the - alignment in the text (right, center, left).	2	the third
Follow up on practical assignments, ask questions to students	Theoretical clarification of important terms and their practical application	Home menu commands (Home) Number Format (Year, Decimal Point, Currency)Currency) Accounting, (Date, Time, Percentage, Fractions, Scientific Notation, Text).	Know the format - for numbers, dates, times, and currencies and distinguish between them to deal with data	2	Fourth
Conduct daily exams, with follow-up of daily assignments.	Practical application of the topic with questions for students to determine the depth of their understanding of the topic.	Home menu commands (Home) Patterns (Styles) include formatting tables and cells, including inserting rows, columns, cells, and worksheets, and deleting rows, columns, cells, and worksheets.	Gain technical - knowledge of adding or deleting (rows or columns) in the program and dealing with the worksheet	2	Fifth
Follow up on practical assignments, ask questions to students	Practical application of the material to increase students' awareness of this topic	Home menu commands (Home) Editing includes creating a linear numeric series... and deleting comments, formats and data, arranging data in ascending or descending order or according to a specific condition, finding	Excellent - handling of data and arranging it in ascending or descending order as needed.	2	Sixth

		and identifying data.			
Conduct daily exams, with follow-up of daily assignments.	Scientific application of the material with theoretical explanation of terms	Insert menu commands (Insert) Includes tables and table charts. Pivot Table, illustrations, pictures of shapes, charts and symbols.	Learn to deal - with tables (Pivot Table) To achieve a professional presentation of data and exploit it correctly	2	Seventh
Request scientific reports on the material, daily participation	Theoretical clarification of important terms and their practical application	Page Layout Menu Commands (Page Layout Features (Themes) and increase the number of columns with changing the font type for the column name. Page settings to specify the margins, size and orientation of the paper. Paper options to change the application and hide and show fonts and titles.	Arrange the - paper in terms of direction (portrait or landscape), add margins, and display titles.	2	The eighth
Follow up on practical assignments, ask questions to students	Practical application of functions with real examples for clarification	Formula menu commands (Formulas) Insert ready-made functions – (Function) Library of ready-made functions – Naming cells by default – Checking Formulas and calculations (Calculation).	Use ready-made - functions to solve mathematical and probability problems and issues	2	Ninth
		First exam	-	2	tenth
Conduct daily exams, with follow-up of daily assignments.	Using practical application with brainstorming technique for interaction	Data list commands (Data) Sorting and filtering data (Sort & Filter) to arrange data alphabetically or numerically from highest to lowest.	Good handling - of data in terms of sorting, filtering, arranging it as needed, and easy access to it	2	eleventh
Request scientific reports on the material, daily participation	Practical application of these settings	Checklist Commands (Review) It includes (Change) by setting a password for the sheet to hide and show comments. Show menu commands (View) It includes the method of displaying the sheet and how to deal with the formula bar or to freeze (Freeze rows and columns	Encode the - worksheet with a secret number and hide it if necessary. Freeze rows or - columns to improve data display.	2	twelfth

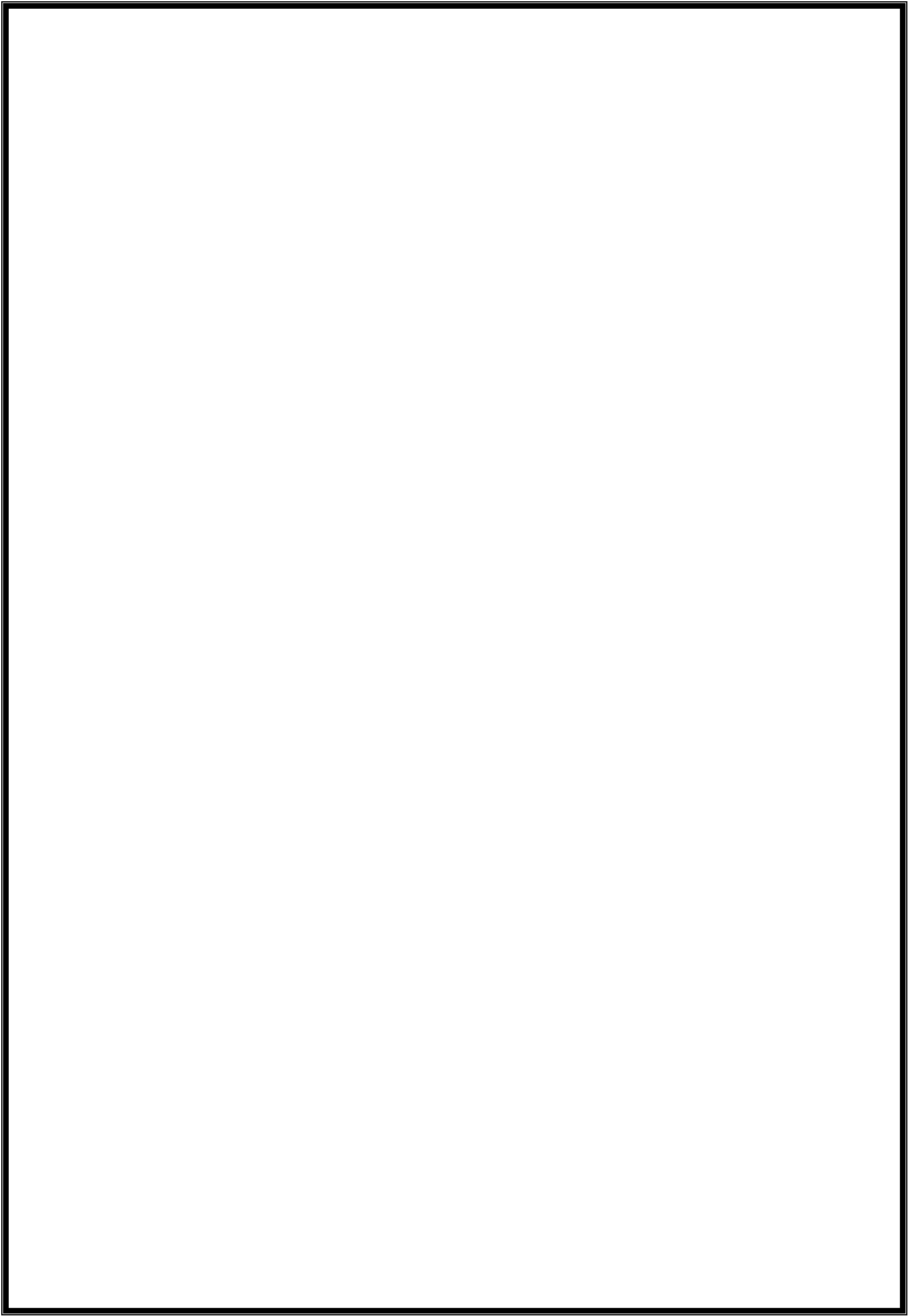
		and also divide the sheet.			
Conduct daily exams, with follow-up of daily assignments.	A theoretical description of this topic and then its practical application.	Introduction to Mathematical Formulas (FormulasMathematic Functions) Rules for writing mathematical formulas Drag and drop methodDraw & Drop) with examples of adding and subtracting values for columns, rows and percentages.	When dealing - with mathematical formulas, we use the function (Draw & Drop) to extract results without repeating each step separately.	2	thirteenth
Follow up on practical assignments, ask questions to students	Practical application of mathematical equations and discussion of their results	Examples and exercises About multiplication and division with addition and subtraction of values for columns and rows and percentages, and how to calculate a group of columns)	Gaining practical - knowledge and dealing with arithmetic operations in rows and columns in order to hone the student's skills	2	fourteenth
		Second exam		2	fifteenth

11. Course Evaluation

10Grades (first month exam (theoretical + practical))
 10Grades (second month exam (theoretical + practical))
 5Grades (attendance and participation for students)
 5grades (Daily Exams)
 70 marks final exam (Theoretical + Practical)

12. Learning and teaching resources

Computer Basics and Office Applications / Part Three	Required textbooks (methodology if any)
Application and analysis of data - using 2010Excel. Data analysis usingMicrosoft - Excel 2010 Internet. -	Main References (Sources)
	Recommended supporting books and references (scientific journals, reports...)
Microsoft Support and Help Site https://support.microsoft.com/ar-sa/office/Basic tasks inexcel-dc775dd1-fa52-430f-9c3c-d998d1735fca -	Electronic references, websites



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

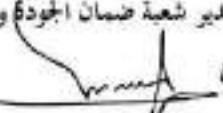
Academic system: Course system

Description preparation date: 14/9/2023

Date of filling the file: 14/9/2023

التوقيع:  اسم المعاون العلمي: أ.م.د. أشرف هاشم فارس
التاريخ: 2023 / 9 / 17

التوقيع:  اسم رئيس القسم: أ.م. حاضري صباح
شعب
التاريخ: 2023 / 9 / 17

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


مصادقة السيد العميد

1. Program Vision

Excellence in deliveryAngelspioneerAndTo lead public sector institutions that meet stakeholder requirements, in line with global quality standards..

2. Program message

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

3. Program objectives

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? Forprogram? Yes, Ministry of Higher Education and Scientific .٧
Research

6. Program Structure

comments	percentage	Study unit	Number of courses	Program Structure
	9.4%	14	6	Institutional Requirements
	18%	27	10	College Requirements
	72.6%	109	40	Department Requirements
				Summer training
				Other

*Notes may include whether the course is basic or optional.

7. Program Description / Curriculum of the Department of Public Administration

Credit hours		Course name	Course code	Year/Level
practical	theoretical			First
	3	Principles of Public Administration 1		
	3	Principles of Economics		
	3	Principles of Statistics		

1	2	Computer 1Word		
	2	Arabic		
	2	Human rights and democracy		
	3	Principles of Public Administration 2		
	3	Mathematics for administrators		
	3	Accounting principles		
	3	ReadingsEnglish		
1	2	Computer2Word		
	2	English language		Second
	3	Marketing Management		
	3	Human Resources Management		
	2	Administrative law		
2	2	Intermediate Accounting		
	3	The development of organizational thought		
	2	English language		
	2	Quantitative methods		
1	2	Computer1Excel		
	2	Baath crimes in Iraq		
	3	Public Relations		
2	2	Government accounting		
	2	Administrative Psychology		
	2	Civil Service Legislation		
	3	Political systems		
	2	Operations research		
1	2	Computer1Excel		Third
	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		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

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

- 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. Administrative
- 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. .٧

10. Evaluation methods

- Classroom performance assessment: This includes assessing students' performance during lessons, lectures and workshops, whether through written tests or continuous assessment of their participation and understanding of the .١

material.

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.

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

Evaluating participation in research: The extent to which students participate in research activities and scientific projects can be assessed, and an evaluation can be provided of their presentation style and analysis of their results and conclusions.

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

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

Evaluation of Personal and Professional Development: Students' personal, professional and academic development can be evaluated during their participation in the faculty mentoring program.

11. Faculty

Faculty members

Faculty preparation		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 manageme nt	business management	A.M. Mazen Noman Abdullah Bakr
	angel		linguistics	English language	A.M. Adnan Fayhan Mahmoud Khader.
	angel		Financial manageme 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 manageme nt	business management	A.M. Present Sabah Shaeer Jabara
	angel		Knowledge manageme nt	business management	A.M. Tariq Aziz Kurdi
	angel		organized	business management	M. Khalaf Mohammed Alou
	angel		Organizatio n theory	business management	M Iman Muwaffaq Omar
	angel		administrati on Financial	business management	Mr. Salam Hussein Jassim Handa
	angel		administrati 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 manageme	business management	Mr. Saad Salem Ghanem Suleiman

			nt		
	angel		Financial manageme nt	business management	Dr. Qutaiba Ibrahim Hamada
	angel		General Administrati on	General Administration	M. Hamid Anwar Danok
	angel		business manageme nt	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 Manageme nt	business management	M. Mazhar Ahmed Khalaf
	angel		Production manageme nt	business management	Mr. Ali Mohammed Huwaïd Khater
	angel		Bank manageme nt	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 resources and support, including training courses, workshops, and technical assistance. 4-
- Academic Orientation:** New members are oriented regarding the curricula, research areas and teaching methods used in the department. 5-
- Administrative Orientation:** New members are oriented to administrative procedures, responsibilities, university policies and code of conduct. 6-
- Ongoing Support:** Ongoing support is provided to new, visiting, full-time and part-time faculty members through advisory sessions, workshops and periodic evaluations. 7-

Professional development for faculty members

- 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. .1
- 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. .2
- Program Implementation:** The development program is implemented in a regular and organized manner, including organizing workshops, conducting training courses, and providing appropriate educational resources. .3
- 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. .4
- 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. .5
- Continuous Development:** Ongoing feedback and support is provided to faculty members to promote ongoing professional and academic development. .6
- 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. .7

12. Acceptance Criteria

- Central acceptance. -١
- Accepting exceptions (martyrs' families, children of faculty, distinguished employees, top students in institutes, foreign students). -٢
- Private government education -٣
- Accepting evening studies. -٤

13. The most important sources of information about the program

- University, college and electronic department website. -١
- Priorities for establishing the department. -٢
- Project to develop and update the curricula of the faculties of management and economics in Iraqi universities for the year 2017. -٣

14. Program Development Plan

- Curriculum development. -١
- Open postgraduate studies (higher diploma equivalent to a master's degree). -٢
- Developing teaching and administrative staff through courses, seminars and workshops in areas of specialization. -٣
- Supporting scientific research efforts by encouraging faculty members to publish, especially in international journals. -٤
- Conducting training programs to develop students' capabilities in technical and information technology fields. -٥
- 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/L 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 1 Word		
	✓	✓	✓		✓	✓	✓		✓	✓	✓		Arabic		
	✓	✓	✓		✓	✓	✓			✓	✓		Human rights and democracy		

✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Principles of Public Administration 2		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Mathematics for administrators		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Accounting principles		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		ReadingsEnglish h		
	✓	✓	✓		✓	✓	✓		✓	✓	✓		Computer2Wo rd		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		English language		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Marketing Management		Second year
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		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		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Computer1Exc el		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		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		Fourt h year
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Comparative Public Administration		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Administrative development1		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Strategic Management1		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		English language		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Computer Applications1QS B		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Scientific research methods and ethics		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Strategic management		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Administrative development 2		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Risk Management and Insurance		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		General Policies		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Computer Applications2QS B		

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

Course Description Form

1. Course name

Human Resources Management

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)	
45 hours / 3 units	
7. Name of the course supervisor (if more than one name is mentioned)	
Name: Ms. Iman Muwaffaq Omar Email: iman90600@tu.edu.iq M.M. Nihad Khamis Hassan	
8. Course objectives	
Providing the student with a cognitive skill about the concept and importance of human resources management. • Providing the student with information about the nature of human resources management functions •	Subject objectives
9. Teaching and learning strategies	
A Teaching and learning strategies in the subject Human Resources Management Focuses on enhancing interaction and hands-on experience. and This includes organizing activities that encourage students to work in groups. To develop their skills and increase their knowledge of skills related to employability and personal development. •	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, asking questions, and interaction between the teacher and the students, as well as the students with each other.	Human Resource Management and Alternative Terminology	• Concepts • Historical development • Alternative terms for human resources • Contents of the philosophy of transformation	3	the first
Ask questions and tests	Homework, asking questions, and interaction between the teacher and the students, as well as the students with each other.	Public office pros and cons	• The concept of public office • Public job duties • Public employment rights • Public employment forms	3	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.	Civil service employee duties and rights	• The concept of public employee • Public employee rights • Duties of a public employee	3	the third
Ask questions and tests	Homework, asking questions, and interaction between the teacher and the students, as well as the	Human Resources Management Concepts, Objectives, Importance, Functions	• Concepts • Importance • Goals • Jobs	3	Fourth

	students 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.	Recruitment (recruitment, selection, appointment)	- The concept of polarization and its sources - The concept of selection and its steps - The concept of appointment	3	Fifth
Ask questions and tests	Homework, asking questions, and interaction between the teacher and the students, as well as the students with each other.	Job Analysis and Design	- The concept of the solution - Job specifications and incumbent - Job design concept and design methods	3	Sixth
Ask questions and tests	Homework, asking questions, and interaction between the teacher and the students, as well as the students with each other.	Planning for human resource needs	- Planning concept - Stages of the planning process - Methods of estimating human resource needs	3	Seventh
Ask questions and tests	Homework, asking questions, and interaction between the teacher and the students, as well as the students with each other.	Employee performance evaluation	- The concept of evaluation - The importance of evaluation - Stages of the evaluation process	3	The eighth

	other.				
Ask questions and tests	Homework, asking questions, and interaction between the teacher and the students, as well as the students with each other.	Human Resources Training and Development	Training and development concept Stages of the training process Training forms The difference between training and development	3	Ninth
Ask questions and tests	Homework, asking questions, and interaction between the teacher and the students, as well as the students with each other.	Job evaluation and wage structure determination	Job evaluation concept The importance of evaluation Methods of determining the wage structure	3	tenth
Ask questions and tests	Homework, asking questions, and interaction between the teacher and the students, as well as the students with each other.	Bonus, promotion and dismissal	The concept of bonus and its forms The concept of promotion The concept of separation and its causes	3	eleventh
Ask questions and tests	Homework, asking questions, and interaction between the teacher and the students, as well as the students with each other.	Civil Service Employee Maintenance	The concept of public employee maintenance The importance of employee maintenance Employee maintenance forms	3	twelfth
Ask	Homework,	Civil Service	Knowing the Civil	3	thirteenth

questions and tests	asking questions, and interaction between the teacher and the students, as well as the students with each other.	Employees Discipline System	Service Discipline Law and reviewing its provisions		
Ask questions and tests	Homework, asking questions, and interaction between the teacher and the students, as well as the students with each other.	Civil service retirement	Retirement concept Retirement theft	3	fourteenth
Ask questions and tests	Homework, asking questions, and interaction between the teacher and the students, as well as the students with each other.	Case Study	Review one of the models in developed countries to learn how to manage human resources	3	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 human resources management

12. Learning and teaching resources

Human Resources Management

Required textbooks (methodology if any)

Book prescribed by the Ministry (Curriculum of Faculties of Management and Economics)	
	Main References (Sources)
Scientific journals in the specializations of human resources management	Recommended supporting books and references (scientific journals, reports...)
	Electronic references, websites

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

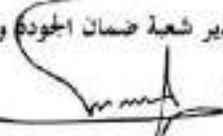
Final Certificate Name: Bachelor Science in Public Administration

Academic system: Course system

Description preparation date: 14/9/2023

Date of filling the file: 14/9/2023

التوقيع:  التوقيع: 
اسم المعاون العلمي: د.م.د. أشرف هاشم فارس
اسم رئيس القسم: ا.م. حاضري صباح
شعب
التاريخ: 2023 / 9 / 17 التاريخ: 2023 / 9 / 17

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


مصادقة السيد العميد

1. Program Vision

Excellence in deliveryAngelspioneerAndTo lead public sector institutions that meet stakeholder requirements, in line with global quality standards..

2. Program message

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

3. Program objectives

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		Second
	3	Marketing Management		
	3	Human Resources Management		
	2	Administrative law		
2	2	Intermediate Accounting		
	3	The development of organizational thought		
	2	English language		
	2	Quantitative methods		
1	2	Computer1Excel		
	2	Baath crimes in Iraq		
	3	Public Relations		
2	2	Government accounting		
	2	Administrative Psychology		
	2	Civil Service Legislation		
	3	Political systems		
	2	Operations research		
1	2	Computer1Excel		Third
	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		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

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 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 skills to 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 thinking: Encourage students to develop thinking skills. Such 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.

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.

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

Evaluating participation in research: The extent to which students participate in research activities and scientific projects can be assessed, and an evaluation can be provided of their presentation style and analysis of their results and conclusions.

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

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

Evaluation of Personal and Professional Development: Students' personal, professional and academic development can be evaluated during their participation in the faculty mentoring program.

11. Faculty

Faculty members

Faculty preparation		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 manageme nt	business management	A.M. Mazen Noman Abdullah Bakr
	angel		linguistics	English language	A.M. Adnan Fayhan Mahmoud Khader.
	angel		Financial manageme 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 manageme nt	business management	A.M. Present Sabah Shaeer Jabara
	angel		Knowledge manageme nt	business management	A.M. Tariq Aziz Kurdi
	angel		organized	business management	M. Khalaf Mohammed Alou
	angel		Organizatio n theory	business management	M Iman Muwaffaq Omar
	angel		administrati on Financial	business management	Mr. Salam Hussein Jassim Handa
	angel		administrati 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 manageme	business management	Mr. Saad Salem Ghanem Suleiman

			nt		
	angel		Financial manageme nt	business management	Dr. Qutaiba Ibrahim Hamada
	angel		General Administrati on	General Administration	M. Hamid Anwar Danok
	angel		business manageme nt	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 Manageme nt	business management	M. Mazhar Ahmed Khalaf
	angel		Production manageme nt	business management	Mr. Ali Mohammed Huwaïd Khater
	angel		Bank manageme nt	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 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 new, visiting, full-time and part-time members based on their needs and specialties. 2-

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. 3-

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

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

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

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

Professional development for faculty members

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. .١

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. .٢

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

Use effective teaching strategies: Faculty members learn to use and apply modern and effective teaching strategies, such as cooperative learning, active learning, and educational technology. .٤

Evaluation of learning outcomes: The effectiveness of the development program is evaluated by evaluating the learning outcomes of faculty members, such as increased levels of knowledge, teaching skills, and interaction with students. .٥

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

Participation in scientific research and publication: Faculty members are encouraged to participate in scientific research and publish the results in prestigious academic journals, which enhances their academic standing and contributes to the development of knowledge in their fields. .٧

12. Acceptance Criteria

Central acceptance. -١

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

Private government education -٣

Accepting evening studies. -٤

13. The most important sources of information about the program

University, college and electronic department website. -١

Priorities for establishing the department. -٢

Project to develop and update the curricula of the faculties of management and economics in Iraqi universities for the year 2017. -٣

14. Program Development Plan

Curriculum development. -١

Open postgraduate studies (higher diploma equivalent to a master's degree). -٢

Developing teaching and administrative staff through courses, seminars and workshops in areas of specialization. -٣

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

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

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/L 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 1 Word		
	✓	✓	✓		✓	✓	✓		✓	✓	✓		Arabic		
	✓	✓	✓		✓	✓	✓			✓	✓		Human rights and democracy		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Principles of Public Administration 2		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Mathematics for administrators		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Accounting principles		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Readings English		
	✓	✓	✓		✓	✓	✓		✓	✓	✓		Computer 2 Word		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		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		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		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
Administrative Law
2. Course code
3. Semester/Year
First course/second stage
4. Date this description was prepared
14/9/2023
5. Available forms of attendance

In-room attendance, using software ClassroomTo notify students of exam times and download monthly exam grades and annual effort grades, while providing them with some instructions regarding attendance, absence, and exams.

6. Number of study hours (total) / Number of units (total)

30 hours/2

7. Name of the course supervisor (if more than one name is mentioned)

Email mohammed.rh@tu.edu.iq

A.M.D. Mohamed Ahmed Raheel

8. Course objectives

-Contribute to understanding the introduction to law, sources of law, origin and development of lawAdministrativeSources of lawAdministrativeConcept statementPublic employee andConditions for acquiring the statusGeneralHis rights and duties,Explaining the concept of decisions, their types, administrative control and contractsAdministrative.

-Continue to produce highly qualified graduates.From legal culture.

-Providing the student with a cognitive skill about the concept, specifications, importance and characteristics of the principles of law..

- Teaching the student how to benefit from his academic studies after his appointment.EspeciallyIn the legal aspect accompanying the administrative aspect.

Subject objectives

9. Teaching and learning strategies

AGaining self-learning skills for students, which enables them to update their scientific information in the

Strategy

specialization.
Promote thinkingLegalEncourage •
students to develop thinking
skills.LegalLike
analysisandConclusion,How to make an
administrative decision in accordance
with the correct legal form and
content.Provide stimulating questions
and application problems.Addresses legal
problems of society.

10. Course Structure

Evaluation method	Learning method	Name of the unit or topic	Required learning outcomes	Watches	The week
discussion	theory	Principles of Law	*Definition of the legal rule * Characteristics of the legal basis *Rules of law and rules of religion *Rules of law and rules of ethics	2	the first
viva voce	theory	Sources and branches of law	*Original sources *Affiliate sources *Branches of law	2	the second
discussion	theory	Sources of commitment	- The contract • - Single will • - illegal work • - Unjust enrichment • - the law •	2	the third
cone	theory	The nature of administrative law	*Definition of administrative law * The relationship between administrative law and public administration science * The emergence of administrative law * Characteristics of administrative law	2	Fourth

discussion	theory	AdjustmentAdministrative	- What is administrative control? - Types of administrative control - Administrative control purposes - Limits of administrative control powers	2	Fifth
viva voce	theory	General facility	- What is a public facility? - Principles governing public utility - Public facility management methods	2	Sixth
Written exam	theory	Public function	- What is a public employee? - Appointment to public office - The nature of the employee's relationship with management - End of public office	2	Seventh
discussion	theory	Administrative decision	- Concept and elements of administrative decision - Classification of administrative decisions - Legal system of administrative decisions - End of administrative decisions	2	The eighth
cone	theory	decisionAdministrative	- What are contracts? - Pillars of the contract - Contract conclusion	2	Ninth

			methods		
discussion	theory	Contracts	The emergence of the idea of administrative contract • Administrative Contracts • Discrimination Standard	2	tenth
cone	theory	ContractsAdministrative	Rights and obligations of the parties to the contract •	2	eleventh
viva voce	theory	ContractsAdministrative	Types of administrative contracts •	2	twelfth
viva voce	theory	ContractsAdministrative	WaysAdministrative contracts •	2	thirteenth
Homework	theory	ContractsAdministrative	The authority competent to conclude administrative contracts •	2	fourteenth
Written exam	theory	ContractsAdministrative	End of administrative contracts •	2	fifteenth

11. Course Evaluation

The annual effort grade is (30 points) and is divided as follows:

- 10 marks for the first month exam. -**
- 10 marks for the second monthly exam. -**
- 5 marks for oral exams and quizzes. -**
- 5 marks for reports, homework and contributions. -**
- The final exam score is (70 points).**

12. Learning and teaching resources

Principles of Administrative Law by Dr. Maher Saleh Alawi	Required textbooks (methodology if any)
Public Service Book, Administrative	Main References (Sources)

Decision Book and Administrative Contract	
A collection of specialized legal research in administrative law published in scientific journals	Recommended supporting books and references (scientific journals, reports...)
A group of websites and electronic forums.	Electronic references, websites

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

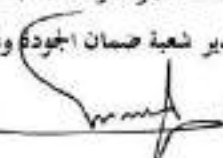
Final Certificate Name: Bachelor Science in Public Administration

Academic system: Course system

Description preparation date: 14/9/2023

Date of filling the file: 14/9/2023

التوقيع:  اسم المعاون العلمي: د. أشرف هاشم فارس
التوقيع:  اسم رئيس القسم: أ.م. حاضري صباح
شعب
التاريخ: 2023 / 9 / 17 التاريخ: 2023 / 9 / 17

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


مصادقة السيد العميد

1. Program Vision

Excellence in deliveryAngelspioneerAndTo lead public sector institutions that meet stakeholder requirements, in line with global quality standards..

2. Program message

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

3. Program objectives

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		Second
	3	Marketing Management		
	3	Human Resources Management		
	2	Administrative law		
2	2	Intermediate Accounting		
	3	The development of organizational thought		
	2	English language		
	2	Quantitative methods		
1	2	Computer1Excel		
	2	Baath crimes in Iraq		
	3	Public Relations		
2	2	Government accounting		
	2	Administrative Psychology		
	2	Civil Service Legislation		
	3	Political systems		
	2	Operations research		
1	2	Computer1Excel		Third
	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		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

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.	-

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

Active learning: Encouraging students' active participation in learning processes, .1
such as discussions, group activities, and problem solving, to enhance their deep
understanding of mathematical concepts.

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

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

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

Multiple Instructional Strategies: Providing a variety of instructional strategies, .5
such as interactive lectures, practical lessons, and hands-on exercises, to meet the
diverse needs of students.

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

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

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 research activities and scientific projects can be assessed, and an evaluation can be provided of their presentation style and analysis of their results and conclusions.

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

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

Evaluation of Personal and Professional Development: Students' personal, professional and academic development can be evaluated during their participation in the faculty mentoring program.

11. Faculty

Faculty members

Faculty preparation		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 manageme 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 manageme nt	business management	A.M. Present Sabah Shaeer Jabara
	angel		Knowledge manageme nt	business management	A.M. Tariq Aziz Kurdi
	angel		organized	business management	M. Khalaf Mohammed Alou
	angel		Organizatio n theory	business management	M Iman Muwaffaq Omar
	angel		administrati on Financial	business management	Mr. Salam Hussein Jassim Handa
	angel		administrati 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 manageme nt	business management	Mr. Saad Salem Ghanem Suleiman
	angel		Financial manageme nt	business management	Dr. Qutaiba Ibrahim Hamada
	angel		General	General	M. Hamid Anwar Danok

			Administrati on	Administration	
	angel		business manageme nt	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 Manageme nt	business management	M. Mazhar Ahmed Khalaf
	angel		Production manageme nt	business management	Mr. Ali Mohammed Huwait Khater
	angel		Bank manageme nt	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

- 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 new, visiting, full-time and part-time members based on their needs and specialties. 2-
- 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. 3-
- Providing support resources:** New members are provided with the necessary resources and support, including training courses, workshops, and technical assistance. 4-
- Academic Orientation:** New members are oriented regarding the curricula, research areas and teaching methods used in the department. 5-
- Administrative Orientation:** New members are oriented to administrative procedures, responsibilities, university policies and code of conduct. 6-
- Ongoing Support:** Ongoing support is provided to new, visiting, full-time and part-time faculty members through advisory sessions, workshops and periodic 7-

Professional development for faculty members

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. .١

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. .٢

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

Use effective teaching strategies: Faculty members learn to use and apply modern and effective teaching strategies, such as cooperative learning, active learning, and educational technology. .٤

Evaluation of learning outcomes: The effectiveness of the development program is evaluated by evaluating the learning outcomes of faculty members, such as increased levels of knowledge, teaching skills, and interaction with students. .٥

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

Participation in scientific research and publication: Faculty members are encouraged to participate in scientific research and publish the results in prestigious academic journals, which enhances their academic standing and contributes to the development of knowledge in their fields. .٧

12. Acceptance Criteria

Central acceptance. -١

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

Private government education -٣

Accepting evening studies. -٤

13. The most important sources of information about the program

University, college and electronic department website. -١

Priorities for establishing the department. -٢
 Project to develop and update the curricula of the faculties of management and -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/L 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 1 Word		
	✓	✓	✓		✓	✓	✓		✓	✓	✓		Arabic		
	✓	✓	✓		✓	✓	✓			✓	✓		Human rights and democracy		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Principles of Public Administration 2		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Mathematics for administrators		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Accounting principles		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Readings English		
	✓	✓	✓		✓	✓	✓		✓	✓	✓		Computer 2 Word		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		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		Fourth year
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		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		

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

Course Description Form

1. Course name
Intermediate Accounting
2. Course code
nothing
3. Semester/Year
First / Second

4. Date this description was prepared					
14/9/2023					
5. Available forms of attendance					
Giving the material in person					
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)					
Name: M.M. Yasser Fouad Taha Email: yaser.taha101@tu.edu.iq the name:					
8. Course objectives					
Review of the accounting cycle. • Definition of the accounting conceptual framework 2018. • Accounting for debtors and commercial papers according to international accounting standards. • Accounting for inventory according to international accounting standards •			Subject objectives		
9. Teaching and learning strategies					
Encouraging Critical Thinking and Innovation for Intermediate Accounting • Motivate students to solve financial problems in a logical way and with creative solutions. • Use interactive and applied methods • Directing students towards essential learning and inquiry in the field of accounting. • Self-increase in solving complex financial problems facing the formulation of the state's financial policy •			Strategy		
10. Course Structure					
Evaluation method	Learning method	Name of the unit or topic	Required learning outcomes	Watch es	The week
Ask questions and tests	Homework, asking questions, and interaction between the teacher and the students, as well as the students with each other.	Concepts / Definition / Types	Introduction to Intermediate Accounting	3	the first

Ask questions and tests	Homework, asking questions, and interaction between the teacher and the students, as well as the students with each other.	Concepts / Definition / Types	Introduction to Intermediate Accounting	3	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.	Accounting transactions	Recording of accounting entries	3	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.	Accounting transactions	Recording of accounting entries	3	Fourth
Ask questions and tests	Homework, asking questions, and interaction between the teacher and the students, as well as the students with each other.	Accounting transactions	Recording of accounting entries	3	Fifth
Ask questions and tests	Homework, asking questions, and interaction between the teacher and the students, as well as the students with each other.	Transfer to the general ledger	Account preparation	3	Sixth
Ask questions and tests	Homework, asking questions, and interaction between the teacher and the students, as well as the students with each other.	Transfer to the general ledger	Account preparation	3	Seventh
Ask questions and tests	Homework, asking questions, and interaction between the teacher and the students, as well as the students with each other.	Regulatory settlements	Account preparation	3	The eighth
Ask questions and tests	Homework, asking questions, and interaction between the teacher and the students, as well as the students with each other.	Trading account	Preparing final accounts	3	Ninth
Ask questions and tests	Homework, asking questions, and interaction between the teacher and the students, as well as the students with each other.	Trading account	Preparing final accounts	3	tenth

Ask questions and tests	Homework, asking questions, and interaction between the teacher and the students, as well as the students with each other.	Profit and loss account	Preparing final accounts	3	eleventh
Ask questions and tests	Homework, asking questions, and interaction between the teacher and the students, as well as the students with each other.	Profit and loss account	Preparing final accounts	3	twelfth
Ask questions and tests	Homework, asking questions, and interaction between the teacher and the students, as well as the students with each other.	Preparing the balance sheet	Preparing final accounts	3	thirteenth
Ask questions and tests	Homework, asking questions, and interaction between the teacher and the students, as well as the students with each other.	Preparing the balance sheet	Preparing final accounts	3	fourteenth
Ask questions and tests	Homework, asking questions, and interaction between the teacher and the students, as well as the students with each other.	Preparing the balance sheet	Preparing final accounts	3	fifteenth

11. Course Evaluation

The grade is distributed out of 30 for the effort according to the tasks assigned to the student, such as daily preparation, daily, oral, monthly and written exams, reports, etc., and the final exam is out of 70, so the total is 100.

12. Learning and teaching resources

Methodological vocabulary approved by the Ministry of Higher Education and Scientific Research (Sectoral Committee)	Required textbooks (methodology if any)
1.Kieso, Donald E. & Weygandt, Jerry J., Intermediate Accounting, edition, John Wiley & sons, Inc., 2018. 2. Al-Jujawi, Talal Muhammad Ali, and Al-Masoudi, Haider Ali, Intermediate Accounting, 2014.	Main References (Sources)

3. International Accounting Conceptual Framework 2018,IASB.	
Books on accounting, articles published in magazines.	Recommended supporting books and references (scientific journals, reports...)
Specialized websites	Electronic references, websites

Tikrit University

College of Administration and Economics

Department of Public Administration

Academic Description

Undergraduate Studies / Third Stage

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: 28/1/2024

Date of filling the file: 28/1/2024

التوقيع:  التوقيع: 
 اسم المعاون العلمي: د. أشرف هاشم فارس اسم رئيس القسم: أ.م. حاضري صباح
 شهر
 التاريخ: ٢٠٢٤ / ١ / ٢٨ التاريخ: ٢٠٢٤ / ١ / ٢٨

دقق الملف من قبل
 شعبة ضمان الجودة والأداء الجامعي
 اسم مدير شعبة ضمان الجودة والأداء الجامعي: أ.م. هاشم فارس
 التوقيع: 
 التاريخ: ٢٠٢٤ / ١ / ٢٨
 الأستاذ المساعد
 الأستاذة موني فرحان
 مدير شعبة ضمان الجودة والتقييم الأكاديمي


 مصادقة السيد العميد

1. Program Vision

Excellence in deliveryAngelspioneerAndTo lead public sector institutions that meet stakeholder requirements, in line with global quality standards..

2. Program message

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

3. Program objectives

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

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.

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

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.

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

5. Other external influences

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		Third
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		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

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	-	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. .1

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

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

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

Multiple Instructional Strategies: Providing a variety of instructional strategies, such as interactive lectures, practical lessons, and hands-on exercises, to meet the diverse needs of students. .5

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

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

10. Evaluation methods

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

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

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

Evaluating participation in research: The extent to which students participate in research activities and scientific projects can be assessed, and an evaluation can be provided of their presentation style and analysis of their results and conclusions.

Practical Performance Evaluation: Students can be evaluated in practical performance through visits, process and participation in applied activities.

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

Evaluation of Personal and Professional Development: Students' personal, professional and academic development can be evaluated during their participation in the faculty mentoring program.

11. Faculty

Faculty members

Faculty preparation		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 manageme 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 manageme nt	business management	A.M. Present Sabah Shaeer Jabara
	angel		Knowledge manageme nt	business management	A.M. Tariq Aziz Kurdi
	angel		organized	business management	M. Khalaf Mohammed Alou
	angel		Organizatio n theory	business management	M Iman Muwaffaq Omar
	angel		administrati on Financial	business management	Mr. Salam Hussein Jassim Handa
	angel		administrati 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 manageme nt	business management	Mr. Saad Salem Ghanem Suleiman
	angel		Financial manageme nt	business management	Dr. Qutaiba Ibrahim Hamada

	angel		General Administrati on	General Administration	M. Hamid Anwar Danok
	angel		business manageme nt	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 Manageme nt	business management	M. Mazhar Ahmed Khalaf
	angel		Production manageme nt	business management	Mr. Ali Mohammed Huwait Khater
	angel		Bank manageme nt	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.

Program Implementation: The development program is implemented in a regular and 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 effective teaching strategies, such as cooperative learning, active learning, and educational technology.

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.

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

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

Central acceptance. -١

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

Private government education -٣

Accepting evening studies. -٤

13. The most important sources of information about the program

University, college and electronic department website. -١

Priorities for establishing the department. -٢

Project to develop and update the curricula of the faculties of management and economics in Iraqi universities for the year 2017. -٣

14. Program Development Plan

Curriculum development. -١

Open postgraduate studies (higher diploma equivalent to a master's degree). -٢

Developing teaching and administrative staff through courses, seminars and workshops in areas of specialization. -٣

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

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

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

Program Skills Chart

Required learning outcomes of the program

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

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

Course Description Form

1. Course name
Financial policies
2. Course code
3. Semester/Year
Second course / third stage
4. Date this description was prepared
28/1/2024
5. Available forms of attendance
In-room attendance, using software ClassroomTo notify students of exam times and download monthly exam grades and annual effort grades, while providing them with some instructions regarding attendance, absence, and exams, along with practical lessons in the computer lab.
6. Number of study hours (total) / Number of units (total)
45 hours/3

7. Name of the course supervisor (if more than one name is mentioned)**A.M. AhmDKhader Ahmed****8. Course objectives**

- Understanding Fiscal Policies: This course aims to provide students with a deep understanding of fiscal policies and their role in managing financial resources within institutions and governments.
- Fiscal Policy Analysis: Students learn how to analyze different fiscal policies, including taxes, public spending, and debt.
- Applying Financial Principles: Students learn how to apply financial principles in government and private sectors, including budget planning, debt management, and investment analysis.
- Understanding Economic Policies: This course helps students understand how fiscal policies affect the economy as a whole, and how they can be used to achieve economic stability.
- Developing communication and negotiation skills: Students learn how to negotiate and communicate about financial and economic issues.
- Economic Analysis: Students learn how to use economic tools to analyze financial policies and make sound financial decisions.

Subject objectives

9. Teaching and learning strategies

- Cooperative learning strategy: Encourage students to work together on projects. Serves the country's economic sector.
- Survey strategy:

Strategy

- Encourage students to research and investigate specific topics. About the mechanisms for implementing financial policy tools.
- Teach them how to search the Internet and use search tools. Fiscal Policy Topics.
- Cognitive mapping strategy:
- Use concept maps to organize information and ideas in economic policy of the country.
- Multiple Intelligences Strategy:
- Directing students to use their different skills in Operating Systems
- Encourage students to tap into their unique writing, design, and critical thinking abilities.
- Use these strategies to improve your students' experience using State budget

10. Course Structure

Evaluation method	Learning method	Name of the unit or topic	Required learning outcomes	Watches	The week
discussion	theory	Concepts about fiscal policy	Fiscal policy concept Some concepts related to fiscal policy	3	the first
viva voce	theory	Economic development of fiscal policy	Fiscal policy within the framework of macroeconomic policy	3	the second
discussion	theory	Fiscal Policy Theories	Fiscal policy from the point of view of the most important economic theories in the development of fiscal policy	3	the third
cone	theory	National income and government spending	Fiscal policy tools	3	Fourth
discussion	theory	The most important goals that financial policy seeks to achieve	Fiscal policy objectives	3	Fifth
Written exam	theory		First month theory exam	3	Sixth
viva voce	theory	The role of fiscal policy in internal and external balance	Fiscal policy and internal balance Fiscal policy and external balance	3	Seventh

discussion	theory	Economic development of fiscal policy	Fiscal Policy and Economic Development	3	The eighth
cone	theory	The role of fiscal policy in economic and political stability	The impact of fiscal policy on economic and political stability	3	Ninth
discussion	theory	Modern economic approach	Fiscal policy according to the modern economic and political approach	3	tenth
discussion	theory	The relationship of state institutions to financial policy	The relationship between fiscal policy and state institutions	3	eleventh
viva voce	theory	Fiscal policy approaches and rules	Foundations, methods, rules, drawing and setting the country's financial policy	3	twelfth
Written exam	theory	Theoretical exam	Second month exam	3	thirteenth
Homework	theory	Iraq's budget according to the rentier system	Fiscal policy and modern financial budgets The general financial budget in Iraq according to the rentier system	3	fourteenth
discussion	theory	Optimal financial budget	Optimal financial budget in Iraq	3	fifteenth

11. Course Evaluation

The annual effort grade is (30 points) and is divided as follows:

- 10 marks for the first month exam. -
 - 10 marks for the second monthly exam. -
 - 10 marks homework. -
- The final exam score is (70 points).

12. Learning and teaching resources

	Required textbooks (methodology if any)
Ministry of Higher Education and Scientific Research Book	Main References (Sources)
	Recommended supporting books and references (scientific journals, reports...)
A group of websites and electronic forums.	Electronic references, websites

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: 28/1/2024

Date of filling the file: 28/1/2024

التوقيع:  التوقيع: 
اسم المعاون العلمي: د. أشرف هاشم فارس اسم رئيس القسم: أ.م. حاضري صباح
شعبه
التاريخ: ٢٠٢٤ / ١ / ٢٨ التاريخ: ٢٠٢٤ / ١ / ٢٨

دقق الملف من قبل
شعبة ضمان الجودة والأداء الجامعي
اسم مدير شعبة ضمان الجودة والأداء الجامعي: أستاذة ميسر فرحان
المدرس المساعد
التوقيع: 
إشافية مومني فرحان
مدير شعبة ضمان الجودة والأداء
التاريخ: ٢٠٢٤ / ١ / ٢٨


مصادقة السيد العبيد

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

- 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? Forprogram? Yes, 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		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		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

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,	-	Integrity and transparency. Quality.	-

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

9. Teaching and learning strategies

Active learning: Encouraging students' active participation in learning processes, such as discussions, group activities, and problem solving, to enhance their deep understanding of mathematical concepts. .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. Administrative .٦

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. .٧

10. Evaluation methods

Classroom performance assessment: This includes assessing students' performance during lessons, lectures and workshops, whether through written tests or continuous assessment of their participation and understanding of the material. .١

Participation in discussions and activities: Students' participation in class .٢

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 assignments to assess their problem-solving skills related to their field of expertise and their understanding of the concepts presented.

Evaluating participation in research: The extent to which students participate in research activities and scientific projects can be assessed, and an evaluation can be provided of their presentation style and analysis of their results and conclusions.

Practical Performance Evaluation: Students can be evaluated in practical performance through visits, process and participation in applied activities.

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

Evaluation of Personal and Professional Development: Students' personal, professional and academic development can be evaluated during their participation in the faculty mentoring program.

11. Faculty

Faculty members

Faculty preparation		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

			nt		
	angel		linguistics	English language	A.M. Adnan Fayhan Mahmoud Khader.
	angel		Financial manageme 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 manageme nt	business management	A.M. Present Sabah Shaeer Jabara
	angel		Knowledge manageme nt	business management	A.M. Tariq Aziz Kurdi
	angel		organized	business management	M. Khalaf Mohammed Alou
	angel		Organizatio n theory	business management	M Iman Muwaffaq Omar
	angel		administrati on Financial	business management	Mr. Salam Hussein Jassim Handa
	angel		administrati 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 manageme nt	business management	Mr. Saad Salem Ghanem Suleiman
	angel		Financial	business	Dr. Qutaiba Ibrahim

			managem nt	management	Hamada
	angel		General Administrati on	General Administration	M. Hamid Anwar Danok
	angel		business managem nt	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 Manageme nt	business management	M. Mazhar Ahmed Khalaf
	angel		Production managem nt	business management	Mr. Ali Mohammed Huwait Khater
	angel		Bank managem nt	Financial and Banking Sciences	M.M. Ali Hamad Ali
	angel		Information systems	Management Information Systems	M.M. Mohammed Salem Abdel
lecturer			English	English language	M. Alaa Ahmed Abdullah

			literature		
	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

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

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

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

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

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

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

Ongoing Support: Ongoing support is provided to new, visiting, full-time and part-time faculty members through advisory sessions, workshops and periodic evaluations.	7-
Professional development for faculty members	
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.	1.
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.	2.
Program Implementation: The development program is implemented in a regular and organized manner, including organizing workshops, conducting training courses, and providing appropriate educational resources.	3.
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.	4.
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.	5.
Continuous Development: Ongoing feedback and support is provided to faculty members to promote ongoing professional and academic development. 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.	6.
12. Acceptance Criteria	
Accepting exceptions (martyrs' families, children of faculty, distinguished employees, top students in institutes, foreign students). Private government education	

Accepting evening studies. -٤

13. The most important sources of information about the program

University, college and electronic department website. -١

Priorities for establishing the department. -٢

Project to develop and update the curricula of the faculties of management and economics in Iraqi universities for the year 2017. -٣

14. Program Development Plan

Curriculum development. -١

Open postgraduate studies (higher diploma equivalent to a master's degree). -٢

Developing teaching and administrative staff through courses, seminars and workshops in areas of specialization. -٣

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

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

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

Program Skills Chart

Required learning outcomes of the program

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

	✓	✓	✓		✓	✓	✓		✓	✓	✓		Computer2Wo rd		Secon d year
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		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		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Computer1Exc el		Third year
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Public Financial Management		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		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 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

Advanced Administrative Databases (2)

2. Course code

nothing	
3. Semester/Year	
Second semester\third year	
4. Date this description was prepared	
28/1/2024	
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 -٣ Administrative databases Building student -٤ capacityAdministrativeIn the fieldComputer. Gaining diverse information -٥ in different specializations The student gains -٦ experience in the field ofPractical learning on modern administrative applications and systems The student gains -٧ experience in the field ofAdministrative information	Subject objectives
9. Teaching and learning strategies	
Promote interaction and hands-on experience, including	Strategy

organizing activities that encourage students to build projects. Administrative Applied 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 understanding of the concept. Advanced administrative databases and their applications.

10. Course Structure

Evaluation method	Learning method	Name of the unit or topic	Required learning outcomes	Watch es	The week
Follow up on homework and formulate questions On the systemAccess	theoretical	Database concept	Introduction to databasesAdministrativeAdvanced	3	the first
Follow up on homework and formulate questions On the systemAccess	theoretical	Data organization	The purpose of databasesAdministrativeAdvanced	3	the second
Follow up on homework and formulate questions On the systemAccess	Theoretical + Practical	Administrative users	systemadministrationAdministrative databases	3	the third
Follow up on homework and formulate questions	Theoretical + Practical	Storage properties	Data and information storage system	3	Fourth

On the systemAccess					
Follow up on homework and formulate questions On the systemAccess	Theoretical + Practical	Organize table linking	RelationshipsAdministrative	3	Fifth
Follow up on homework and formulate questions On the systemAccess	Theoretical + Practical	Main + Secondary	Types of databases	3	Sixth
Follow up on homework and formulate questions On the systemAccess	Theoretical + Practical	Create tables (main, secondary, sub)	Functions	3	Seventh
First month exam + practical exam					
Follow up on homework and formulate questions On the systemAccess	Theoretical + Practical	Types of arithmetic functions	Arithmetic and logical functions in databasesAdministrative	3	The eighth
Follow up on homework and formulate questions On the systemAccess	Theoretical + Practical	How to use and write functions	Applications of arithmetic functions	3	Ninth
Follow up on homework and formulate questions On the systemAccess	Theoretical + Practical	How to use and write functions	Applications of arithmetic functions	3	tenth

Follow up on homework and formulate questions On the systemAccess	Theoretical + Practical	Insert function on data fields	Inserting mathematical functions into database tables	3	eleventh
Follow up on homework and formulate questions On the systemAccess	Theoretical + Practical	Insert function on data fields	Inserting mathematical functions into database tables	3	twelfth
Follow up on homework and formulate questions On the systemAccess	Theoretical + Practical	Design a report for tables	ReportsAdministrative	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)

Johnson, S.: 'Access 2013 on demand' .\n (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,

Main References (Sources)

2013, 12, (1), pp. 1-9	
	Recommended supporting books and references (scientific journals, reports...)
	Electronic references, websites

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: 28/1/2024

Date of filling the file: 28/1/2024

التوقيع:  التوقيع: 
اسم رئيس القسم: أ.م. حاضري صباح اسم المعاون العلمي: أ.م.د. أشرف هاشم فارس
شعب
التاريخ: ٢٠٢٤/١/٢٨ التاريخ: ٢٠٢٤/١/٢٨

دقق الملف من قبل
شعبة ضمان الجودة والأداء الجامعي
اسم مدير شعبة ضمان الجودة والأداء الجامعي: أستاذة ميسر فرحان
التوقيع: 
التاريخ: ٢٠٢٤/١/٢٨
أستاذة ميسر فرحان
مدير شعبة ضمان الجودة والأداء الجامعي


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

- 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? Forprogram? Yes, 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	Computer2 Word		
	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		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

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,	-	Integrity and transparency. Quality.	-

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

9. Teaching and learning strategies

Active learning: Encouraging students' active participation in learning processes, such as discussions, group activities, and problem solving, to enhance their deep understanding of mathematical concepts. .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' performance during lessons, lectures and workshops, whether through written tests or continuous assessment of their participation and understanding of the material. .١

Participation in discussions and activities: Students' participation in class .٢

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 assignments to assess their problem-solving skills related to their field of expertise and their understanding of the concepts presented.

Evaluating participation in research: The extent to which students participate in research activities and scientific projects can be assessed, and an evaluation can be provided of their presentation style and analysis of their results and conclusions.

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

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

Evaluation of Personal and Professional Development: Students' personal, professional and academic development can be evaluated during their participation in the faculty mentoring program.

11. Faculty

Faculty members

Faculty preparation		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

			nt		
	angel		linguistics	English language	A.M. Adnan Fayhan Mahmoud Khader.
	angel		Financial manageme 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 manageme nt	business management	A.M. Present Sabah Shaeer Jabara
	angel		Knowledge manageme nt	business management	A.M. Tariq Aziz Kurdi
	angel		organized	business management	M. Khalaf Mohammed Alou
	angel		Organizatio n theory	business management	M Iman Muwaffaq Omar
	angel		administrati on Financial	business management	Mr. Salam Hussein Jassim Handa
	angel		administrati 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 manageme nt	business management	Mr. Saad Salem Ghanem Suleiman
	angel		Financial	business	Dr. Qutaiba Ibrahim

			managem nt	management	Hamada
	angel		General Administrati on	General Administration	M. Hamid Anwar Danok
	angel		business managem nt	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 Manageme nt	business management	M. Mazhar Ahmed Khalaf
	angel		Production managem nt	business management	Mr. Ali Mohammed Huwaid Khater
	angel		Bank managem nt	Financial and Banking Sciences	M.M. Ali Hamad Ali
	angel		Information systems	Management Information Systems	M.M. Mohammed Salem Abdel
lecturer			English	English language	M. Alaa Ahmed Abdullah

			literature		
	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	M.M. Mohammed Ahmed Diab
	angel		Manageme nt accounting	accounting	Mr. Ali Fouad Taha
	angel		about	Arabic	M.M. Ali Ghaleb Ali

Professional development

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Evaluation of learning outcomes: The effectiveness of the development program is evaluated by evaluating the learning outcomes of faculty members, such as increased levels of knowledge, teaching skills, and interaction with students. ٥

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

Participation in scientific research and publication: Faculty members are encouraged to participate in scientific research and publish the results in prestigious academic journals, which enhances their academic standing and contributes to the development of knowledge in their fields. ٧

12. Acceptance Criteria

Central acceptance. ١

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

Private government education ٣

Accepting evening studies. ٤

13. The most important sources of information about the program

University, college and electronic department website. - 1

Priorities for establishing the department. -۲

Project to develop and update the curricula of the faculties of management and economics in Iraqi universities for the year 2017. -٣

14. Program Development Plan	

Curriculum development. - 1

Open postgraduate studies (higher diploma equivalent to a master's degree). - 5

Developing teaching and administrative staff through courses, seminars and workshops in areas of specialization. -३

Supporting scientific research efforts by encouraging faculty members to publish, - 8
especially in international journals.

Conducting training programs to develop students' capabilities in technical and	-5
information technology fields.	
Organizing field visits and scientific trips for students to government institutions	-5

Organizing field visits and scientific trips for students to government institutions.	7

Program Skills Chart	

Required learning outcomes of the program	

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

	✓	✓	✓		✓	✓	✓		✓	✓	✓		Computer2 Word		Second year
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		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		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Computer1Exc el		Third year
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Public Financial Management		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		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 Applications1QS B		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Scientific research methods and ethics		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Strategic management		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Administrative development 2		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Risk Management and Insurance		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		General Policies		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Computer Applications2QS B		

Fourt
h
year

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

Course Description Form

1. Course name
Management Information Technology
2. Course code
nothing
3. Semester/Year

Second semester / third year

4. Date this description was prepared

28/1/2024

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)

Name: M. Maysam Riad Bahr Email: Mayssam.rb@tu.edu.iq

8. Course objectives

Providing the student with •
a cognitive skill about the
concept and importance of
information technology in
administrative sciences and
its development
Providing the student with •
information on how to
work according to modern
electronic work and
communication
mechanisms. •

Subject objectives

9. Teaching and learning strategies

ATeaching and learning strategies •
in IT focus on enhancing
interaction and practical
experience.andThis 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 career
guidance to students for a deeper

Strategy

understanding of IT concepts and their applications in practical work.

10. Course Structure

Evaluation method	Learning method	Name of the unit or topic	Required learning outcomes	Watches	The week
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	3	the first
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	3	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.	IT Application	- Tools • - Requirements • - Determinants	3	the third
Ask questions and tests	Homework, asking questions, and interaction	Human Resources in IT System And the computer	- Concepts • - Importance • - Sources • - Computer and its software	3	Fourth

	between the teacher and the students, as well as the students 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.	Communications and Networks	Communications •	3	Fifth
Ask questions and tests	Homework, asking questions, and interaction between the teacher and the students, as well as the students with each other.	Communications and Networks	Networks • Public and private application software	3	Sixth
Ask questions and tests	Homework, asking questions, and interaction between the teacher and the students, as well as the students with each other.	Artificial Intelligence	The concept • Areas and • benefits Objectives and • importance Features • Most prominent applications	3	Seventh
Ask questions and tests	Homework, asking questions, and interaction between the teacher	Decision, administrative decision and decision support systems	Decision and • administrative decision Types of • decisions Information • systems and	3	The eighth

	and the students, as well as the students with each other.		decision making Decision support systems		
Ask questions and tests	Homework, asking questions, and interaction between the teacher and the students, as well as the students with each other.	computer integrated manufacturing	Factory of the • future	3	Ninth
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	3	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	3	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	3	twelfth

	well as the students 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.	Introduction to Information Technology	- Concepts - Historical development - Directions - The importance of information technology - Challenges	3	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	3	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	3	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

Introduction to Management Information Technology - Written by: Dr. Rahim Younis Al-Azzawi Curriculum vocabulary in the book on public administration	Required textbooks (methodology if any)
Administrative Information Technology Writing Methodology - Authored by: Dr. Saad Ghaleb Yassin	Main References (Sources)
Scientific journals in the fields of administrative information technology	Recommended supporting books and references (scientific journals, reports...)
Specialized websites	Electronic references, websites

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: 28/1/2024

Date of filling the file: 28/1/2024

التوقيع:  اسم رئيس القسم: أ.م. حاضري صباح
شعب
التاريخ: ٢٠٢٤/١/٢٨

التوقيع:  اسم المعاون العلمي: أ.م.د. أشرف هاشم فارس
شعب
التاريخ: ٢٠٢٤/١/٢٨

دقق الملف من قبل
شعبة ضمان الجودة والأداء الجامعي
اسم مدير شعبة ضمان الجودة والأداء الجامعي: أستاذة ميسر فريحان
المدرس المساعد
التوقيع: 
شعبة ضمان الجودة والأداء الجامعي
التاريخ: ٢٠٢٤/١/٢٨


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

- 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? Forprogram? Yes, 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		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		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

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,	-	Integrity and transparency. Quality.	-

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

9. Teaching and learning strategies

Active learning: Encouraging students' active participation in learning processes, such as discussions, group activities, and problem solving, to enhance their deep understanding of mathematical concepts. .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. Administrative .٦

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. .٧

10. Evaluation methods

Classroom performance assessment: This includes assessing students' performance during lessons, lectures and workshops, whether through written tests or continuous assessment of their participation and understanding of the material. .١

Participation in discussions and activities: Students' participation in class .٢

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 assignments to assess their problem-solving skills related to their field of expertise and their understanding of the concepts presented.

Evaluating participation in research: The extent to which students participate in research activities and scientific projects can be assessed, and an evaluation can be provided of their presentation style and analysis of their results and conclusions.

Practical Performance Evaluation: Students can be evaluated in practical performance through visits, process and participation in applied activities.

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

Evaluation of Personal and Professional Development: Students' personal, professional and academic development can be evaluated during their participation in the faculty mentoring program.

11. Faculty

Faculty members

Faculty preparation		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

			nt		
	angel		linguistics	English language	A.M. Adnan Fayhan Mahmoud Khader.
	angel		Financial manageme 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 manageme nt	business management	A.M. Present Sabah Shaeer Jabara
	angel		Knowledge manageme nt	business management	A.M. Tariq Aziz Kurdi
	angel		organized	business management	M. Khalaf Mohammed Alou
	angel		Organizatio n theory	business management	M Iman Muwaffaq Omar
	angel		administrati on Financial	business management	Mr. Salam Hussein Jassim Handa
	angel		administrati 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 manageme nt	business management	Mr. Saad Salem Ghanem Suleiman
	angel		Financial	business	Dr. Qutaiba Ibrahim

			managem nt	management	Hamada
	angel		General Administrati on	General Administration	M. Hamid Anwar Danok
	angel		business managem nt	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 Manageme nt	business management	M. Mazhar Ahmed Khalaf
	angel		Production managem nt	business management	Mr. Ali Mohammed Huwaid Khater
	angel		Bank managem nt	Financial and Banking Sciences	M.M. Ali Hamad Ali
	angel		Information systems	Management Information Systems	M.M. Mohammed Salem Abdel
lecturer			English	English language	M. Alaa Ahmed Abdullah

			literature		
	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

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

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

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

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

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

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

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

Professional development for faculty members

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. .1

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. .2

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

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. .4

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. .5

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

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. .7

12. Acceptance Criteria

Central acceptance. -1

Accepting exceptions (martyrs' families, children of faculty, distinguished employees, top students in institutes, foreign students). -2

Private government education -3

Accepting evening studies. -4

13. The most important sources of information about the program

University, college and electronic department website

	Priorities for establishing the department

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	

Curriculum development. - 1

Open postgraduate studies (higher diploma equivalent to a master's degree). - 2

Developing teaching and administrative staff through courses, seminars and workshops in areas of specialization.

Supporting scientific research efforts by encouraging faculty members to publish, -⁵
especially in international journals.

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

Organizing field visits and scientific trips for students to government institutions. -7

Program Skills Chart	

Required learning outcomes of the program

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

	✓	✓	✓		✓	✓	✓		✓	✓	✓		Computer2Wo rd		Secon d year
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		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		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Computer1Exc el		Third year
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Public Financial Management		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		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 Applications1QS B		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				Scientific research methods and ethics		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				Strategic management		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				Administrative development 2		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				Risk Management and Insurance		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				General Policies		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				Computer Applications2QS B		

Fourth year

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

Course Description Form

1. Course name
Environmental management
2. Course code
nothing
3. Semester/Year

Second semester/third year

4. Date this description was prepared

28/1/2024

5. Available forms of attendance

Weekly/Full attendance

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. Saad Salem Ghanem Email:saadsalim2023@tu.edu.iq

8. Course objectives

- Providing the student with a cognitive skill about the concept, principles and importance of environmental management.
- Developing the student's skills in the process of analysis and evaluation of the environment.
- Raising awareness of contemporary environmental challenges
- Enhancing student awareness of social responsibility and environmental quality

Subject objectives

9. Teaching and learning strategies

1. The lecture
2. Discussion
3. strategy Thinking According to capacity The student
4. strategy skill Thinking High
5. strategy Thinking critic in Learning
6. Storm Mental

Strategy

10. Course Structure

Evaluati on method	Learni ng method	Name of the unit or topic	Required learning outcomes	Watch es	The week
tracking Duties	Theory + Example	The emergence and development of environmental management	Historical developmen	2	the first

Home And formulation Questions	s	systems	t of environmen tal managemen t		
Follow up on homework and formulate questions	Theory + Examples	Environmental concepts and patterns	-Definition of environmen t Definition of environmen tal managemen t	2	the second
Follow up on homework and formulate questions	Theory + Examples	Patternsthe environment	-Natural environmen ts - Urban environmen ts	2	the third
Follow up on homework and formulate questions	Theory + Examples	Elements and dimensionsManagementEnviron mental	The importance of environmen tal managemen t - Environme ntal managemen t objectives	2	Fourth
Follow up on homework and formulate questions	Theory + Examples	Methodsand evaluation methodsThe impactEnvironmental	- Comprehen sive Environme ntal Assessment -Strategic Environme ntal Assessment	2	Fifth
Follow up on homework and formulate questions	Theory + Examples	evaluationThe impactEnvironmental	-Identify affected environmen ts -Data collection -Providing alternatives	2	Sixth
Follow up	Theory +	Parties involved in the	-	2	Seventh

on homework and formulate questions	Examples	evaluationThe impactEnvironmental	Environmental authorities - Government agencies -Scientific bodies		
Follow up on homework and formulate questions	Theory + Examples	Motivations and areas for adopting systemsManagementEnvironmental	-Preserving the environment - Environmental regulations - Sustainability	2	The eighth
Follow up on homework and formulate questions	Theory + Examples	Areas of application of systemsManagementEnvironmental	-Industry -Energy -Education and training	2	Ninth
Follow up on homework and formulate questions	Theory + Examples	System Evaluation RequirementsManagementEnvironmental	- Commitment of senior leadership - Environmental Officer - Environmental risk assessment	2	tenth
Follow up on homework and formulate questions	Theory + Examples	toolsSupervisory implementationperformanceOrganizations	- Environmental audit - Comprehensive Environmental Assessment - Environmental performance indicators - Environmental documentation	2	eleventh

Follow up on homework and formulate questions	Theory + Examples	Factors affecting the emergence of international standards	-Global environmental pressures -Unification of standards -Social responsibility	2	twelfth
Follow up on homework and formulate questions	Theory + Examples	Benefits of obtaining a registration certificate	- Competitive excellence -Improve the organization's reputation - Sustainability and social responsibility	2	thirteenth
Follow up on homework and formulate questions	Theory + Examples	Requirements for success and sustainabilityManagementEnvironmental	-Leadership commitment -Awareness and training - Continuous improvement -Disclosure	2	fourteenth
Follow up on homework and formulate questions	Theory + Examples	Case Study	Case Study	2	fifteenth

11. Course Evaluation

70degree on exam end The course 1-
30degree striving Annual And distributed As follows: 2-
A- 10degree exam month first
for- 10exam month second
G- 10presence and sharing

12. Learning and teaching resources

The curriculum book prescribed by the ministry	Required textbooks (methodology if any)
	Main References (Sources)
Scientific research published in international journals	Recommended supporting books and references (scientific journals, reports...)
Specialized websites	Electronic references, websites

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

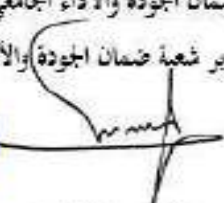
Academic system: Course system

Description preparation date: 28/1/2024

Date of filling the file: 28/1/2024

التوقيع:  اسم المعاون العلمي: د. أشرف هاشم فارس
التاريخ: ٢٠٢٤ / ١ / ٢٨

التوقيع:  اسم رئيس القسم: أ.م. حاصر صباح
شعب
التاريخ: ٢٠٢٤ / ١ / ٢٨

دقق الملف من قبل
شعبة ضمان الجودة والأداء الجامعي
اسم مدير شعبة ضمان الجودة والأداء الجامعي: أستاذة ميسر فرحان
المدرس المساعد
التوقيع: 
التاريخ: ٢٠٢٤ / ١ / ٢٨

أستاذة ميسر فرحان
مدير شعبة ضمان الجودة والأداء


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

- 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? Forprogram? Yes, 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		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		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

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,	-	Integrity and transparency. Quality.	-

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

9. Teaching and learning strategies

Active learning: Encouraging students' active participation in learning processes, such as discussions, group activities, and problem solving, to enhance their deep understanding of mathematical concepts. .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. Administrative .٦

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. .٧

10. Evaluation methods

Classroom performance assessment: This includes assessing students' performance during lessons, lectures and workshops, whether through written tests or continuous assessment of their participation and understanding of the material. .١

Participation in discussions and activities: Students' participation in class .٢

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 assignments to assess their problem-solving skills related to their field of expertise and their understanding of the concepts presented.

Evaluating participation in research: The extent to which students participate in research activities and scientific projects can be assessed, and an evaluation can be provided of their presentation style and analysis of their results and conclusions.

Practical Performance Evaluation: Students can be evaluated in practical performance through visits, process and participation in applied activities.

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

Evaluation of Personal and Professional Development: Students' personal, professional and academic development can be evaluated during their participation in the faculty mentoring program.

11. Faculty

Faculty members

Faculty preparation		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

			nt		
	angel		linguistics	English language	A.M. Adnan Fayhan Mahmoud Khader.
	angel		Financial manageme 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 manageme nt	business management	A.M. Present Sabah Shaeer Jabara
	angel		Knowledge manageme nt	business management	A.M. Tariq Aziz Kurdi
	angel		organized	business management	M. Khalaf Mohammed Alou
	angel		Organizatio n theory	business management	M Iman Muwaffaq Omar
	angel		administrati on Financial	business management	Mr. Salam Hussein Jassim Handa
	angel		administrati 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 manageme nt	business management	Mr. Saad Salem Ghanem Suleiman
	angel		Financial	business	Dr. Qutaiba Ibrahim

			managem nt	management	Hamada
	angel		General Administrati on	General Administration	M. Hamid Anwar Danok
	angel		business managem nt	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 Manageme nt	business management	M. Mazhar Ahmed Khalaf
	angel		Production managem nt	business management	Mr. Ali Mohammed Huwaid Khater
	angel		Bank managem nt	Financial and Banking Sciences	M.M. Ali Hamad Ali
	angel		Information systems	Management Information Systems	M.M. Mohammed Salem Abdel
lecturer			English	English language	M. Alaa Ahmed Abdullah

			literature		
	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

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

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

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

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

assistance.

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

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

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

Professional development for faculty members

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

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

Program Implementation: The development program is implemented in a regular and .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 .5
evaluated by evaluating the learning outcomes of faculty members, such as increased
levels of knowledge, teaching skills, and interaction with students.

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

Participation in scientific research and publication: Faculty members are encouraged to .7
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

Central acceptance. -1

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

Private government education -٣

Accepting evening studies. -٤

13. The most important sources of information about the program

University, college and electronic department website. -١

Priorities for establishing the department. -٢

Project to develop and update the curricula of the faculties of management and economics in Iraqi universities for the year 2017. -٣

14. Program Development Plan

Curriculum development. -١

Open postgraduate studies (higher diploma equivalent to a master's degree). -٢

Developing teaching and administrative staff through courses, seminars and workshops in areas of specialization. -٣

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

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

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

Program Skills Chart

Required learning outcomes of the program

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

✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		ReadingsEnglish		Second year
	✓	✓	✓		✓	✓	✓		✓	✓	✓		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		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		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		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
project management
2. Course code
nothing
3. Semester/Year
Second course

4. Date this description was prepared					
28/1/2024					
5. Available forms of attendance					
weekly					
6. Number of study hours (total) / Number of units (total)					
30 hours / 2					
7. Name of the course supervisor (if more than one name is mentioned)					
Mr. Najm Suhail Najm					
8. Course objectives					
Apply knowledge, processes, skills, tools and techniques that can have a significant impact on the success of projects.			Provides project management guidelines, as well as a description of the project management life cycle and associated processes.		
9. Teaching and learning strategies					
Achieving good project management practices that enhance the chances of success, and considering them an essential element of professional conduct.			To enhance common project management vocabulary with the aim of using and applying project management concepts.		
10. Course Structure					
Evaluation method	Learning method	Name of the unit or topic	Required learning outcomes	Watch es	The week
Ask questions and tests	theoretical	Concept and nature of project management	Understanding project concepts and project management	2	the first
Ask questions and tests	theoretical	Introduction to Project Management	Identifying the possible approaches through which projects can be managed	2	the second
Ask questions and tests	theoretical	Project selection and project manager	Identify the determinants of project selection and project manager	2	the third
Ask questions and tests	theoretical	Project planning	Learn about goal setting methods and the requirements for achieving them	2	Fourth
Ask questions and tests	Theory with examples	Organizational approaches to project management	Learn how to organize project resources	2	Fifth
Ask questions and tests	theoretical	Project life cycle	Identify the stages of the project life	2	Sixth

Ask questions and tests	theoretical	Project Management Strategy	Learn about the strategic plan for project management	2	Seventh
Ask questions and tests	theoretical	Project Quality Management	Understand how to achieve quality in all project activities.	2	The eighth
Ask questions and tests	theoretical	Risks in Project Management	Explaining the risks that the project may face and how to confront or reduce them	2	Ninth
Ask questions and tests	theoretical	Change Management Projects	Learn about change management projects	2	tenth
Ask questions and tests	Theory with examples	Project Management: Network Models	Learn about contemporary project management systems, especially network models.	2	eleventh
Ask questions and tests	theoretical	Project Management Ethics	Explaining the ethical characteristics in project management	2	twelfth
Ask questions and tests	Theory with examples	Financial analysis and evaluation of investment decisions	Learn about financial analysis methods, evaluating investment decisions, and the rate of return on projects.	4	Thirteenth and fourteenth
Tests	Examples	Case Study	Consolidating project management concepts and mechanisms	2	fifteenth

11. Course Evaluation

Through monthly and daily exams and discussions on project management concepts, evaluating daily assignments, and following up on the stages of completing reports on project management topics.

12. Learning and teaching resources

	Required textbooks (methodology if any)
Project Management Institute's Guide to the Project Management Body of Knowledge	Main References (Sources)
	Recommended supporting books and references (scientific journals, reports...)
	Electronic references, websites

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: 28/1/2024

Date of filling the file: 28/1/2024

التوقيع:  اسم رئيس القسم: أ.م. حاضري صباح
التوقيع:  اسم المعاون العلمي: أ.م.د. أشرف هاشم فارس
شعب
التاريخ: ٢٠٢٤/١/٢٨ التاريخ: ٢٠٢٤/١/٢٨

دقيق الملف من قبل
شعبة ضمان الجودة والأداء الجامعي
اسم مدير شعبة ضمان الجودة والأداء الجامعي: أستاذة ميسر فرحان
التوقيع: 
المدرس المساعد
أستاذة ميسر فرحان
مدير شعبة ضمان الجودة وتقييم الأداء
التاريخ: ٢٠٢٤/١/٢٨


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

- 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? Forprogram? Yes, 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		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		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

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,	-	Integrity and transparency. Quality.	-

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

9. Teaching and learning strategies

Active learning: Encouraging students' active participation in learning processes, such as discussions, group activities, and problem solving, to enhance their deep understanding of mathematical concepts. .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. Administrative .٦

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. .٧

10. Evaluation methods

Classroom performance assessment: This includes assessing students' performance during lessons, lectures and workshops, whether through written tests or continuous assessment of their participation and understanding of the material. .١

Participation in discussions and activities: Students' participation in class .٢

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 assignments to assess their problem-solving skills related to their field of expertise and their understanding of the concepts presented.

Evaluating participation in research: The extent to which students participate in research activities and scientific projects can be assessed, and an evaluation can be provided of their presentation style and analysis of their results and conclusions.

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

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

Evaluation of Personal and Professional Development: Students' personal, professional and academic development can be evaluated during their participation in the faculty mentoring program.

11. Faculty

Faculty members

Faculty preparation		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

			nt		
	angel		linguistics	English language	A.M. Adnan Fayhan Mahmoud Khader.
	angel		Financial manageme 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 manageme nt	business management	A.M. Present Sabah Shaeer Jabara
	angel		Knowledge manageme nt	business management	A.M. Tariq Aziz Kurdi
	angel		organized	business management	M. Khalaf Mohammed Alou
	angel		Organizatio n theory	business management	M Iman Muwaffaq Omar
	angel		administrati on Financial	business management	Mr. Salam Hussein Jassim Handa
	angel		administrati 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 manageme nt	business management	Mr. Saad Salem Ghanem Suleiman
	angel		Financial	business	Dr. Qutaiba Ibrahim

			managem nt	management	Hamada
	angel		General Administrati on	General Administration	M. Hamid Anwar Danok
	angel		business managem nt	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 Manageme nt	business management	M. Mazhar Ahmed Khalaf
	angel		Production managem nt	business management	Mr. Ali Mohammed Huwait Khater
	angel		Bank managem nt	Financial and Banking Sciences	M.M. Ali Hamad Ali
	angel		Information systems	Management Information Systems	M.M. Mohammed Salem Abdel
lecturer			English	English language	M. Alaa Ahmed Abdullah

			literature		
	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

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

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

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

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

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

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

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

Professional development for faculty members

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. .1

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. .2

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

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. .4

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. .5

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

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. .7

12. Acceptance Criteria

Central acceptance. -1

Accepting exceptions (martyrs' families, children of faculty, distinguished employees, top students in institutes, foreign students). -2

Private government education -3

Accepting evening studies. -4

13. The most important sources of information about the program

- University, college and electronic department website. -١
- Priorities for establishing the department. -٢
- Project to develop and update the curricula of the faculties of management and economics in Iraqi universities for the year 2017. -٣

14. Program Development Plan

- Curriculum development. -١
- Open postgraduate studies (higher diploma equivalent to a master's degree). -٢
- Developing teaching and administrative staff through courses, seminars and workshops in areas of specialization. -٣
- Supporting scientific research efforts by encouraging faculty members to publish, especially in international journals. -٤
- Conducting training programs to develop students' capabilities in technical and information technology fields. -٥
- Organizing field visits and scientific trips for students to government institutions. -٦

Program Skills Chart

Required learning outcomes of the program

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

✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		English language		Second year
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		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		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		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		
																Fourt h year

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

Course Description Form

1. Course name
Comparative local government systems
2. Course code
nothing
3. Semester/Year

4. Date this description was prepared

28/1/2024

5. Available forms of attendance

Weekly/Full attendance

6. Number of study hours (total) / Number of units (total)

30 hours / 3 units

7. Name of the course supervisor (if more than one name is mentioned)M. Iman Muwafaq Omar Email: iman90600@tu.edu.iq**8. Course objectives**

- Providing the student with a cognitive skill about the concept and importance of Comparative systems
- Providing the student with information about the nature of Comparative local systems
- Comparison between local, global and Arab systems
- Identify the local system in Iraq and compare it to its counterparts in Western countries.

Subject objectives

9. Teaching and learning strategies

- The teaching and learning strategy in the subject of comparative local administration systems regulates the student's participation and contribution to planning teaching and choosing teaching methods and tests.

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, asking questions, and	The concept of comparative local administration	The concept of comparative local administrati	2	the first

	interaction between the teacher and the students, as well as the students with each other.		on The - importance of comparative local administrati on		
Ask questions and tests	Homework, asking questions, and interaction between the teacher and the students, as well as the students with each other.	Types of comparison	Forms of - comparisons used in administrati ve systems	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.	Concepts and definition of the administrative unit	The concept of - administrati ve unit Methods of - organizing administrati ve units	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.	Administrative evaluation in light of the experiences of some countries	Evaluation - methods used by some countries (Britain and France)	2	Fourth
Ask questions and tests	Homework, asking questions, and interaction between	Heads of administrative units	The concept of the head of the - administrati ve unit Conditions - for selecting	2	Fifth

	the teacher and the students, as well as the students with each other.		the head of the administrative unit		
Ask questions and tests	Homework, asking questions, and interaction between the teacher and the students, as well as the students with each other.	Statement of methods for selecting, promoting and disciplining heads of administrative units in some European countries and the United States	Methods of selecting the head of the administrative unit in comparative local systems (British and American models) -	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.	Selection, promotion, transfer and discipline of local administration employees in light of the experiences of some countries in the world	Local Service Employee Concept Selection methods Promotion methods Reasons for transfer -	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.	Local Councils	-The concept of local councils	2	The eighth
Ask questions and tests	Homework, asking questions, and interaction between the teacher and the	Local government budget	Methods of preparing budgets for local administration and the beneficiaries thereof -	2	Ninth

	students, as well as the students 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.	The relationship between the central government and local administration	-The concept of central government Forms of the relationship between the central and local government	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.	Financial control in light of the experiences of some countries	Forms of control in comparative local 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.	International regional cooperation	Forms of regional cooperation	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.	International organizations in some experiences of different countries	The concept of international organizations - Forms of international organizations -	2	thirteenth

	students 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.	Local Finance	Local Finance Concept Beneficiaries of local finance -	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.	Case Study	View one of the models in developed countries to learn aboutWhat are comparative local systems?	2	fifteenth

11. Course Evaluation

12. Learning and teaching resources

Comparative Local Administration Book prescribed by the Ministry	Required textbooks (methodology if any)
	Main References (Sources)
Scientific journals in the specializations of local administration	Recommended supporting books and references (scientific journals, reports...)
Specialized websites	Electronic references, websites

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: 28/1/2024

Date of filling the file: 28/1/2024

التوقيع:  اسم المعاون العلمي: أ.م.د. أشرف هاشم فارس
اسم رئيس القسم: أ.م. حاضري صباح
شعبه
التاريخ: ٢٠٢٤ / ١ / ٢٨

دقق الملف من قبل
شعبة ضمان الجودة والأداء الجامعي
اسم مدير شعبة ضمان الجودة والأداء الجامعي: أ.م.د. موسى فرحان
المدرس المساعد
التوقيع: 
التاريخ: ٢٠٢٤ / ١ / ٢٨


مصادقة السيد السيد

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

- 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? Forprogram? Yes, 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		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		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

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,	-	Integrity and transparency. Quality.	-

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

9. Teaching and learning strategies

Active learning: Encouraging students' active participation in learning processes, such as discussions, group activities, and problem solving, to enhance their deep understanding of mathematical concepts. .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. Administrative .٦

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. .٧

10. Evaluation methods

Classroom performance assessment: This includes assessing students' performance during lessons, lectures and workshops, whether through written tests or continuous assessment of their participation and understanding of the material. .١

Participation in discussions and activities: Students' participation in class .٢

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 assignments to assess their problem-solving skills related to their field of expertise. And their understanding of the concepts presented.

Evaluating participation in research: The extent to which students participate in research activities and scientific projects can be assessed, and an evaluation can be provided of their presentation style and analysis of their results and conclusions.

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

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

Evaluation of Personal and Professional Development: Students' personal, professional and academic development can be evaluated during their participation in the faculty mentoring program.

11. Faculty

Faculty members

Faculty preparation		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

			nt		
	angel		linguistics	English language	A.M. Adnan Fayhan Mahmoud Khader.
	angel		Financial manageme 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 manageme nt	business management	A.M. Present Sabah Shaeer Jabara
	angel		Knowledge manageme nt	business management	A.M. Tariq Aziz Kurdi
	angel		organized	business management	M. Khalaf Mohammed Alou
	angel		Organizatio n theory	business management	M Iman Muwaffaq Omar
	angel		administrati on Financial	business management	Mr. Salam Hussein Jassim Handa
	angel		administrati 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 manageme nt	business management	Mr. Saad Salem Ghanem Suleiman
	angel		Financial	business	Dr. Qutaiba Ibrahim

			managem nt	management	Hamada
	angel		General Administrati on	General Administration	M. Hamid Anwar Danok
	angel		business managem nt	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 Manageme nt	business management	M. Mazhar Ahmed Khalaf
	angel		Production managem nt	business management	Mr. Ali Mohammed Huwaid Khater
	angel		Bank managem nt	Financial and Banking Sciences	M.M. Ali Hamad Ali
	angel		Information systems	Management Information Systems	M.M. Mohammed Salem Abdel
lecturer			English	English language	M. Alaa Ahmed Abdullah

			literature		
	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

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, research areas and teaching methods used in the department.	5-
Administrative Orientation: New members are oriented to administrative procedures, responsibilities, university policies and code of conduct.	6-
Ongoing Support: Ongoing support is provided to new, visiting, full-time and part-time faculty members through advisory sessions, workshops and periodic evaluations.	7-
Professional development for faculty members	
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.	.١
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.	.٢
Program Implementation: The development program is implemented in a regular and organized manner, including organizing workshops, conducting training courses, and providing appropriate educational resources.	.٣
Use effective teaching strategies: Faculty members learn to use and apply modern and effective teaching strategies, such as cooperative learning, active learning, and educational technology.	.٤
Evaluation of learning outcomes: The effectiveness of the development program is evaluated by evaluating the learning outcomes of faculty members, such as increased levels of knowledge, teaching skills, and interaction with students.	.٥
Continuous Development: Ongoing feedback and support is provided to faculty members to promote ongoing professional and academic development.	.٦
Participation in scientific research and publication: Faculty members are encouraged to participate in scientific research and publish the results in prestigious academic journals, which enhances their academic standing and contributes to the development of knowledge in their fields.	.٧
12. Acceptance Criteria	
Central acceptance:	-١
Accepting exceptions (martyrs' families, children of faculty, distinguished employees, top	-٢

students in institutes, foreign students).

Private government education -٣

Accepting evening studies. -٤

13. The most important sources of information about the program

University, college and electronic department website. -١

Priorities for establishing the department. -٢

Project to develop and update the curricula of the faculties of management and economics in Iraqi universities for the year 2017. -٣

14. Program Development Plan

Curriculum development. -١

Open postgraduate studies (higher diploma equivalent to a master's degree). -٢

Developing teaching and administrative staff through courses, seminars and workshops in areas of specialization. -٣

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

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

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/L 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 1 Word		
	✓	✓	✓		✓	✓	✓		✓	✓	✓		Arabic		
	✓	✓	✓		✓	✓	✓			✓	✓		Human rights and democracy		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Principles of Public Administration 2		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Mathematics for administrators		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Accounting		

													principles		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		ReadingsEnglish		
	✓	✓	✓		✓	✓	✓		✓	✓	✓		Computer2Wo		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		English		Second year
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		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		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Computer1Exc		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		el		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Public		Third year
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Financial		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Management		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		unified		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		accounting		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		system		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Local		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		administration		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Contract		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		management		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Quality		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Management		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Public service		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		ethics		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Database		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Computer		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Applications2		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		English		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		language		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Organizational		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Behavior		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Financial		

Second semester / third year

4. Date this description was prepared

28/1/2024

5. Available forms of attendance

Weekly/Full attendance

6. Number of study hours (total) / Number of units (total)

30 hours / 3 units

7. Name of the course supervisor (if more than one name is mentioned)

M. Talha Kawan Salem Email: talha.kawan@tu.edu.iq

8. Course objectives

- Providing the student with a cognitive skill about the concept and importance of Organizational behavior and its relationship to other behavioral sciences and administrative theories
- Providing the student with information about the nature of Organizational behavior in business organizations
- Identifying systems of behavior such as Islamic management and Japanese management
- Identify the dimensions of organizational behavior such as personality, attitudes, values, and other dimensions.

Subject objectives

9. Teaching and learning strategies

- Teaching and learning strategy in the subject of organizational behavior: organizing student participation and contribution to planning teaching and choosing teaching methods and tests.

Strategy

10. Course Structure

Evaluation	Learning	Name of the unit or	Required	Watches	The

method	method	topic	learning outcomes		week
Ask questions and tests	Homework, asking questions, and interaction between the teacher and the students, as well as the students with each other.	The development of behavioral sciences in classical management theories such as administrative principles and scientific management.	Learn about the development of behavioral sciences	3	the first
Ask questions and tests	Homework, asking questions, and interaction between the teacher and the students, as well as the students with each other.	Personality, its nature and characteristics	Get to know the character	3	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.	The concept of trends and how they are formed	Directions	3	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.	The concept of values and their classification	Values	3	Fourth

Ask questions and tests	Homework, asking questions, and interaction between the teacher and the students, as well as the students with each other.	The importance of perception in human behavior	perception	3	Fifth
Ask questions and tests	Homework, asking questions, and interaction between the teacher and the students, as well as the students with each other.	Principles, elements and influencing factors of learning	Learning and behavior modification	3	Sixth
Ask questions and tests	Homework, asking questions, and interaction between the teacher and the students, as well as the students with each other.	Motivation and human motivation	Motivation	3	Seventh
Ask questions and tests	Homework, asking questions, and interaction between the teacher and the students, as well as the students with each other.	The nature of groups, their types and characteristics	Groups	3	The eighth
Ask questions	Homework, asking	Factors affecting communication and	Communications	3	Ninth

and tests	questions, and interaction between the teacher and the students, as well as the students with each other.	methods of communication			
Ask questions and tests	Homework, asking questions, and interaction between the teacher and the students, as well as the students with each other.	The concept of leadership, its sources and methods	Administrative leadership and decision making	3	tenth
Ask questions and tests	Homework, asking questions, and interaction between the teacher and the students, as well as the students with each other.	Causes, levels and characteristics of conflict	Organizational conflict	3	eleventh
Ask questions and tests	Homework, asking questions, and interaction between the teacher and the students, as well as the students with each other.	Concept, elements and effects	Managing stress and work pressure	3	twelfth
Ask questions and tests	Homework, asking questions, and	The need for creativity, areas and levels	Organizational creativity	3	thirteenth

	interaction between the teacher and the students, as well as the students 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.	Causes, objectives and types of change	Organizational change	3	fourteenth
Ask questions and tests	Homework, asking questions, and interaction between the teacher and the students, as well as the students with each other.	Organizational strategy in the development process	Organizational development	3	fifteenth

11. Course Evaluation

12. Learning and teaching resources

Organizational behavior in business organizations	Required textbooks (methodology if any)
Organizational behavior in business organizations Mahmoud Salman Al-Amian / Third Edition 2019	Main References (Sources)
Academic scientific journals	Recommended supporting books and

	references (scientific journals, reports...)
Websites	Electronic references, websites

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

Date of filling the file: 14/9/2023

التوقيع:  اسم رئيس القسم: ا.م. حاضري صباح
شعب
التاريخ: 2023 / 9 / 17

التوقيع:  اسم المعاون العلمي: د. أشرف هاشم فارس
التاريخ: 2023 / 9 / 17

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


مصادقة السيد العميد

1. Program Vision

Excellence in deliveryAngelspioneerAndTo lead public sector institutions that meet stakeholder requirements, in line with global quality standards..

2. Program message

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

3. Program objectives

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? Forprogram? Yes, Ministry of Higher Education and Scientific .٧
Research

6. Program Structure

comments	percentage	Study unit	Number of courses	Program Structure
	9.4%	14	6	Institutional Requirements
	18%	27	10	College Requirements
	72.6%	109	40	Department Requirements
				Summer training
				Other

*Notes may include whether the course is basic or optional.

7. Program Description / Curriculum of the Department of Public Administration

Credit hours		Course name	Course code	Year/Level
practical	theoretical			First
	3	Principles of Public Administration 1		
	3	Principles of Economics		
	3	Principles of Statistics		

1	2	Computer 1Word		
	2	Arabic		
	2	Human rights and democracy		
	3	Principles of Public Administration 2		
	3	Mathematics for administrators		
	3	Accounting principles		
	3	ReadingsEnglish		
1	2	Computer2Word		
	2	English language		Second
	3	Marketing Management		
	3	Human Resources Management		
	2	Administrative law		
2	2	Intermediate Accounting		
	3	The development of organizational thought		
	2	English language		
	2	Quantitative methods		
1	2	Computer1Excel		
	2	Baath crimes in Iraq		
	3	Public Relations		
2	2	Government accounting		
	2	Administrative Psychology		
	2	Civil Service Legislation		
	3	Political systems		
	2	Operations research		
1	2	Computer1Excel		Third
	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		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

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 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 skills to 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 thinking: Encourage students to develop thinking skills. Such 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.

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.

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

Evaluating participation in research: The extent to which students participate in research activities and scientific projects can be assessed, and an evaluation can be provided of their presentation style and analysis of their results and conclusions.

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

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

Evaluation of Personal and Professional Development: Students' personal, professional and academic development can be evaluated during their participation in the faculty mentoring program.

11. Faculty

Faculty members

Faculty preparation		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 manageme nt	business management	A.M. Mazen Noman Abdullah Bakr
	angel		linguistics	English language	A.M. Adnan Fayhan Mahmoud Khader.
	angel		Financial manageme 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 manageme nt	business management	A.M. Present Sabah Shaeer Jabara
	angel		Knowledge manageme nt	business management	A.M. Tariq Aziz Kurdi
	angel		organized	business management	M. Khalaf Mohammed Alou
	angel		Organizatio n theory	business management	M Iman Muwaffaq Omar
	angel		administrati on Financial	business management	Mr. Salam Hussein Jassim Handa
	angel		administrati 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 manageme	business management	Mr. Saad Salem Ghanem Suleiman

			nt		
	angel		Financial manageme nt	business management	Dr. Qutaiba Ibrahim Hamada
	angel		General Administrati on	General Administration	M. Hamid Anwar Danok
	angel		business manageme nt	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 Manageme nt	business management	M. Mazhar Ahmed Khalaf
	angel		Production manageme nt	business management	Mr. Ali Mohammed Huwaïd Khater
	angel		Bank manageme nt	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.

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

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

Professional development for faculty members

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. .١

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. .٢

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

Use effective teaching strategies: Faculty members learn to use and apply modern and effective teaching strategies, such as cooperative learning, active learning, and educational technology. .٤

Evaluation of learning outcomes: The effectiveness of the development program is evaluated by evaluating the learning outcomes of faculty members, such as increased levels of knowledge, teaching skills, and interaction with students. .٥

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

Participation in scientific research and publication: Faculty members are encouraged to participate in scientific research and publish the results in prestigious academic journals, which enhances their academic standing and contributes to the development of knowledge in their fields. .٧

12. Acceptance Criteria

Central acceptance. -١

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

Private government education -٣

Accepting evening studies. -٤

13. The most important sources of information about the program

University, college and electronic department website. - 1

Priorities for establishing the department. - ٢

Project to develop and update the curricula of the faculties of management and economics in Iraqi universities for the year 2017. -٣

14. Program Development Plan	

Curriculum development. - 1

Open postgraduate studies (higher diploma equivalent to a master's degree). - 2

Developing teaching and administrative staff through courses, seminars and workshops in areas of specialization. -۳

Supporting scientific research efforts by encouraging faculty members to publish, - 5
especially in international journals.

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

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		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		ReadingsEnglish		

	✓	✓	✓		✓	✓	✓		✓	✓	✓		Computer2Wo rd		Secon d year
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		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		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Computer1Exc el		Third year
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Public Financial Management		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		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 Applications1QS B		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				Scientific research methods and ethics		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				Strategic management		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				Administrative development 2		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				Risk Management and Insurance		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				General Policies		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				Computer Applications2QS B		

Fourt
h
year

*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	importanceDatabase s	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)
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

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

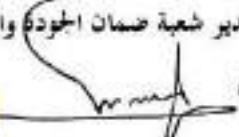
Academic system: Course system

Description preparation date: 14/9/2023

Date of filling the file: 14/9/2023

التوقيع:  اسم رئيس القسم: أ.م. حاضري صباح
شعب
التاريخ: 2023 / 9 / 17

التوقيع:  اسم المعاون العلمي: د. أشرف هاشم فارس
التاريخ: 2023 / 9 / 17

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


مصادقة السيد العميد

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

- 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

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

5. Other external influences

Is there a sponsor? For program? Yes, Ministry of Higher Education and Scientific Research .^y

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 1 Word		
	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		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

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	-	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. .¹

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

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

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

Multiple Instructional Strategies: Providing a variety of instructional strategies, such as interactive lectures, practical lessons, and hands-on exercises, to meet the diverse needs of students. .⁵

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

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

10. Evaluation methods

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

Participation in discussions and activities: Students' participation in class discussions, group activities, and individual projects can be assessed to assess .²

their understanding and engagement with the material.

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

Evaluating participation in research: The extent to which students participate in research activities and scientific projects can be assessed, and an evaluation can be provided of their presentation style and analysis of their results and conclusions.

Practical Performance Evaluation: Students can be evaluated in practical performance through visits, process and participation in applied activities.

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

Evaluation of Personal and Professional Development: Students' personal, professional and academic development can be evaluated during their participation in the faculty mentoring program.

11. Faculty

Faculty members

Faculty preparation		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 manageme 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 manageme nt	business management	A.M. Present Sabah Shaeer Jabara
	angel		Knowledge manageme nt	business management	A.M. Tariq Aziz Kurdi
	angel		organized	business management	M. Khalaf Mohammed Alou
	angel		Organizatio n theory	business management	M Iman Muwaffaq Omar
	angel		administrati on Financial	business management	Mr. Salam Hussein Jassim Handa
	angel		administrati 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 manageme nt	business management	Mr. Saad Salem Ghanem Suleiman
	angel		Financial manageme	business management	Dr. Qutaiba Ibrahim Hamada

			nt		
	angel		General Administrati on	General Administration	M. Hamid Anwar Danok
	angel		business manageme nt	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 Manageme nt	business management	M. Mazhar Ahmed Khalaf
	angel		Production manageme nt	business management	Mr. Ali Mohammed Huwaïd Khater
	angel		Bank manageme nt	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

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

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

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

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

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

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

Ongoing Support: Ongoing support is provided to new, visiting, full-time 7-

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

Professional development for faculty members

Identifying needs and setting goals: Faculty needs are identified through surveys .١
and 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 .٢
comprehensive development program is designed that includes a set of activities,
training courses, workshops, and educational resources.

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

Use effective teaching strategies: Faculty members learn to use and apply .٤
modern and effective teaching strategies, such as cooperative learning, active
learning, and educational technology.

Evaluation of learning outcomes: The effectiveness of the development program .٥
is evaluated by evaluating the learning outcomes of faculty members, such as
increased levels of knowledge, teaching skills, and interaction with students.

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

Participation in scientific research and publication: Faculty members are .٧
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

Central acceptance. -١

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

Private government education -٣

Accepting evening studies. -٤

13. The most important sources of information about the program

University, college and electronic department website. -١

Priorities for establishing the department. -٢

Project to develop and update the curricula of the faculties of management and economics in Iraqi universities for the year 2017. -٣

14. Program Development Plan

Curriculum development. -١

Open postgraduate studies (higher diploma equivalent to a master's degree). -٢

Developing teaching and administrative staff through courses, seminars and workshops in areas of specialization. -٣

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

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

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/L 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 1 Word		
	✓	✓	✓		✓	✓	✓		✓	✓	✓		Arabic		
	✓	✓	✓		✓	✓	✓			✓	✓		Human rights and democracy		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Principles of Public Administration 2		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Mathematics for administrators		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Accounting principles		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Readings English		
	✓	✓	✓		✓	✓	✓		✓	✓	✓		Computer 2 Word		

✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		English language		Second year
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		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		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		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		
																Fourt h year

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

Course Description Form

1. Course name
Public service ethics
2. Course code
nothing
3. Semester/Year
First course/third year
4. Date this description was prepared
14/9/2023

5. Available forms of attendance

My presence

6. Number of study hours (total) / Number of units (total)

30 hours / 2 units

7. Name of the course supervisor (if more than one name is mentioned)Name: M. Saad Salem Ghanem Email: saadsalim2023@tu.edu.iq**8. Course objectives**

Gain The student skill • CognitiveAbout understanding the values and ethical principles that service employees must adhere to • Developing awareness of ethical challenges and combating all forms of corruption in the public service • Encourage students to commit to transparency, integrity and perform their professional duties. • Promoting social responsibility among students and society	Subject objectives

9. Teaching and learning strategies

The lecture 1. Discussion 2. Discussing real cases 3. strategy Interactive model 4. 5. Storm Mental	Strategy

10. Course Structure

Evaluation method	Learning method	Name of the unit or topic	Required learning outcomes	Watches	The week
Exam And activity Daily	The lecture+Discussion	Definition of public service ethics and their	Definition - Concept - Importance of	2	the first

		importance	Professional Ethics		
Exam and daily activity	The lecture+Discussion	Sources of public service ethics	Identify the most important sources of religion, culture, customs and traditions	2	the second
Exam and daily activity	Lecture + Discussion	Job Ethics Standards	Integrity and transparency Respect equality	2	the third
Exam and daily activity	Lecture + Discussion	Personal valuesAnd its impact on the ethics of public service	Attitudes and Behavior Leadership and Responsibility Social interactions	2	Fourth
Exam and daily activity	Lecture + Discussion	Management methods for establishing ethical standards	clarity of vision Implementation of procedures and policies Audit and monitoring	2	Fifth
Exam and daily activity	Lecture + Discussion	Interpretation of deviant functional behavior	Corruption negative behavior bias	2	Sixth
Exam and daily activity	Lecture + Discussion	Strategies for modifying deviant occupational behavior	Awareness and training Ethical culture Incentive programs	2	Seventh
Exam and daily activity	Lecture + Discussion	a personality Employee And its effect on Ethics Job General	Personal values and principles Behaviors self conscious	2	The eighth
Exam and daily activity	Lecture + Discussion	Dimensions Legal For behaviors Job General	Local laws Code of Professional Conduct Anti-corruption	2	Ninth
Exam and daily activity	Lecture + Discussion	Service General in Islam and requirements the job In it	Understanding the nature of service in Islam	2	tenth

Exam and daily activity	Lecture + Discussion	Ethics Service in Countries Arabic	Service Basics in Arab Countries	2	eleventh
Exam and daily activity	Lecture + Discussion	Service Ethics in Third World Countries	Service Basics in Third World Countries	2	twelfth
Exam and daily activity	Lecture + Discussion	Ethics of Public Service in the United States	Service Basics in the United States	2	thirteenth
Exam and daily activity	Lecture + Discussion	Public Service Ethics in Canada and Australia	Basics of Service Ethics in Canada and Australia	2	fourteenth
Exam and daily activity	Lecture + Discussion	Public Service Ethics in the UK	UK Service Basics	2	fifteenth

11. Course Evaluation

70degree on exam end The course 1-
30degree striving Annual And distributed As follows: 2-
A- 10degree exam month first
for- 10exam month second
G- 10presence and sharing

12. Learning and teaching resources

The curriculum book prescribed by the ministry	Required textbooks (methodology if any)
	Main References (Sources)
Scientific research published in international journals	Recommended supporting books and references (scientific journals, reports...)
Specialized websites	Electronic references, websites

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

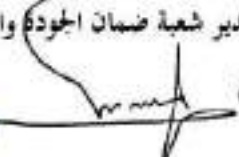
Final Certificate Name: Bachelor Science in Public Administration

Academic system: Course system

Description preparation date: 14/9/2023

Date of filling the file: 14/9/2023

التوقيع:  اسم المعاون العلمي: د.م.أ. أشرف هاشم فارس
التوقيع:  اسم رئيس القسم: أ.م. حاضر صباح
شعب
التاريخ: 2023 / 9 / 17
التاريخ: 2023 / 9 / 17

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


مصادقة السيد العميد

1. Program Vision

Excellence in deliveryAngelspioneerAndTo lead public sector institutions that meet stakeholder requirements, in line with global quality standards..

2. Program message

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

3. Program objectives

- 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? Forprogram? Yes, 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		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		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

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,	-	Integrity and transparency. Quality.	-

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

9. Teaching and learning strategies

Active learning: Encouraging students' active participation in learning processes, such as discussions, group activities, and problem solving, to enhance their deep understanding of mathematical concepts. .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' performance during lessons, lectures and workshops, whether through written tests or continuous assessment of their participation and understanding of the material. .١

Participation in discussions and activities: Students' participation in class .٢

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 assignments to assess their problem-solving skills related to their field of expertise and their understanding of the concepts presented.

Evaluating participation in research: The extent to which students participate in research activities and scientific projects can be assessed, and an evaluation can be provided of their presentation style and analysis of their results and conclusions.

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

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

Evaluation of Personal and Professional Development: Students' personal, professional and academic development can be evaluated during their participation in the faculty mentoring program.

11. Faculty

Faculty members

Faculty preparation		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

			nt		
	angel		linguistics	English language	A.M. Adnan Fayhan Mahmoud Khader.
	angel		Financial manageme 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 manageme nt	business management	A.M. Present Sabah Shaeer Jabara
	angel		Knowledge manageme nt	business management	A.M. Tariq Aziz Kurdi
	angel		organized	business management	M. Khalaf Mohammed Alou
	angel		Organizatio n theory	business management	M Iman Muwaffaq Omar
	angel		administrati on Financial	business management	Mr. Salam Hussein Jassim Handa
	angel		administrati 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 manageme nt	business management	Mr. Saad Salem Ghanem Suleiman
	angel		Financial	business	Dr. Qutaiba Ibrahim

			managem nt	management	Hamada
	angel		General Administrati on	General Administration	M. Hamid Anwar Danok
	angel		business managem nt	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 Manageme nt	business management	M. Mazhar Ahmed Khalaf
	angel		Production managem nt	business management	Mr. Ali Mohammed Huwaid Khater
	angel		Bank managem nt	Financial and Banking Sciences	M.M. Ali Hamad Ali
	angel		Information systems	Management Information Systems	M.M. Mohammed Salem Abdel
lecturer			English	English language	M. Alaa Ahmed Abdullah

			literature		
	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

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, research areas and teaching methods used in the department.	5-
Administrative Orientation: New members are oriented to administrative procedures, responsibilities, university policies and code of conduct.	6-
Ongoing Support: Ongoing support is provided to new, visiting, full-time and part-time faculty members through advisory sessions, workshops and periodic evaluations.	7-

Professional development for faculty members

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.	.١
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.	.٢
Program Implementation: The development program is implemented in a regular and organized manner, including organizing workshops, conducting training courses, and providing appropriate educational resources.	.٣
Use effective teaching strategies: Faculty members learn to use and apply modern and effective teaching strategies, such as cooperative learning, active learning, and educational technology.	.٤
Evaluation of learning outcomes: The effectiveness of the development program is evaluated by evaluating the learning outcomes of faculty members, such as increased levels of knowledge, teaching skills, and interaction with students.	.٥
Continuous Development: Ongoing feedback and support is provided to faculty members to promote ongoing professional and academic development.	.٦
Participation in scientific research and publication: Faculty members are encouraged to participate in scientific research and publish the results in prestigious academic journals, which enhances their academic standing and contributes to the development of knowledge in their fields.	.٧

12. Acceptance Criteria

Central acceptance. -١

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

Private government education -٣

Accepting evening studies. -٤

13. The most important sources of information about the program

University, college and electronic department website. -١

Priorities for establishing the department. -٢

Project to develop and update the curricula of the faculties of management and economics in Iraqi universities for the year 2017. -٣

14. Program Development Plan

Curriculum development. -١

Open postgraduate studies (higher diploma equivalent to a master's degree). -٢

Developing teaching and administrative staff through courses, seminars and workshops in areas of specialization. -٣

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

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

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/L 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 1 Word		
	✓	✓	✓		✓	✓	✓		✓	✓	✓		Arabic		
	✓	✓	✓		✓	✓	✓			✓	✓		Human rights and democracy		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Principles of Public Administration 2		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Mathematics for		

													administrators		Second year
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Accounting principles		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		ReadingsEnglish		
	✓	✓	✓		✓	✓	✓		✓	✓	✓		Computer2Wo		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		English language		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Marketing Management		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Human Resources Management		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Administrative law		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Intermediate Accounting		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		The development of organizational thought		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		English language		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Quantitative methods		
	✓	✓	✓		✓	✓	✓		✓	✓	✓		Computer1Exc		
	✓	✓	✓		✓	✓	✓		✓	✓	✓		Baath crimes in Iraq		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Public Relations		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Government accounting		Third year
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Administrative Psychology		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Civil Service Legislation		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Political systems		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Operations research		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Computer1Exc		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Public Financial Management		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		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 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
Local Administration
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 attendance

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)M. Talha Kawan Salem Email: talha.kawan@tu.edu.iq

Mr. Hassan Farhan Ahmedhassan-a-82@tu.edu.iq

8. Course objectives

Providing the student with a cognitive skill about the concept and importance of Local Administration

Providing the student with information about the nature of date Local Administration

Learn about global and Arab local management

Identify the local administration system in Iraq, its problems, and compare it with its counterparts in other countries around the world.

Subject objectives

9. Teaching and learning strategies

Teaching and learning strategy in the subject of local administration: organizing student participation and contribution to planning teaching and choosing teaching methods and tests

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, asking questions, and interaction between the teacher and the students, as well as the students with each other.	General concepts and importance of local administration	Learn about local government	3	the first
Ask questions and tests	Homework, asking questions, and interaction between the teacher and the students, as well as the students with each other.	Reasons for the emergence of local administration	Learn about the origins of local administration	3	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.	Nature and concept of local government	Learn about local government	3	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.	Features of the local administration system	System features	3	Fourth
Ask questions	Homework, asking	The difference between local administration and	Distinguish between	3	Fifth

and tests	questions, and interaction between the teacher and the students, as well as the students with each other.	local government through the points of disagreement	management and governance		
Ask questions and tests	Homework, asking questions, and interaction between the teacher and the students, as well as the students with each other.	Identify the objectives of local government	Local administration objectives	3	Sixth
Ask questions and tests	Homework, asking questions, and interaction between the teacher and the students, as well as the students with each other.	Administrative unit and division of administration in local units	Local administration divisions	3	Seventh
Ask questions and tests	Homework, asking questions, and interaction between the teacher and the students, as well as the students with each other.	Local administration employee and the tasks assigned to them	Nature of employee work	3	The eighth
Ask questions and tests	Homework, asking questions, and	Independent system for each administrative unit	Local government employee systems	3	Ninth

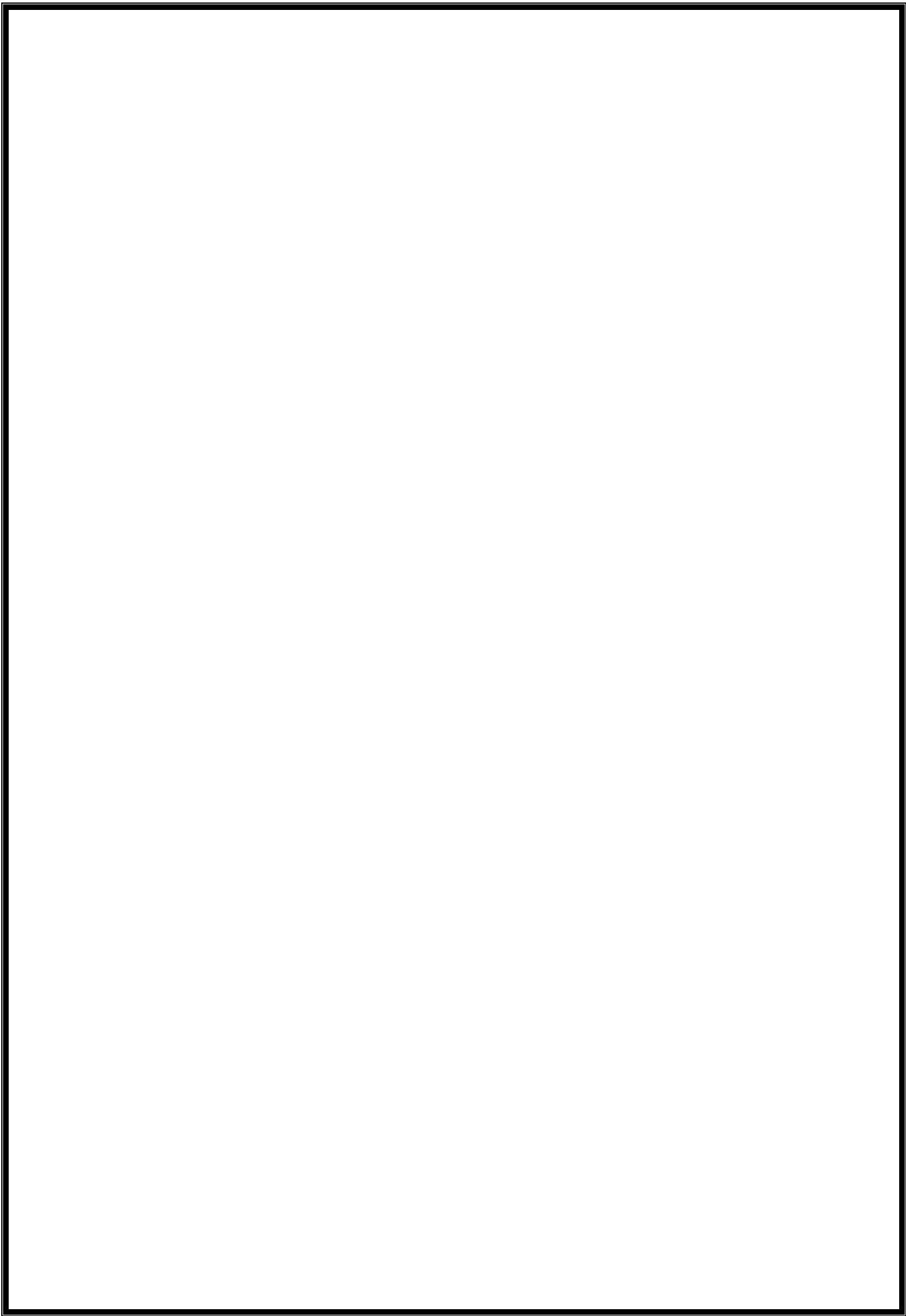
	interaction between the teacher and the students, as well as the students with each other.				
Ask questions and tests	Homework, asking questions, and interaction between the teacher and the students, as well as the students with each other.	Unified system for local government workers	Local government employee systems	3	tenth
Ask questions and tests	Homework, asking questions, and interaction between the teacher and the students, as well as the students with each other.	Integrated system for workers in central government and local administration	Local government employee systems	3	eleventh
Ask questions and tests	Homework, asking questions, and interaction between the teacher and the students, as well as the students with each other.	Local government finance and its characteristics	Local government funding sources	3	twelfth
Ask questions and tests	Homework, asking questions, and interaction between	Local Councils and Membership Requirements	What are local councils?	3	thirteenth

	the teacher and the students, as well as the students 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.	The impact of local elections on general elections	The effect of the elections	3	fourteenth
Ask questions and tests	Homework, asking questions, and interaction between the teacher and the students, as well as the students with each other.	Problems faced by local administrations	Identify problems	3	fifteenth

11. Course Evaluation

12. Learning and teaching resources

Comparative Local Administration Book prescribed by the Ministry	Required textbooks (methodology if any)
Local Administration Ayman Awda Al-Maani / Third Edition 2019	Main References (Sources)
Academic scientific journals	Recommended supporting books and references (scientific journals, reports...)
Websites	Electronic references, websites



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

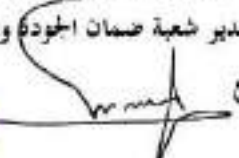
Final Certificate Name: Bachelor Science in Public Administration

Academic system: Course system

Description preparation date: 14/9/2023

Date of filling the file: 14/9/2023

التوقيع:  اسم رئيس القسم: ا.م. حاضري صباح
التوقيع:  اسم المعاون العلمي: د. أشرف هاشم فارس
شعب
التاريخ: 2023 / 9 / 17 التاريخ: 2023 / 9 / 17

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


مصادقة السيد العميد

1. Program Vision

Excellence in deliveryAngelspioneerAndTo lead public sector institutions that meet stakeholder requirements, in line with global quality standards..

2. Program message

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

3. Program objectives

- 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? Forprogram? Yes, 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			
	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		
	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		

Second

Third

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

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

- 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. Administrative .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 Administrative Encourage students to develop thinking .٦

skills. Administrative Such as analysis, planning and inference, by providing stimulating questions and applied problems.

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

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.

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.

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

Evaluating participation in research: The extent to which students participate in research activities and scientific projects can be assessed, and an evaluation can be provided of their presentation style and analysis of their results and conclusions.

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

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

Evaluation of Personal and Professional Development: Students' personal, professional and academic development can be evaluated during their participation in the faculty mentoring program.

11. Faculty

Faculty members

Faculty preparation		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		Organizatio	business	M Iman Muwaffaq Omar

			n theory	management	
	angel		administrati on Financial	business management	Mr. Salam Hussein Jassim Handa
	angel		administrati 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 manageme nt	business management	Mr. Saad Salem Ghanem Suleiman
	angel		Financial manageme nt	business management	Dr. Qutaiba Ibrahim Hamada
	angel		General Administrati on	General Administration	M. Hamid Anwar Danok
	angel		business manageme nt	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 Manageme nt	business management	M. Mazhar Ahmed Khalaf
	angel		Production manageme nt	business management	Mr. Ali Mohammed Huwaid Khater
	angel		Bank manageme nt	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. .٤

Providing support resources: New members are provided with the necessary resources and support, including training courses, workshops, and technical assistance. .٥

Academic Orientation: New members are oriented regarding the curricula, research areas and teaching methods used in the department. .٦

Administrative Orientation: New members are oriented to administrative procedures, responsibilities, university policies and code of conduct. .٧

Ongoing Support: Ongoing support is provided to new, visiting, full-time and part-time faculty members through advisory sessions, workshops and periodic evaluations. .٨

Professional development for faculty members

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. .١

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. .٢

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

Use effective teaching strategies: Faculty members learn to use and apply modern and effective teaching strategies, such as cooperative learning, active learning, and educational technology. .٤

Evaluation of learning outcomes: The effectiveness of the development program is evaluated by evaluating the learning outcomes of faculty members, such as increased levels of knowledge, teaching skills, and interaction with students. .٥

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

Participation in scientific research and publication: Faculty members are encouraged to participate in scientific research and publish the results in prestigious academic journals, which enhances their academic standing and contributes to the development of knowledge in their fields. .٧

12. Acceptance Criteria

Central acceptance. -١

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

Private government education -٣

Accepting evening studies. -٤

13. The most important sources of information about the program

University, college and electronic department website. -١

Priorities for establishing the department. -٢

Project to develop and update the curricula of the faculties of management and economics in Iraqi universities for the year 2017. -٣

14. Program Development Plan

Curriculum development. -١

Open postgraduate studies (higher diploma equivalent to a master's degree). -٢

Developing teaching and administrative staff through courses, seminars and workshops in areas of specialization. -٣

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

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

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/L 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 1 Word		
	✓	✓	✓		✓	✓	✓		✓	✓	✓		Arabic		
	✓	✓	✓		✓	✓	✓			✓	✓		Human rights		

													and democracy		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Principles of Public Administration 2		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Mathematics for administrators		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Accounting principles		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		ReadingsEnglish h		
	✓	✓	✓		✓	✓	✓		✓	✓	✓		Computer2Word		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		English language		Second year
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		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		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		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		Fourt h year
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		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		

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

Course Description Form

1. Course name

Government contracts	
2. Course code	
3. Semester/Year	
First course / third stage	
4. Date this description was prepared	
14/9/2023	
5. Available forms of attendance	
In-room attendance, using software ClassroomTo notify students of exam times and download monthly exam grades and annual effort grades, while providing them with some instructions regarding attendance, absence, and exams, along with practical lessons in the computer lab.	
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)	
A.M. AhmDKhader Ahmed Email Ahmed.kh.84@tu.edu.iq	
8. Course objectives	
This article aims to define the procedures and rules that must be followed by government agencies when concluding contracts. Includes organizing bids, awarding, concluding and implementing contracts. Achieving transparency and justice: It aims to ensure that bidding and awarding processes are conducted transparently and in a fair manner. Ensure that competing companies have an equal chance to win contracts. Achieving efficiency and economy: It aims to achieve maximum efficiency in the use of financial and human resources. It seeks to achieve the best possible value for public money. Quality assurance of services and purchases: Aims to ensure that contracts meet quality requirements and specified specifications.	Subject objectives

- It seeks to maintain a high level of quality in government services and procurement.
- Preserving the rights of interested parties:
- It aims to protect the rights of contracting parties, suppliers and contractors.

9. Teaching and learning strategies

- Cooperative learning strategy:
- Encourage students to work together on projects. Serves the country's economic sector.
- Survey strategy:
- Encourage students to research and investigate specific topics. About the mechanisms for implementing financial policy tools.
- Teach them how to search the Internet and use search tools. Fiscal Policy Topics.
- Cognitive mapping strategy:
- Use concept maps to organize information and ideas in economic policy of the country.
- Multiple Intelligences Strategy:
- Directing students to use their different skills in Operating Systems
- Encourage students to tap into their unique writing, design, and critical thinking abilities.
- Use these strategies to improve your students' experience using State budget

Strategy

10. Course Structure

Evaluation method	Learning method	Name of the unit or topic	Required learning outcomes	Watches	The week
discussion	theory	Concepts about government contracts	Government contract concept Definition of administrative contract	3	the first
viva voce	theory	Characteristics of the administrative contract	Characteristics of the administrative contract and its distinguishing criteria Elements of the administrative contract Elements of the administrative contract	3	the second
discussion	theory	Types of contracts	Types of	3	the third

			administrative contracts arising from tenders Public works contract		
cone	theory	Types of contracts	Supply contract Consulting Services Contract	3	Fourth
discussion	theory	Bot contracts	Bot contractsBOT BOT Contracts Concept The importance of bond contracts	3	Fifth
Written exam	theory		First month theory exam	3	Sixth
viva voce	theory	Administrative contract stages	Advantages of BOT Contracts Disadvantages of BOT Contracts Stages of BOT contracts	3	Seventh
discussion	theory	BOT Contracts Forms	Funding bot projects BOT Contracts Forms	3	The eighth
cone	theory	Legal nature of government contracts	Legal nature of build-operate-transfer contracts	3	Ninth
discussion	theory	Administrative contracting	Administrative contracting methods Competition Direct contracting Competition procedures	3	tenth
discussion	theory	Advertising in competitions	Competition announcement The most important information related to the advertisement	3	eleventh
viva voce	theory	Nature of competition	Submitting offers Exclusion Cases Contracts excluded from competition	3	twelfth
Written exam	theory	Theoretical exam	Second month exam	3	thirteenth
Homework	theory	Contract Management	Different types of government tenders Purchasing and Contract Management	3	fourteenth
discussion	theory	Optimal financial budget	General Bidding Terms Contracting stages Roles and responsibilities of stakeholders Insurance and late fees Tender opening committees	3	fifteenth

			Contracting rights with management Judicial control over the administration's commitment to pay the financial consideration End of administrative contract		

11. Course Evaluation

The annual effort grade is (30 points) and is divided as follows:

10 marks for the first month exam. -

10 marks for the second monthly exam. -

10 marks homework. -

The final exam score is (70 points).

12. Learning and teaching resources

	Required textbooks (methodology if any)
Government Contract Management Book	Main References (Sources)
	Recommended supporting books and references (scientific journals, reports...)
A group of websites and electronic forums.	Electronic references, websites

Academic Program Description Form

University name: University Tikrit

College/Institute: College Management and Economics

Scientific Department: Department General Administration

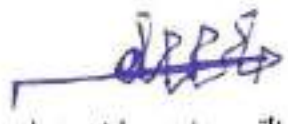
Name of academic or professional program: Public Administration Department

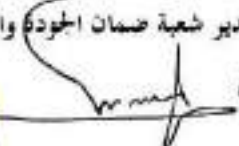
Final Certificate Name: Bachelor Science in Public Administration

Academic system: Course system

Description preparation date: 14/9/2023

Date of filling the file: 14/9/2023

التوقيع:  اسم المعاون العلمي: د. أشرف هاشم فارس
التوقيع:  اسم رئيس القسم: أ.م. حاضري صباح
شعب
التاريخ: 2023 / 9 / 17 التاريخ: 2023 / 9 / 17

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


مصادقة السيد العميد

1. Program Vision

Excellence in deliveryAngelspioneerAndTo lead public sector institutions that meet stakeholder requirements, in line with global quality standards..

2. Program message

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

3. Program objectives

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		Second
	3	Marketing Management		
	3	Human Resources Management		
	2	Administrative law		
2	2	Intermediate Accounting		
	3	The development of organizational thought		
	2	English language		
	2	Quantitative methods		
1	2	Computer1Excel		
	2	Baath crimes in Iraq		
	3	Public Relations		
2	2	Government accounting		
	2	Administrative Psychology		
	2	Civil Service Legislation		
	3	Political systems		
	2	Operations research		
1	2	Computer1Excel		Third
	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		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

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.	-

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

Active learning: Encouraging students' active participation in learning processes, .1
such as discussions, group activities, and problem solving, to enhance their deep
understanding of mathematical concepts.

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

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

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

Multiple Instructional Strategies: Providing a variety of instructional strategies, .5
such as interactive lectures, practical lessons, and hands-on exercises, to meet the
diverse needs of students.

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

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

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 research activities and scientific projects can be assessed, and an evaluation can be provided of their presentation style and analysis of their results and conclusions.

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

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

Evaluation of Personal and Professional Development: Students' personal, professional and academic development can be evaluated during their participation in the faculty mentoring program.

11. Faculty

Faculty members

Faculty preparation		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 manageme 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 manageme nt	business management	A.M. Present Sabah Shaeer Jabara
	angel		Knowledge manageme nt	business management	A.M. Tariq Aziz Kurdi
	angel		organized	business management	M. Khalaf Mohammed Alou
	angel		Organizatio n theory	business management	M Iman Muwaffaq Omar
	angel		administrati on Financial	business management	Mr. Salam Hussein Jassim Handa
	angel		administrati 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 manageme nt	business management	Mr. Saad Salem Ghanem Suleiman
	angel		Financial manageme nt	business management	Dr. Qutaiba Ibrahim Hamada
	angel		General	General	M. Hamid Anwar Danok

			Administrati on	Administration	
	angel		business manageme nt	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 Manageme nt	business management	M. Mazhar Ahmed Khalaf
	angel		Production manageme nt	business management	Mr. Ali Mohammed Huwait Khater
	angel		Bank manageme nt	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

- 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 new, visiting, full-time and part-time members based on their needs and specialties. 2-
- 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. 3-
- Providing support resources:** New members are provided with the necessary resources and support, including training courses, workshops, and technical assistance. 4-
- Academic Orientation:** New members are oriented regarding the curricula, research areas and teaching methods used in the department. 5-
- Administrative Orientation:** New members are oriented to administrative procedures, responsibilities, university policies and code of conduct. 6-
- Ongoing Support:** Ongoing support is provided to new, visiting, full-time and part-time faculty members through advisory sessions, workshops and periodic 7-

Professional development for faculty members

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

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

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

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

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

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

Participation in scientific research and publication: Faculty members are .7
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

Central acceptance. -1

Accepting exceptions (martyrs' families, children of faculty, distinguished -2
employees, top students in institutes, foreign students).

Private government education -3

Accepting evening studies. -4

13. The most important sources of information about the program

University, college and electronic department website. -1

Priorities for establishing the department. -٢
 Project to develop and update the curricula of the faculties of management and economics in Iraqi universities for the year 2017. -٣

14. Program Development Plan

Curriculum development. -١
 Open postgraduate studies (higher diploma equivalent to a master's degree). -٢
 Developing teaching and administrative staff through courses, seminars and workshops in areas of specialization. -٣
 Supporting scientific research efforts by encouraging faculty members to publish, especially in international journals. -٤
 Conducting training programs to develop students' capabilities in technical and information technology fields. -٥
 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/L 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 1 Word		
	✓	✓	✓		✓	✓	✓		✓	✓	✓		Arabic		
	✓	✓	✓		✓	✓	✓			✓	✓		Human rights and democracy		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Principles of Public Administration 2		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Mathematics for administrators		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Accounting principles		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Readings English		
	✓	✓	✓		✓	✓	✓		✓	✓	✓		Computer 2 Word		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		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		Fourth year
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		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		

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

Course Description Form

1. Course name
Unified accounting system
2. Course code
nothing
3. Semester/Year
First / Third

4. Date this description was prepared					
14/9/2023					
5. Available forms of attendance					
Giving the material in person					
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)					
Name: M.M. Yasser Fouad Taha Email: yaser.taha101@tu.edu.iq the name:					
8. Course objectives					
Providing students with the skills to • record, classify and summarize financial events. 2. Providing students with skills in the • unified accounting system. 3. Providing students with skills to • solve financial accounting problems and make decisions. 4. Providing students with skills in • predicting future events.			Subject objectives		
9. Teaching and learning strategies					
Providing students with the skills to record, • classify and summarize financial events. Providing students with skills in the unified • accounting system. Providing students with skills in solving • financial accounting problems and making decisions. Providing students with skills in predicting • future events.			Strategy		
10. Course Structure					
Evaluation method	Learning method	Name of the unit or topic	Required learning outcomes	Watch es	The week
Ask questions and tests	Homework, asking questions, and interaction between the teacher and the students, as well as the students with each other.	Concepts / Definition / Types	Chapter One / Introduction to the Study of the Accounting System	3	the first
Ask questions and tests	Homework, asking questions, and interaction between the	Fixed assets and projects in progress accounts (A/11	Chapter Two / Fixed Assets Accounts and Projects Under Construction	3	the second

	teacher and the students, as well as the students with each other.	and A/12)			
Ask questions and tests	Homework, asking questions, and interaction between the teacher and the students, as well as the students with each other.	Fixed assets and projects in progress accounts (A/11 and A/12)	Chapter Two / Fixed Assets Accounts and Projects Under Construction	3	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.	Methods of obtaining fixed assets: First: Purchase of fixed assets: 1- Buy from the local market.	Chapter Two / Fixed Assets Accounts and Projects Under Construction	3	Fourth
Ask questions and tests	Homework, asking questions, and interaction between the teacher and the students, as well as the students with each other.	2- Buying from the foreign market.	Fixed assets and projects in progress accounts	3	Fifth
Ask questions and tests	Homework, asking questions, and interaction between the teacher and the students, as well as the students with each other.	Second: Donations and gifts (records of the donor and recipient).	Fixed assets and projects in progress accounts	3	Sixth
Ask questions and tests	Homework, asking questions, and interaction between the teacher and the students, as well as the students with each other.	Third: Manufacturing within the facility	Fixed assets and projects in progress accounts	3	Seventh
Ask questions and tests	Homework, asking questions, and interaction between the teacher and the students, as well as the students with each other.	Fourth: Central financing Fifth: Deferred revenue expenses. Sixth: Write-off and sale of fixed assets		3	The eighth
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 inventory accounts. 2- Purchasing stock of commodity supplies from the local market. 3- Stock of waste and consumables. 4- Stock of goods for sale.	Chapter Three / Inventory Accounts (H/13)	3	Ninth

		5- Inventory of finished and unfinished production and work in progress / ending goods.			
Ask questions and tests	Homework, asking questions, and interaction between the teacher and the students, as well as the students with each other.	1- Loans granted and received 2- Financial investments. And received in advance	1 Chapter Four / Loans and Investments	3	tenth
Ask questions and tests	Homework, asking questions, and interaction between the teacher and the students, as well as the students with each other.	1- Cash and inventory, accrued and prepaid expenses. 2- Accrued revenues	Chapter Five / Various Accounts Receivable and Creditor	3	eleventh
Ask questions and tests	Homework, asking questions, and interaction between the teacher and the students, as well as the students with each other.	3- Compensation requests. 4- Differences.		3	twelfth
Ask questions and tests	Homework, asking questions, and interaction between the teacher and the students, as well as the students with each other.	/ advances and cash	Chapter Six	3	thirteenth
Ask questions and tests	Homework, asking questions, and interaction between the teacher and the students, as well as the students with each other.	/ Use accounts	Chapter Seven	3	fourteenth
Ask questions and tests	Homework, asking questions, and interaction between the teacher and the students, as well as the students with each other.	/ Resource Account	Chapter Eight	3	fifteenth

11. Course Evaluation

The grade is distributed out of 30 for the effort according to the tasks assigned to the student, such as daily preparation, daily, oral, monthly and written exams, reports, etc., and the final exam is out of 70, so the total is 100.

12. Learning and teaching resources

Methodological vocabulary approved by the Ministry of Higher Education and Scientific Research (Sectoral Committee)	Required textbooks (methodology if any)
Iraqi Unified Accounting System / Dr. Saeed Jaid Mashkoor	Main References (Sources)
Books on accounting, articles published in magazines.	Recommended supporting books and references (scientific journals, reports...)
Specialized websites	Electronic references, websites

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

Date of filling the file: 14/9/2023

التوقيع:  اسم المعاون العلمي: د. أشرف هاشم فارس
التوقيع:  اسم رئيس القسم: أ.م. حاصر صباح
شعب
التاريخ: 2023 / 9 / 17 التاريخ: 2023 / 9 / 17

دقق الملف من قبل
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اسم مدير شعبة ضمان الجودة والأداء الجامعي: أسامة موسى فرحان
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مصادقة السيد العميد

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- 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? Forprogram? Yes, 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		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		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

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,	-	Integrity and transparency. Quality.	-

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

9. Teaching and learning strategies

Active learning: Encouraging students' active participation in learning processes, such as discussions, group activities, and problem solving, to enhance their deep understanding of mathematical concepts. .1

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

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

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

Multiple Instructional Strategies: Providing a variety of instructional strategies, such as interactive lectures, practical lessons, and hands-on exercises, to meet the diverse needs of students. .5

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

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

10. Evaluation methods

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

Participation in discussions and activities: Students' participation in class .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 assignments to assess their problem-solving skills related to their field of expertise and their understanding of the concepts presented.

Evaluating participation in research: The extent to which students participate in research activities and scientific projects can be assessed, and an evaluation can be provided of their presentation style and analysis of their results and conclusions.

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

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

Evaluation of Personal and Professional Development: Students' personal, professional and academic development can be evaluated during their participation in the faculty mentoring program.

11. Faculty

Faculty members

Faculty preparation		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

			nt		
	angel		linguistics	English language	A.M. Adnan Fayhan Mahmoud Khader.
	angel		Financial manageme 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 manageme nt	business management	A.M. Present Sabah Shaeer Jabara
	angel		Knowledge manageme nt	business management	A.M. Tariq Aziz Kurdi
	angel		organized	business management	M. Khalaf Mohammed Alou
	angel		Organizatio n theory	business management	M Iman Muwaffaq Omar
	angel		administrati on Financial	business management	Mr. Salam Hussein Jassim Handa
	angel		administrati 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 manageme nt	business management	Mr. Saad Salem Ghanem Suleiman
	angel		Financial	business	Dr. Qutaiba Ibrahim

			managem nt	management	Hamada
	angel		General Administrati on	General Administration	M. Hamid Anwar Danok
	angel		business managem nt	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 Manageme nt	business management	M. Mazhar Ahmed Khalaf
	angel		Production managem nt	business management	Mr. Ali Mohammed Huwaid Khater
	angel		Bank managem nt	Financial and Banking Sciences	M.M. Ali Hamad Ali
	angel		Information systems	Management Information Systems	M.M. Mohammed Salem Abdel
lecturer			English	English language	M. Alaa Ahmed Abdullah

			literature		
	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

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

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

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

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

assistance.

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

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

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

Professional development for faculty members

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

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

Program Implementation: The development program is implemented in a regular and .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 .5
evaluated by evaluating the learning outcomes of faculty members, such as increased
levels of knowledge, teaching skills, and interaction with students.

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

Participation in scientific research and publication: Faculty members are encouraged to .7
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

Central acceptance. -1

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

Private government education -٣

Accepting evening studies. -٤

13. The most important sources of information about the program

University, college and electronic department website. -١

Priorities for establishing the department. -٢

Project to develop and update the curricula of the faculties of management and economics in Iraqi universities for the year 2017. -٣

14. Program Development Plan

Curriculum development. -١

Open postgraduate studies (higher diploma equivalent to a master's degree). -٢

Developing teaching and administrative staff through courses, seminars and workshops in areas of specialization. -٣

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

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

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/L 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 1 Word		
	✓	✓	✓		✓	✓	✓		✓	✓	✓		Arabic		
	✓	✓	✓		✓	✓	✓			✓	✓		Human rights and democracy		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Principles of Public Administration 2		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Mathematics for		

													administrators		Second year
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Accounting principles		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		ReadingsEnglish		
	✓	✓	✓		✓	✓	✓		✓	✓	✓		Computer2Wo		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		English language		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Marketing Management		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Human Resources Management		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Administrative law		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Intermediate Accounting		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		The development of organizational thought		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		English language		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Quantitative methods		
	✓	✓	✓		✓	✓	✓		✓	✓	✓		Computer1Exc		
	✓	✓	✓		✓	✓	✓		✓	✓	✓		Baath crimes in Iraq		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Public Relations		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Government accounting		Third year
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Administrative Psychology		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Civil Service Legislation		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Political systems		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Operations research		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Computer1Exc		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Public Financial Management		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		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		Fourth year
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		English language		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Computer Applications1QS B		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Scientific research methods and ethics		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Strategic management		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Administrative development 2		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Risk Management and Insurance		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		General Policies		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Computer Applications2QS B		

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

Course Description Form

1. Course name
Quality Management
2. Course code
nothing
3. Semester/Year

The first course

4. Date this description was prepared

14/9/2023

5. Available forms of attendance

weekly

6. Number of study hours (total) / Number of units (total)

30 hours/unit2

7. Name of the course supervisor (if more than one name is mentioned)

Mr. Najm Suhail Najm

8. Course objectives

Reviewing global experiences in contemporary quality management. Teaching the student the dimensions of quality as a means of strengthening the organization's performance and that quality is the responsibility of all its employees. Dealing with total quality management requires applying the concept of quality in all aspects of the organization.

Providing the student in public administration with a knowledge base on the concepts and management of quality. Understanding quality management processes and practices in every administrative work. An attempt to provide a graduate with cognitive skills in quality management and administrative systems applicable in governmental organizations.

9. Teaching and learning strategies

Building students' mindsets about the relationships between the organization's operations and its customers' requirements, and developing knowledge of contemporary topics in quality management.

Developing students' knowledge about the concepts and principles of quality management, and quality standards in administrative work.

10. Course Structure

Evaluation method	Learning method	Name of the unit or topic	Required learning outcomes	Watches	The week
Follow up on the completion of assignments and reports	My theory with examples	standardization	Definition of standardization concepts	2	the first
Follow up on the completion of assignments and reports	My theory with examples	Specifications	Determine what the specifications are	2	the second
Follow up on the completion	My theory	Quality Basics	Learn the basics of quality	2	the third

of assignments and reports	with examples				
Follow up on the completion of assignments and reports	My theory with examples	Quality cost	Explain the types of quality costs	2	Fourth
Follow up on the completion of assignments and reports	My theory with examples	Quality rings	Explain the structure and processes of quality circles	2	Fifth
Follow up on the completion of assignments and reports	My theory with examples	quality control	Learn about quality control processes	2	Sixth
Follow up on the completion of assignments and reports	My theory with examples	Statistical quality control	Identify the types of statistical quality control operations	4	Seventh and eighth
Follow up on the completion of assignments and reports	My theory with examples	Quality Management Systems	Identify contemporary systems of quality management systems	4	Ninth and tenth
Follow up on the completion of assignments and reports	My theory with examples	ISO 9001 Family Editions	Definition of ISO family versions	4	eleventh and twelfth
Follow up on the completion of assignments and reports	My theory with examples	Total Quality Management	Definition of Total Quality Management Philosophy	2	thirteenth
Follow up on the completion of assignments and reports	My theory with examples	Quality Awards	Determine global and regional quality awards	2	fourteenth
Follow up on the completion of assignments and reports	My theory with examples	Contemporary Quality Management Systems	Definition of contemporary quality management systems	2	fifteenth

11. Course Evaluation

Through monthly and daily exams, discussions on quality management concepts, evaluation of daily assignments, and follow-up on the completion of quality management reports.

12. Learning and teaching resources

	Required textbooks (methodology if any)
Quality Management Book: Principles and Applications Prof. Dr. Sabah Majeed Al-Najjar	Main References (Sources)

Asst. Prof. Dr. Maha Kamel Jawad Quality Management: Theoretical Aspects and Real Experiences by Dr. Maysar Ibrahim Ahmed Al- Jabouri	
	Recommended supporting books and references (scientific journals, reports...)
	Electronic references, websites

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

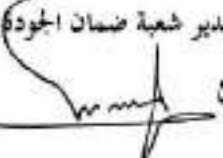
Final Certificate Name: Bachelor Science in Public Administration

Academic system: Course system

Description preparation date: 14/9/2023

Date of filling the file: 14/9/2023

التوقيع:  اسم المعاون العلمي: د. أشرف هاشم فارس
التوقيع:  اسم رئيس القسم: أ.م. حاضري صباح
شعبير
التاريخ: 2023 / 9 / 17
التاريخ: 2023 / 9 / 17

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


مصادقة السيد العميد

1. Program Vision

Excellence in deliveryAngelspioneerAndTo lead public sector institutions that meet stakeholder requirements, in line with global quality standards..

2. Program message

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

3. Program objectives

- 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? Forprogram? Yes, 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		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		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

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.	-

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

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.

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.

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

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

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.

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

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

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.

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.

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

Evaluating participation in research: The extent to which students participate in research activities and scientific projects can be assessed, and an evaluation can be provided of their presentation style and analysis of their results and conclusions.

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

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

Evaluation of Personal and Professional Development: Students' personal, professional and academic development can be evaluated during their participation in the faculty mentoring program.

11. Faculty

Faculty members

Faculty preparation		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

			nt		
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 manageme nt	business management	A.M. Present Sabah Shaeer Jabara
	angel		Knowledge manageme nt	business management	A.M. Tariq Aziz Kurdi
	angel		organized	business management	M. Khalaf Mohammed Alou
	angel		Organizatio n theory	business management	M Iman Muwaffaq Omar
	angel		administrati on Financial	business management	Mr. Salam Hussein Jassim Handa
	angel		administrati 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 manageme nt	business management	Mr. Saad Salem Ghanem Suleiman
	angel		Financial manageme nt	business management	Dr. Qutaiba Ibrahim Hamada
	angel		General Administrati on	General Administration	M. Hamid Anwar Danok

	angel		business manageme nt	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 Manageme nt	business management	M. Mazhar Ahmed Khalaf
	angel		Production manageme nt	business management	Mr. Ali Mohammed Huwaid Khater
	angel		Bank manageme nt	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

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

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

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

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

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

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

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

Professional development for faculty members

Identifying needs and setting goals: Faculty needs are identified through surveys .^١
and 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 .^٢
comprehensive development program is designed that includes a set of activities,
training courses, workshops, and educational resources.

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

Use effective teaching strategies: Faculty members learn to use and apply .^٤
modern and effective teaching strategies, such as cooperative learning, active
learning, and educational technology.

Evaluation of learning outcomes: The effectiveness of the development program .^٥
is evaluated by evaluating the learning outcomes of faculty members, such as
increased levels of knowledge, teaching skills, and interaction with students.

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

Participation in scientific research and publication: Faculty members are .^٧
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

Central acceptance. -^١

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

Private government education -^٣

Accepting evening studies. -^٤

13. The most important sources of information about the program

University, college and electronic department website. -^١

Priorities for establishing the department. -^٢

Project to develop and update the curricula of the faculties of management and -^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 workshops in areas of specialization. -٣
- Supporting scientific research efforts by encouraging faculty members to publish, especially in international journals. -٤
- Conducting training programs to develop students' capabilities in technical and information technology fields. -٥
- 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/L 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 1 Word		
	✓	✓	✓		✓	✓	✓		✓	✓	✓		Arabic		
	✓	✓	✓		✓	✓	✓			✓	✓		Human rights and democracy		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Principles of Public Administration 2		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Mathematics for administrators		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Accounting principles		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Readings English		
	✓	✓	✓		✓	✓	✓		✓	✓	✓		Computer 2 Word		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		English language		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Marketing Management		Second
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Human Resources		

													Management		year
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		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		Fourth year
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Comparative Public Administration		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Administrative development1		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Strategic Management1		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		English language		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Computer Applications1QS B		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Scientific research methods and ethics		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Strategic management		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Administrative development 2		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Risk Management and Insurance		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		General Policies		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Computer Applications2QS B		

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

Course Description Form

1. Course name
Public Financial Management
2. Course code
nothing
3. Semester/Year
First / Third
4. Date this description was prepared

5. Available forms of attendance**Giving the material in person****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)**Name: A.M. Hadir Sabah Shaeer Jabara Email: hathers@tu.edu.iqName: M.M. Ali Hamad Ali Email: Ali94hamad@tu.edu.iq**8. Course objectives**

- To provide students with an understanding of the financial system of governments and analysis of budgets and public expenditures.
- Learn how to manage and allocate public funds.
- Understanding the impact of state fiscal policy on public budgets
- Students' understanding of fees and taxes
- Methods of collecting fees and taxes
- Loans and their types
- Mechanism for distributing operating and investment expenses
- The concept of subsidies and their types

Subject objectives

9. Teaching and learning strategies

- Encouraging critical thinking and innovation for public finance
- Motivate students to solve financial problems in a logical way and with creative solutions.
- Use interactive and applied methods
- Directing students towards essential learning and inquiry in the field of public finance.
- Self-increase in solving complex financial problems facing the formulation of the state's financial policy

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, asking questions, and interaction between the teacher and the students, as well as the students with each other.	Basic Concepts of Public Finance	General needs	3	the first
Ask questions and tests	Homework, asking questions, and interaction between the teacher and the students, as well as the students with each other.	Elements and components of public finance	Public finance standards and components	3	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.	Overhead concept	Definition and rules of public expenditure	3	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 determining the size of public expenditure	Division of overhead expenses	3	Fourth
Ask questions and tests	Homework, asking questions, and interaction between the teacher and the students, as well as the students with	Economic effects of public spending	The concept of public spending	3	Fifth

	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.	Public revenues and their division	Domain and drawing	3	Sixth
Ask questions and tests	Homework, asking questions, and interaction between the teacher and the students, as well as the students with each other.	Taxes/Elements/Rules/Types	Tax effects	3	Seventh
Ask questions and tests	Homework, asking questions, and interaction between the teacher and the students, as well as the students with each other.	Economic effects of taxes	Tax policy	3	The eighth
Ask questions and tests	Homework, asking questions, and interaction between the teacher and the students, as well as the students with each other.	Public loans / types / methods of repayment	Types of loans and their technical organization	3	Ninth
Ask questions and tests	Homework, asking questions, and interaction between the teacher and the students, as well as the students with each other.	Economic effects of public loans	Loan structure	3	tenth
Ask questions and tests	Homework, asking questions, and	State property revenues	Theoretical framework	3	eleventh

	interaction between the teacher and the students, as well as the students 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.	General fees / fines	Its types and method of obtaining it	3	twelfth
Ask questions and tests	Homework, asking questions, and interaction between the teacher and the students, as well as the students with each other.	New monetary issue	Concept and types of releases	3	thirteenth
Ask questions and tests	Homework, asking questions, and interaction between the teacher and the students, as well as the students with each other.	International aid / its forms / types	How to get benefits and why to get them	3	fourteenth
Ask questions and tests	Homework, asking questions, and interaction between the teacher and the students, as well as the students with each other.	General budget / concept / preparation stages	Theoretical framework, preparation and indicators	3	fifteenth

11. Course Evaluation

The grade is distributed out of 30 for the effort according to the tasks assigned to the student, such as daily preparation, daily, oral, monthly and written exams, reports, etc., and the final

exam is out of 70, so the total is 100.

12. Learning and teaching resources

Methodological vocabulary approved by the Ministry of Higher Education and Scientific Research (Sectoral Committee)	Required textbooks (methodology if any)
	Main References (Sources)
Public financial management books, articles published in journals.	Recommended supporting books and references (scientific journals, reports...)
Specialized websites	Electronic references, websites

Tikrit University

College of Administration and Economics

Department of Public Administration

Academic Description

Undergraduate Studies / Fourth Stage

Academic Program Description Form

University name: University Tikrit

College/Institute: College Management and Economics

Scientific Department: Department General Administration

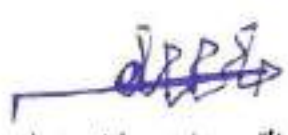
Name of academic or professional program: Public Administration Department

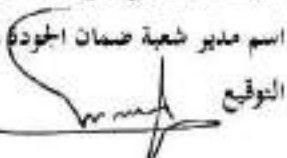
Final Certificate Name: Bachelor Science in Public Administration

Academic system: Course system

Description preparation date: 14/9/2023

Date of filling the file: 14/9/2023

التوقيع:  التوقيع: 
اسم المعاون العلمي: د. أشرف هاشم فارس اسم رئيس القسم: أ.م. حاضري صباح
شعب
التاريخ: 2023 / 9 / 17 التاريخ: 2023 / 9 / 17

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


مهودة 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

- 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? Forprogram? Yes, 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		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		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

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	-	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. .¹

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

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

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

Multiple Instructional Strategies: Providing a variety of instructional strategies, such as interactive lectures, practical lessons, and hands-on exercises, to meet the diverse needs of students. .⁵

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

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

10. Evaluation methods

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

Participation in discussions and activities: Students' participation in class discussions, group activities, and individual projects can be assessed to assess .²

their understanding and engagement with the material.

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

Evaluating participation in research: The extent to which students participate in research activities and scientific projects can be assessed, and an evaluation can be provided of their presentation style and analysis of their results and conclusions.

Practical Performance Evaluation: Students can be evaluated in practical performance through visits, process and participation in applied activities.

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

Evaluation of Personal and Professional Development: Students' personal, professional and academic development can be evaluated during their participation in the faculty mentoring program.

11. Faculty

Faculty members

Faculty preparation		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 manageme 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 manageme nt	business management	A.M. Present Sabah Shaeer Jabara
	angel		Knowledge manageme nt	business management	A.M. Tariq Aziz Kurdi
	angel		organized	business management	M. Khalaf Mohammed Alou
	angel		Organizatio n theory	business management	M Iman Muwaffaq Omar
	angel		administrati on Financial	business management	Mr. Salam Hussein Jassim Handa
	angel		administrati 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 manageme nt	business management	Mr. Saad Salem Ghanem Suleiman
	angel		Financial manageme	business management	Dr. Qutaiba Ibrahim Hamada

			nt		
	angel		General Administrati on	General Administration	M. Hamid Anwar Danok
	angel		business manageme nt	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 Manageme nt	business management	M. Mazhar Ahmed Khalaf
	angel		Production manageme nt	business management	Mr. Ali Mohammed Huwaïd Khater
	angel		Bank manageme nt	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

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

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

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

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

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

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

Ongoing Support: Ongoing support is provided to new, visiting, full-time 7-

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

Professional development for faculty members

Identifying needs and setting goals: Faculty needs are identified through surveys and performance evaluations, and then specific goals to be achieved within the program are identified. .١

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. .٢

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

Use effective teaching strategies: Faculty members learn to use and apply modern and effective teaching strategies, such as cooperative learning, active learning, and educational technology. .٤

Evaluation of learning outcomes: The effectiveness of the development program is evaluated by evaluating the learning outcomes of faculty members, such as increased levels of knowledge, teaching skills, and interaction with students. .٥

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

Participation in scientific research and publication: Faculty members are encouraged to participate in scientific research and publish the results in prestigious academic journals, which enhances their academic standing and contributes to the development of knowledge in their fields. .٧

12. Acceptance Criteria

Central acceptance. -١

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

Private government education -٣

Accepting evening studies. -٤

13. The most important sources of information about the program

University, college and electronic department website. -١

Priorities for establishing the department. -٢

Project to develop and update the curricula of the faculties of management and economics in Iraqi universities for the year 2017. -٣

14. Program Development Plan

Curriculum development. -١

Open postgraduate studies (higher diploma equivalent to a master's degree). -٢

Developing teaching and administrative staff through courses, seminars and workshops 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		First year
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Principles of Economics		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Principles of Statistics		
	✓	✓	✓		✓	✓	✓		✓	✓	✓		Computer 1 Word		
	✓	✓	✓		✓	✓	✓		✓	✓	✓		Arabic		
	✓	✓	✓		✓	✓	✓			✓	✓		Human rights and democracy		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Principles of Public Administration 2		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Mathematics for administrators		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Accounting principles		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Readings English		
	✓	✓	✓		✓	✓	✓		✓	✓	✓		Computer 2 Word		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		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		Third year
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Public Financial Management		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		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		Fourth year
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		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	

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

Course Description Form

1. Course name
QSB(1)
2. Course code
nothing
3. Semester/Year
First semester\fourth 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-Definition of the concepttheQSB. 2-DefinitionIn conceptsQSB . 3- Gaining knowledge in using the analytical system within computer systems and modern computer technology 4- Explaining how to make administrative decisions using computers and issue and prepare administrative reports.			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 understanding of the concept.Quantitative business systemQSB) and its applications.			Strategy		
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	theoretical	conceptQSB	Introduction to the quantitative system of business (QSB)	3	the first

On the systemQSB					
Follow up on homework and formulate questions On the systemQSB	theoretical	importance QSB	Job FeaturesQSB	3	the second
Follow up on homework and formulate questions On the systemQSB	Theoretical + Practical	Management analysis	ingredientsQSB	3	the third
Follow up on homework and formulate questions On the systemQSB	Theoretical + Practical	Types of analysis	Types of analysis lists for the programQSB	3	Fourth
Follow up on homework and formulate questions On the systemQSB	Theoretical + Practical	Mathematical model	Linear programming and management problem solving	3	Fifth
Follow up on homework and formulate questions On the systemQSB	Theoretical + Practical	Determine administrative restrictions	the solutionoptimum	3	Sixth
Follow up on homework and formulate questions On the systemQSB	Theoretical + Practical	Objective function	Sensitivity analysis	3	Seventh
First month exam + practical exam					
Follow up on homework and formulate questions On the	Theoretical + Practical	The shortest way	Transportation methodsAdministrative	3	The eighth

systemQSB					
Follow up on homework and formulate questions On the systemQSB	Theoretical + Practical	The shortest way	Transportation methodsAdministrative	3	Ninth
Follow up on homework and formulate questions On the systemQSB	Theoretical + Practical	Set restrictions Analysis	Customization	3	tenth
Follow up on homework and formulate questions On the systemQSB	Theoretical + Practical	Low cost applications	low cost	3	eleventh
Follow up on homework and formulate questions On the systemQSB	Theoretical + Practical	Statistical analysis of the best production lines	Optimum production line	3	twelfth
Follow up on homework and formulate questions On the systemQSB	Theoretical + Practical	Statistical analysis of the best production lines	Optimum production line	3	thirteenth
Second month exam + practical exam					
	practical	-----	Review of practical lectures	3	fourteenth
	practical	----	practical exam	3	fifteenth
Final exam for the first 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)
Chang, Y.-L., and Sullivan, R. S.: 'Quantitative systems for business: QSB' (Prentice-Hall, Inc., 2016.)	Main References (Sources)
	Recommended supporting books and references (scientific journals, reports...)
	Electronic references, websites

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: 28/1/2024

Date of filling the file: 28/1/2024

التوقيع:  التوقيع: 
اسم رئيس القسم: أ.م. حاضري صباح اسم المعاون العلمي: أ.م. د. أشرف هاشم فارس
شعب
التاريخ: ٢٠٢٤/١/٢٨ التاريخ: ٢٠٢٤/١/٢٨

دقق الملف من قبل
شعبة ضمان الجودة والأداء الجامعي
اسم مدير شعبة ضمان الجودة والأداء الجامعي: أستاذة ميسر فرحان
التوقيع: 
التاريخ: ٢٠٢٤/١/٢٨
المدرسة السعيدة
أستاذة ميسر فرحان
مدير شعبة ضمان الجودة والأداء الجامعي


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

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? Forprogram? Yes, Ministry of Higher Education and Scientific .٧
Research

6. Program Structure

comments	percentage	Study unit	Number of courses	Program Structure
	9.4%	14	6	Institutional Requirements
	18%	27	10	College Requirements
	72.6%	109	40	Department Requirements
				Summer training
				Other

*Notes may include whether the course is basic or optional.

7. Program Description / Curriculum of the Department of Public Administration

Credit hours		Course name	Course code	Year/Level
practical	theoretical			First
	3	Principles of Public Administration 1		
	3	Principles of Economics		
	3	Principles of Statistics		

1	2	Computer 1Word		
	2	Arabic		
	2	Human rights and democracy		
	3	Principles of Public Administration 2		
	3	Mathematics for administrators		
	3	Accounting principles		
	3	ReadingsEnglish		
1	2	Computer2Word		
	2	English language		Second
	3	Marketing Management		
	3	Human Resources Management		
	2	Administrative law		
2	2	Intermediate Accounting		
	3	The development of organizational thought		
	2	English language		
	2	Quantitative methods		
1	2	Computer1Excel		
	2	Baath crimes in Iraq		
	3	Public Relations		
2	2	Government accounting		
	2	Administrative Psychology		
	2	Civil Service Legislation		
	3	Political systems		
	2	Operations research		
1	2	Computer1Excel		Third
	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		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

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 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 skills to 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.
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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

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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.

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Evaluating participation in research: The extent to which students participate in research activities and scientific projects can be assessed, and an evaluation can be provided of their presentation style and analysis of their results and conclusions.

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

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

Evaluation of Personal and Professional Development: Students' personal, professional and academic development can be evaluated during their participation in the faculty mentoring program.

11. Faculty

Faculty members

Faculty preparation		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 manageme nt	business management	A.M. Mazen Noman Abdullah Bakr
	angel		linguistics	English language	A.M. Adnan Fayhan Mahmoud Khader.
	angel		Financial manageme 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 manageme nt	business management	A.M. Present Sabah Shaeer Jabara
	angel		Knowledge manageme nt	business management	A.M. Tariq Aziz Kurdi
	angel		organized	business management	M. Khalaf Mohammed Alou
	angel		Organizatio n theory	business management	M Iman Muwaffaq Omar
	angel		administrati on Financial	business management	Mr. Salam Hussein Jassim Handa
	angel		administrati 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 manageme	business management	Mr. Saad Salem Ghanem Suleiman

			nt		
	angel		Financial manageme nt	business management	Dr. Qutaiba Ibrahim Hamada
	angel		General Administrati on	General Administration	M. Hamid Anwar Danok
	angel		business manageme nt	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 Manageme nt	business management	M. Mazhar Ahmed Khalaf
	angel		Production manageme nt	business management	Mr. Ali Mohammed Huwaïd Khater
	angel		Bank manageme nt	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.

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

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

Professional development for faculty members

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. ١

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. ٢

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

Use effective teaching strategies: Faculty members learn to use and apply modern and effective teaching strategies, such as cooperative learning, active learning, and educational technology. ٤

Evaluation of learning outcomes: The effectiveness of the development program is evaluated by evaluating the learning outcomes of faculty members, such as increased levels of knowledge, teaching skills, and interaction with students. ٥

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

Participation in scientific research and publication: Faculty members are encouraged to participate in scientific research and publish the results in prestigious academic journals, which enhances their academic standing and contributes to the development of knowledge in their fields. ٧

12. Acceptance Criteria

Central acceptance. ١-

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

Private government education -٣

Accepting evening studies. -٤

13. The most important sources of information about the program

University, college and electronic department website. -١

Priorities for establishing the department. -٢

Project to develop and update the curricula of the faculties of management and economics in Iraqi universities for the year 2017. -٣

14. Program Development Plan

Curriculum development. -١

Open postgraduate studies (higher diploma equivalent to a master's degree). -٢

Developing teaching and administrative staff through courses, seminars and workshops in areas of specialization. -٣

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

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

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/L 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 1 Word		
	✓	✓	✓		✓	✓	✓		✓	✓	✓		Arabic		
	✓	✓	✓		✓	✓	✓			✓	✓		Human rights and democracy		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Principles of Public Administration 2		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Mathematics for administrators		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Accounting principles		

✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		ReadingsEnglish		Second year
	✓	✓	✓		✓	✓	✓		✓	✓	✓		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		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		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		Fourth year
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Comparative Public Administration		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Administrative development1		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Strategic Management1		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		English language		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Computer Applications1QS B		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Scientific research methods and ethics		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Strategic management		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Administrative development 2		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Risk Management and Insurance		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		General Policies		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Computer Applications2QS B		

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

Course Description Form

1. Course name
General Policies
2. Course code
nothing

3. Semester/Year

Second semester / Fourth year

4. Date this description was prepared

28/1/2024

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

Gain The student skill Cognitive •
on concept And specifications And
the importance And application
Public policies and their
implementation.
supply The student With •
information on How to Use Skills
Modern in the field of public
policy.

Subject objectives

9. Teaching and learning strategies

ATeaching and learning strategies •
in the subjectPublic
policiesFocuses on enhancing
interaction and hands-on
experience.andThis includes
organizing activities that
encourage students to work in
groups.To develop their skills and
increase their knowledge of skills
related to public policy and
personal development.

Strategy

10. Course Structure

Evaluation method	Learning method	Name of the unit or topic	Required learning outcomes	Watches	The week
Ask questions	Homework, asking	The origin and concept of public policies	Historical roots of the	3	the first

and tests	questions, and interaction between the teacher and the students, as well as the students with each other.		emergence of public policies Concepts •		
Ask questions and tests	Homework, asking questions, and interaction between the teacher and the students, as well as the students with each other.	Methodological approaches to the study of public policies	Learn about the most important approaches to studying public policies	3	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.	Public policy formulation	Steps for drawing up public policies Public policy patterns	3	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.	Implementation of public policies	Principles or • foundations of implementing public policies.	3	Fourth
Ask questions and tests	Homework, asking questions, and	Pillars and patterns of public policy implementation	Public policy patterns	3	Fifth

	interaction between the teacher and the students, as well as the students 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.	Public Policy Environment	Concept of public policy environment	3	Sixth
Ask questions and tests	Homework, asking questions, and interaction between the teacher and the students, as well as the students with each other.	Internal and external environmental factors	Components • of the internal and external environment	3	Seventh
Ask questions and tests	Homework, asking questions, and interaction between the teacher and the students, as well as the students with each other.	Public Policy Analysis	Analysis • concept	3	The eighth
Ask questions and tests	Homework, asking questions, and interaction between	Analysis methods and steps	Public Policy • Analysis Steps	3	Ninth

	the teacher and the students, as well as the students 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.	FramesTheory for Public Policy Analysis	System study • approach. Ideal and • descriptive approach. Integrative • approach. Cost and • return approach.	3	tenth
Ask questions and tests	Homework, asking questions, and interaction between the teacher and the students, as well as the students with each other.	Public Policy Evaluation	The concept • of public policy evaluation. Uses of public • policies	3	eleventh
Ask questions and tests	Homework, asking questions, and interaction between the teacher and the students, as well as the students with each other.	Evaluation directions and objectives	Content of the policy or general program Evaluation objectives What do we evaluate? How is the evaluation done? Why do we evaluate? Program Efficiency Evaluation	3	twelfth
Ask questions and tests	Homework, asking questions, and interaction between	Public policy impact assessment	Direct effects Social groups affected by the evaluation Evaluation dimensions	3	thirteenth

	the teacher and the students, as well as the students 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.	Public policy evaluation problems	Difficulties and obstacles	3	fourteenth
Ask questions and tests	Homework, asking questions, and interaction between the teacher and the students, as well as the students with each other.	Public policy analysts	Tendencies Response	3	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 human resources management

12. Learning and teaching resources

Curriculum vocabulary in the
special book

General 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

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: to divide Management General

Final Certificate Name: BachelorsciencesinGeneral Administration

Academic system: Courses

Description preparation date: 28/1/2024

Date of filling the file: 28/1/2024

التوقيع:  التوقيع: 
 اسم رئيس القسم: أ.م. حاضري صباح اسم المعاون العلمي: أ.م. د. أشرف هاشم فارس
 شعر
 التاريخ: ٢٠٢٤ / ١ / ٢٨ التاريخ: ٢٠٢٤ / ١ / ٢٨

دقي الملف من قبل
 شعبة ضمان الجودة والأداء الجامعي
 اسم مدير شعبة ضمان الجودة والأداء الجامعي: أستاذة ميسر فريحان
 التوقيع: 
 التاريخ: ٢٠٢٤ / ١ / ٢٨
 الأستاذة ميسر فريحان
 مديرة شعبة ضمان الجودة والتقييم


 مصادقة السيد العميد

1. Program Vision

Excellence in presentation Angels Pioneer To lead Institutions Sector The year
 Meet requirements Owners interest, And since Harmonize with Criteria Global
 For quality.

2. Program message

Support Sector The year With what He needs it from Energies Administrative
 Educated Meet His aspirations in service the society, And communication with
 Owners interest Those with Relationship To consolidate Behaviors Community
 from during education and learning, And create environment Open For
 exchange Cultural And intellectual It works on Activate Search Scientific, And

creativity And innovation And leadership, Please on to publish Knowledge For
institutions Sector The year With what Ensures investigation Luxury And
excellence For the community.

3. Program objectives

1. Setting up Graduates Able on the job in Organizations Government With
what Contributes in investigation Development Social And economic For the
community.
2. Support Organizations Government And development Knowing her in
Areas Management Central And the local from during Support it With cadres
Administrative Specialized in this The field.
3. broadcast Values Community Noble And consolidation Behaviors
Integrity And service the society in basics the job Administrative.
4. Development Continuous For wallet Contributions Scientific For members
The Authority The teacher in Section And follow up Nutrition The reviewer From
it With what Ensures investigation Goals The process Instruction.
5. building Bridges For cooperation between to divide Management General
And the community, And achieve partnership strategy with Organizations
Government on road create environment Cooperative verification
communication diligent.

4. Program accreditation

Do The program Result on Accreditation Programmatic ? And any Side ? both

5. Other external influences

Do there Side Shepherdess For the program ? Yes, ministry education High
and Search Scientific

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				
Credit hours		Course name	Course code	Year/Level
practical	theoretical			
	3	Administrative development	nothing	Fourth

8. Expected learning outcomes of the program			
Knowledge			
capacity Graduates Section on	-	presentation Angels Pioneer in command	-
development Their skills		Institutions Sector The year.	
Administrative And cognitive And		to publish Knowledge in Institutions	-
achieve Leadership in command		Government With what achieves aspirations the	

Institutions Government.	society.
Skills	
possession Graduates to divide - Management ability on Thinking Solution Problems And management the time.	development And support spirit - Creativity And innovation And leadership. create environment Open For exchange - Cultural And intellectual.
that Be Our outputs I know - And acquired For skills in How to completion Tasks The agent To her.	communication And interaction - Construction with Owners interest.

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

Learning Active:to encourage Participation Effective For students in Operations 1. learning, like Discussions and activities Collective Solution problems, To enhance understand them Deep For concepts Sports.
Learning Cooperative:to encourage Students on the job together in Groups small To 2. solve Issues Related By studying them And share Ideas, Which Contributes in Enhance Interaction And exchange Knowledge Between them.
Use Technology:Benefit from Technology in to provide tools Educational 3. Interactive like Programs Computer and resources via Internet To enhance to understand Students And motivate them.
Learning The one who stands on Problems:presentation Problems Specific And 4.

motivation Students To think Cash And use Skills Administrative To solve it.

Strategies Educational Multiple:to provide group Miscellaneous from Strategies 5.
educational, like Lectures Interactive And the lessons The process And exercises The
process, To meet Needs Miscellaneous from Students.

Enhance Thinking Administrative:to encourage Students on development skills 6.
Thinking Administrative like Analysis And planning And the conclusion, from during
presentation Questions Motivational And problems Applied.

presentation Replies an act Immediate:to provide Mechanisms To submit Replies an 7.
act Immediate For students about Their performance And understand them For
concepts Administrative, whether He was that from during Ratings Periodic or
Interaction Direct with teacher.

10. Evaluation methods

- evaluation Performance in the chapter:Includes evaluation performance Students 1.
during Lessons And lectures Workshops the job, whether from during Tests Writing or
Evaluation Continuous To share them And understand them For materials.
- Participation in Discussions and activities:maybe evaluation bezel sharing 2.
Students in Discussions Classroom and activities Collective And projects Individuality,
And that To evaluate bezel understand them And their interaction with Materials.
- Tests And duties:maybe give Students Tests Regular And duties Evaluation To 3.
evaluate Their skills in solution Issues Associated In the field Their specialty And
understand them For concepts On display.
- evaluation Participation in Search:maybe evaluation bezel sharing Students in 4.
Activities Search And projects Scientific, And present evaluation For style Show them
And analysis Their results And their conclusions.
- evaluation Performance Practical:maybe evaluation Students in Performance 5.
Practical from during Visits The process And participation in Activities Applied.
- evaluation Participation Foreign:Includes evaluation bezel sharing Students in 6.
Activities Foreign like Conferences And seminars and competitions Sports.
- evaluation Evolution Personal And professional:maybe evaluation development 7.
Students on Level Personal And professional And the academic during Their

participation in program directing Members body Teaching.

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 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 Huwaïd Khater
	angel		Bank management	Financial and Banking Sciences	M.M. Ali Hamad Ali
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- to set Needs the university And the section:It is done to set Needs the university
And the section from where Cadres Educational Required And specializations
Favorites.
- 2- numbers Programs Guidance:It is done design Programs directing Customized
Target Members New And visitors And the full-timers And other Full-time building
on Their needs And their specializations.
- 3- Definition In the environment University:It is done presentation introduction
Comprehensive around the university And section Management General, With what in
that About on Section And the vision And the message and goals And services
Available.
- 4- presentation Resources Supportive:It is done to provide Resources And support
Necessary For members New, With what in that Courses Training And the workshops
The process And help Technical.
- 5- directing academic:It is done directing Members New While Related By

curricula And the regions Research and the roads The teacher used in Section.
 directing administrative:It is done directing Members New around procedures 6-
 Administrative And responsibilities and policies University And rules Behavior.
 to support continuous:It is done to provide to support continuous For members 7-
 body Teaching New And visitors And the full-timers And other Full-time from during
 Sessions Consultant Workshops a job And ratings patrol.

Professional development for faculty members

to set Needs And specify Objectives:It is done to set Needs Members body 1.
 Teaching from during Surveys opinion And evaluation performance, And then to set
 Objectives Specific that He should achieve it in framework The program.
 design The program Developmental:building on Needs Specific and goals 2.
 specified, It is done design program My development comprehensive Includes group
 from Activities And courses Training Workshops the job and resources Educational.
 to implement The program:It is done to implement The program Developmental 3.
 In a way regular And organized, It includes that to organize Workshops the job, And
 conduct Courses Training, And present Resources Educational The occasion.
 Use Strategies Teaching Effective:learn Members body Teaching Use And 4.
 application Strategies Teaching Modern And effective, like Learning Cooperative And
 learning Active And technology Educational.
 evaluation results Learning:It is done evaluation effectiveness The program 5.
 Developmental from during evaluation results Learning For members body Teaching,
 like more level Knowledge and skills The teacher and interactive with Students.
 Development Continuous:Running presentation Nutrition The reviewer And 6.
 support Continuous For members body Teaching To enhance Development
 Professional And the academic Continuous.
 Participation in Search And publishing Scientific:He encourages Members body 7.
 Teaching on Participation in Search Scientific And publish Results in Magazines
 academy Prestigious, Which enhances Their status academy And contributes in
 development Knowledge in Their fields.

12. Acceptance Criteria

- acceptance central. 1-
- acceptance Exceptions(Those with Martyrs, people The Authority Teaching, Staff 2-
- Distinguished, The firsts on Institutes, Students Expatriates).
- education governmental private 3-
- acceptance studies Evening. 4-

13. The most important sources of information about the program

- location the university And the college And the section Electronic. 1-
- Priorities Creation Section. 2-
- project development And update Curricula Colleges Management and the 3-
- economy in Universities Iraqi For a year2017.

14. Program Development Plan

- development Curricula Academic. 1-
- to open studies Alia(diploma High equivalent For Masters). 2-
- development Angels The teacher And administrative on road Courses And seminars Workshops 3-
- in Areas Specialization.
- to support efforts Search Scientific from during to encourage Members The Authority The 4-
- teacher on Publishing especially in Containers Global.
- stay Programs Training For development Capabilities Students in Areas Technology And 5-
- technology Information.
- stay Visits Field And trips Scientific For students to Institutions Government. 6-

Program Skills Chart

Required learning outcomes of the program

Values				Skills				Knowledge				Essen tial or option al?	Cours e name	Cours e code	Year/ Level
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		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		Secon d year
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		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		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Computer1Exc el		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		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		Fourt h year
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Comparative Public Administration		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Administrative development1		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Strategic Management1		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		English language		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Computer Applications1QS B		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Scientific research methods and ethics		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Strategic management		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Administrative development 2		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Risk Management and Insurance		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		General Policies		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Computer Applications2QS B		

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

Course Description Form

1. Course name
Development Administrative
2. Course code
nothing
3. Semester/Year
Second course
4. Date this description was prepared
28/1/2024
5. Available forms of attendance
100% attendance
6. Number of study hours (total) / Number of units (total)
45 hours per course
7. Name of the course supervisor (if more than one name is mentioned)
Name: Prof. Dr. Qusay Jassim Mohammed Email: qusayj39@tu.edu.iq
8. Course objectives

Gain The student skill Cognitive • on concept And specifications And the importance And application Change and resistance to change Which He is With relationship By work Administrative supply The student With • information on How to Use skills The century atheistic And the twenty All kinds Different And about How to Benefit From it By providing Data And information Correct And the minute Which Serve Taken decision in take decision The right way to invest time and manage it well Training Continuous To keep up • all Types Evolution Fast The result in Areas Reducing resistance to change supply The student With • information on How to Use skills Time and its management In its four types (creative / preparatory / productive / indirect) And about How to Benefit From it By providing Data And information Correct And the minute in time. Training Continuous To keep up • all Types Evolution Fast The result in Confronting administrative corruption.	Subject objectives
9. Teaching and learning strategies	
The lecture 1. Discussion 2. strategy Thinking According to 3. capacity The student strategy skill Thinking High 4. strategy Thinking critic in Learning 5.	Strategy

Storm Mental 6.

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 at least 3 questions	theory	The concept of resistance to change	1- An emotional and natural response to what is considered a real or expected danger that threatens the current way of working. 2- It is inevitable, just as change is inevitable, and man, by nature and instinct, tends to resist changing the status quo (tendency towards stability). 3- It may cause confusion, anxiety and internal tension in the individual, due to his uncertainty about the resulting consequences.	3	1
Follow up on homework and formulate at least 3 questions	theory	ReasonsResistance to change	1- Fear of the unknown 2- The threat of change to personal matters and interests 3- Not being convinced of the value of change 4- Individuals' varying understanding and perception of change. 5- Social reasons	3	2
Follow up on homework and formulate	theory	Motives for resistance to change + Strategies for resisting	1- Organizational, objective, social,	6	3 – 4

at least 3 questions		change	economic, cultural and psychological motivation + Education and communication / participation / negotiation and agreement / explicit coercion		
Follow up on homework and formulate at least 3 questions	Theory and scientific examples	Creating a healthy climate for change+ElementsHealthy climate for change	A- Management can benefit from the cognitive processes of employees. 2- Management can create a healthy climate for change by spreading and clarifying sound, constructive values between them and the employees. 3- Management can make sound planning for change. 4- Management can benefit from the employees' motivations and provide appropriate satisfaction through the appropriate incentive project. Sound 1- perception of change. Employee 2- motivations appropriate to change The right value 3- framework for change. Favorable 4- trends of workers towards change.	6	5 – 6
Follow up on	Theory and	Treatment methodsResistance to	- Education and	3	7

homework and formulate at least 3 questions	scientific examples	change	communication - Participation - Facilitation and support - Negotiation and agreement - Maneuvering and polarization		
exam The month the first					8
Follow up on homework and formulate at least 3 questions	Theory and scientific examples	PositivesResistance to change	1- It can encourage management to examine its proposals in depth and with utmost seriousness to ensure that they are appropriate. 2- It helps to discover some of the difficulties and problems that change may cause. 3- It also helps to highlight weaknesses.	3	9
Follow up on homework and formulate at least 3 questions	Theory and scientific examples	The role of leadership in the success of change + Change Leadership Styles	Good use of 1- available technical means. Working on 2- developing technical means by bringing and using those that are appropriate in terms of cost, capabilities, etc. Making good 3- use of available human potential, which means giving them the opportunity to show their highest abilities and capabilities. Working on 4- developing available human skills and bringing the best of them to the	6	10 – 11

			extent that the project budget can bear.		
Follow up on homework and formulate at least 3 questions	Theory and scientific examples	The concept of time and the concept of time	1- Past: memory, recording, writing. 2- Present: implementation, activities, and events. 3- The future: plans, programs, information.	3	12
Follow up on homework and formulate at least 3 questions	Theory and scientific examples	Time management concept	- It is the management of thinking and behavior. - It is life management, because the person who cannot manage his time, cannot manage anything else. - It means that one adapts in an appropriate way. It is the efficient use of time resources. It means the effective use of available resources, including time.	3	13
exam The month the second					14
Follow up on homework and formulate at least 3 questions	theory	Types of time	Creative time -١ Preparatory time -٢ Production time -٣ indirect time -٤	3	15
Second semester final exam					

11. Course Evaluation

70 marks on the end of course exam - ١
30 annual pursuit points distributed as follows: - ٢
A- 10 marks for the first month exam
B- 10 Second month exam

C- 10 attendance and participation

12. Learning and teaching resources

Administrative Development:
Dr. Jassim Al-Dhahabi

Required textbooks (methodology if any)

Main References (Sources)

Recommended supporting books and references (scientific
journals, reports...)

Electronic references, websites

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: 28/1/2024

Date of filling the file: 28/1/2024

التوقيع:  التوقيع: 
اسم المعاون العلمي: د. أشرف هاشم فارس اسم رئيس القسم: د. حاضِر صباح
شعر
التاريخ: ٢٠٢٤ / ١ / ٢٨ التاريخ: ٢٠٢٤ / ١ / ٢٨

دقق الملف من قبل
شعبة ضمان الجودة والأداء الجامعي
اسم مدير شعبة ضمان الجودة والأداء الجامعي: أستاذة موسى فرحان
التوقيع: 
المدير المساعد
أستاذة موسى فرحان
مدير شعبة ضمان الجودة والتقييم الأكاديمي
التاريخ: ٢٠٢٤ / ١ / ٢٨


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

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? Forprogram? Yes, 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		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		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

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

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. Administrative

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. .٧

10. Evaluation methods

Classroom performance assessment: This includes assessing students' performance during lessons, lectures and workshops, whether through written .١

tests or continuous assessment of their participation and understanding of the material.

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.

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

Evaluating participation in research: The extent to which students participate in research activities and scientific projects can be assessed, and an evaluation can be provided of their presentation style and analysis of their results and conclusions.

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

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

Evaluation of Personal and Professional Development: Students' personal, professional and academic development can be evaluated during their participation in the faculty mentoring program.

11. Faculty

Faculty members

Faculty preparation		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

			nt		
	angel		Bank manageme nt	business management	A.M. Mazen Noman Abdullah Bakr
	angel		linguistics	English language	A.M. Adnan Fayhan Mahmoud Khader.
	angel		Financial manageme 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 manageme nt	business management	A.M. Present Sabah Shaeer Jabara
	angel		Knowledge manageme nt	business management	A.M. Tariq Aziz Kurdi
	angel		organized	business management	M. Khalaf Mohammed Alou
	angel		Organizatio n theory	business management	M Iman Muwaffaq Omar
	angel		administrati on Financial	business management	Mr. Salam Hussein Jassim Handa
	angel		administrati 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	business	Mr. Saad Salem Ghanem

			managem nt	management	Suleiman
	angel		Financial managem nt	business management	Dr. Qutaiba Ibrahim Hamada
	angel		General Administrati on	General Administration	M. Hamid Anwar Danok
	angel		business managem nt	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 Manageme nt	business management	M. Mazhar Ahmed Khalaf
	angel		Production managem nt	business management	Mr. Ali Mohammed Huwait Khater
	angel		Bank managem nt	Financial and Banking Sciences	M.M. Ali Hamad Ali
	angel		Information	Management	M.M. Mohammed Salem

			systems	Information Systems	Abdel
lecturer			English literature	English language	A.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 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 new, visiting, full-time and part-time members based on their needs and specialties. 2-

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 3-

services.

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

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

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

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

Professional development for faculty members

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

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

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

Participation in scientific research and publication: Faculty members are encouraged to .7
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

- Central acceptance. -١
- Accepting exceptions (martyrs' families, children of faculty, distinguished employees, top students in institutes, foreign students). -٢
- Private government education -٣
- Accepting evening studies. -٤

13. The most important sources of information about the program

- University, college and electronic department website. -١
- Priorities for establishing the department. -٢
- Project to develop and update the curricula of the faculties of management and economics in Iraqi universities for the year 2017. -٣

14. Program Development Plan

- Curriculum development. -١
- Open postgraduate studies (higher diploma equivalent to a master's degree). -٢
- Developing teaching and administrative staff through courses, seminars and workshops in areas of specialization. -٣
- Supporting scientific research efforts by encouraging faculty members to publish, especially in international journals. -٤
- Conducting training programs to develop students' capabilities in technical and information technology fields. -٥
- 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/L 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 1 Word		
	✓	✓	✓		✓	✓	✓		✓	✓	✓		Arabic		
	✓	✓	✓		✓	✓	✓			✓	✓		Human rights and democracy		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Principles of Public Administration 2		

✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Mathematics for administrators		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Accounting principles		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		ReadingsEnglish		
	✓	✓	✓		✓	✓	✓		✓	✓	✓		Computer2Word		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		English language		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Marketing Management		Second year
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Human Resources Management		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Administrative law		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Intermediate Accounting		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		The development of organizational thought		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		English language		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Quantitative methods		
	✓	✓	✓		✓	✓	✓		✓	✓	✓		Computer1Excel		
	✓	✓	✓		✓	✓	✓		✓	✓	✓		Baath crimes in Iraq		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Public Relations		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Government accounting		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Administrative Psychology		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Civil Service Legislation		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Political systems		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Operations research		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Computer1Excel		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Public Financial Management		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 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:

Risk Management and Insurance					
2. Course code:					
nothing					
3. Semester/Year:					
Second semester / Fourth year					
4. Date this description was prepared					
28/1/2024					
5. Available forms of attendance					
My presence in the classroom					
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)					
Dr. Qutaiba Ibrahim Hamada Email cade.2021.22@tu.edu.iq					
8. Course objectives					
The Risk Management and Insurance course aims to introduce the student to the conceptual and operational frameworks of risk and insurance.			Subject objectives		
Enhancing the student's knowledge and ability to deal with risks and means of avoiding them					
Encouraging and spreading the insurance culture among students and the community to which they belong, as it is the ideal way to reduce the severity of various risks.					
9. Teaching and learning strategies					
Discussion panels and dialogues LecturerAnd Field visits Case Studies Interactive Model Strategy brainstorming			Strategy		
10. Course Structure					
Evaluation method	Learning method	Name of the unit or topic	Required learning outcomes	Watches	The week
Follow up on	theoretical	Risk	Introduction to	2	the first

homework assignments and formulate questions		management	risk and its concept		
Follow up on homework assignments and formulate questions	theoretical	Danger classifications	Identify risk classifications	2	the second
Follow up on homework assignments and formulate questions	theoretical	Insurance risks	Insurance as a way to deal with risk	2	the third
Follow up on homework assignments and formulate questions	theoretical	Insurance Management	Insurance concept and related terms	2	Fourth
Follow up on homework assignments and formulate questions	theoretical	Insurance	The difference between insurance and similar operations	2	Fifth
exam	theoretical	Insurance Features	Types of insurance in terms of purpose, need and loss assessment	2	Sixth
Follow up on homework assignments and formulate questions	theoretical	Insurance Divisions	Legal principles of insurance contract	2	Seventh
Follow up on homework assignments and formulate questions	theoretical	Insurance contract principles	Technical principles and basic principles of insurance contract	2	The eighth
Follow up on homework assignments and formulate questions	theoretical	Insurance contract principles	Mathematical methods for calculating compensation and loss	2	Ninth
Follow up on homework assignments and formulate questions	theoretical	Compensation principle	The concept of general insurance and related documents	2	tenth
Follow up on homework assignments and formulate questions	theoretical	General Insurance	Characteristics of general insurance documents	2	eleventh

Follow up on homework assignments and formulate questions	theoretical	General Insurance	Life insurance contract concept and description	2	twelfth
Follow up on homework assignments and formulate questions	theoretical	life insurance	Liability insurance	2	thirteenth
exam	theoretical	Liability insurance and reinsurance	Concept, types and concept of reinsurance	2	fourteenth
Follow up on homework assignments and formulate questions	theoretical	Reinsurance	Reinsurance divisions and features	2	fifteenth

11. Course Evaluation

The endeavour grade is (30 points) and the final exam (70 points) and is divided as follows:

- 10 marks for the first month exam •
- 10 marks for the second month exam •
- 5 marks for classroom activities, participation and interaction •
- 5 marks for scientific reports and homework assignments •
- 70 marks for the final exam of the semester •

12. Learning and teaching resources

Methodological vocabulary approved by the Ministry of Higher Education and Scientific Research (Sectoral Committee)	Required textbooks (methodology if any)
	Main References (Sources)
Books on risk management and insurance, research and articles published in peer-reviewed scientific journals.	Recommended supporting books and references (scientific journals, reports...)

Reliable scientific websites on the Internet	Electronic references, websites

Academic Program Description Form

University name: University Tikrit

College/Institute: College Management and Economics

Scientific Department: Department General Administration

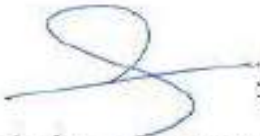
Name of academic or professional program: Public Administration Department

Final Certificate Name: Bachelor Science in Public Administration

Academic system: Course system

Description preparation date: 28/1/2024

Date of filling the file: 28/1/2024

التوقيع:  التوقيع: 
اسم رئيس القسم: أ.م. حاضري صباح اسم المعاون العلمي: أ.م.د. أشرف هاشم فارس
شعب
التاريخ: ٢٠٢٤/١/٢٨ التاريخ: ٢٠٢٤/١/٢٨
دقق الملف من قبل
شعبة ضمان الجودة والأداء الجامعي
اسم مدير شعبة ضمان الجودة والأداء الجامعي: أ.م.د. هادي محمد فرحان
التوقيع: 
أ.م.د. هادي محمد فرحان
مدير شعبة ضمان الجودة والأداء الجامعي
التاريخ: ٢٠٢٤/١/٢٨


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

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? Forprogram? Yes, Ministry of Higher Education and Scientific .٧
Research

6. Program Structure

comments	percentage	Study unit	Number of courses	Program Structure
	9.4%	14	6	Institutional Requirements
	18%	27	10	College Requirements
	72.6%	109	40	Department Requirements
				Summer training
				Other

*Notes may include whether the course is basic or optional.

7. Program Description / Curriculum of the Department of Public Administration

Credit hours		Course name	Course code	Year/Level
practical	theoretical			First
	3	Principles of Public Administration 1		
	3	Principles of Economics		
	3	Principles of Statistics		

1	2	Computer 1Word		
	2	Arabic		
	2	Human rights and democracy		
	3	Principles of Public Administration 2		
	3	Mathematics for administrators		
	3	Accounting principles		
	3	ReadingsEnglish		
1	2	Computer2Word		
	2	English language		Second
	3	Marketing Management		
	3	Human Resources Management		
	2	Administrative law		
2	2	Intermediate Accounting		
	3	The development of organizational thought		
	2	English language		
	2	Quantitative methods		
1	2	Computer1Excel		
	2	Baath crimes in Iraq		
	3	Public Relations		
2	2	Government accounting		
	2	Administrative Psychology		
	2	Civil Service Legislation		
	3	Political systems		
	2	Operations research		
1	2	Computer1Excel		Third
	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		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

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.	-

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

Active learning: Encouraging students' active participation in learning processes, .1
such as discussions, group activities, and problem solving, to enhance their deep
understanding of mathematical concepts.

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

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

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

Multiple Instructional Strategies: Providing a variety of instructional strategies, .5
such as interactive lectures, practical lessons, and hands-on exercises, to meet the
diverse needs of students.

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

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

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 research activities and scientific projects can be assessed, and an evaluation can be provided of their presentation style and analysis of their results and conclusions.

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

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

Evaluation of Personal and Professional Development: Students' personal, professional and academic development can be evaluated during their participation in the faculty mentoring program.

11. Faculty

Faculty members

Faculty preparation		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 manageme nt	business management	A.M. Ahmed Khader Ahmed Ali
	angel		Financial manageme nt	business management	A.M. Present Sabah Shaeer Jabara
	angel		Knowledge manageme nt	business management	A.M. Tariq Aziz Kurdi
	angel		organized	business management	M. Khalaf Mohammed Alou
	angel		Organizatio n theory	business management	M Iman Muwaffaq Omar
	angel		administrati on Financial	business management	Mr. Salam Hussein Jassim Handa
	angel		administrati 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 manageme nt	business management	Mr. Saad Salem Ghanem Suleiman
	angel		Financial manageme nt	business management	Dr. Qutaiba Ibrahim Hamada
	angel		General Administrati on	General Administration	M. Hamid Anwar Danok
	angel		business manageme nt	business management	Mr. Naji Hassan Ahmed Allawi
	angel		Production	business	M. Maysam Riad Bahr

			and operations	management	
	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 Manageme nt	business management	M. Mazhar Ahmed Khalaf
	angel		Production manageme nt	business management	Mr. Ali Mohammed Huwait Khater
	angel		Bank manageme nt	Financial and Banking Sciences	M.M. Ali Hamad Ali
	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 resources and support, including training courses, workshops, and technical assistance.

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

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

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

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. .1

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. .2

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

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. .4

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. .5

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

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. .7

12. Acceptance Criteria

- Central acceptance. -١
- Accepting exceptions (martyrs' families, children of faculty, distinguished employees, top students in institutes, foreign students). -٢
- Private government education -٣
- Accepting evening studies. -٤

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- 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/L 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 1 Word		

✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Arabic		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Human rights and democracy		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Principles of Public Administration 2		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Mathematics for administrators		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Accounting principles		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		ReadingsEnglish h		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Computer2Wo rd		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		English language		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Marketing Management		Second year
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		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		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Computer1Exc el		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		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		Fourth year
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Comparative Public Administration		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Administrative development1		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Strategic Management1		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		English language		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Computer Applications1QS B		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Scientific research methods and ethics		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Strategic management		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Administrative development 2		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Risk Management and Insurance		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		General Policies		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Computer Applications2QS B		

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

Course Description Form

1. Course name:
Strategic management.
2. Course code:
nothing
3. Semester/Year
:Second course: Fourth stage
4. Date this description was prepared
28/1/2024
5. Available forms of attendance:
My presence
6. Number of study hours (total) / Number of units (total)
Total (30) Number of units (3)
7. Name of the course supervisor (if more than one name is mentioned)
Name: Assistant Professor Mazen Noman Abdullah Email:mazin34@tu.iq.edu
8. Course objectives

1.Gives correct education in Fundamentals of Strategic Management. 2.Continue to produce highly qualified graduates.. 3.To contribute to understanding strategic management processes and their developments., based on Strategic management And principles Ha Scientific, Characteristics, obstacles and determinants of strategic management.	Subject objectives

9. Teaching and learning strategies

Evaluation methods: Daily and monthly exams and Participation And commitment to the lecture time. Emotional and value goals. 1.Strategic decision making is the essence of the administrative process and the axis around which the development of strategic management revolves.. 2.Vital strategic management decisions that involve important and vital problems that cannot be addressed by an immediate decision.. 3.AAn administrative decision is an order issued by a higher authority to a lower authority.minimum From it, then she commits to it, this is better for her than the first.	Traditional and modern teaching methods And electronic. 1.Cognitive objectives A.Knowledge of the essential foundations, concepts, principles and theories of strategic management. B. The stages of development that the administrator faces in making the right decision. T. Strategic management and its specificities.

10. Course Structure

Evaluation method	Learning method	Name of the unit or topic	Required learning outcomes	Watch es	The week
Follow up on homework and formulate three questions on The least.	theory	MEnter to study the concept of strategic control .	1. The concept of control Strategy. 2. Characteristics of strategic control. 3. Control and auditing and its supporting characteristics.	3	1
Follow up on homework and formulate three questions on The least.	theory	Censorship Strategy And	1. The relationship between the levels of strategy and strategic control. 2 Requirements for achieving strategic control. 3 Concept and stages of	3	2

			strategic auditing		
Follow up on homework and formulate three questions onThe least.	theory	Strategic Control Steps	1. General framework for strategic control steps: 2.Strategic Control Problems	6	3-4
Follow up on homework and formulate three questions onThe least.	theory	Review the basic steps of the internal cast.	1. Review the basics of the strategy. 2. Is the inner strength still there? 3.Has another internal force been added? 4. Is the internal weakness still ongoing? 5.Is there another internal weakness?	3	5
Follow up on homework and formulate three questions onThe least.	theory	Fundamental analysis of regulatory claims.	1. Measuring organizational performance. 2. Is the strategy internally consistent? 3.Is the strategy compatible with the environment? 4.Is the strategy appropriate in comparison? 5. Does the strategy have a degree?	6	6-7
8. First month exam					
Follow up on homework and formulate three questions onThe least.	theory	The concept and models of systems supporting strategic implementation.	1.Administrative systems supporting strategy implementation:	3	9
10 Second month exam					
Follow up on homework and formulate three	theory	practicalImplementation of strategic systems .	1. The organization's basic programs and systems. 2. McKinsey model for strategy	6	11-12

questions onThe least.			implementation 3.McKinsey provided an important model for implementing strategy. Explain the most important elements of the model?		

Second semester final exam

11. Course Evaluation

The grade is distributed out of 100 according to the tasks assigned to the student, such as daily preparation, daily, oral, monthly and written exams, reports, etc.

12. Learning and teaching resources

Prof. Dr. Kamel El-Sayed Ghorab Prof. Dr. Taher Al-Janabi	Required textbooks (methodology if any)
Dr. Abdul Hamid Al-Maghribi Dr.Ismail Mohammed	Main References (Sources)
Scientific journals in the fields of strategic management concepts and applications.	Recommended supporting books and references (scientific journals, reports...)
Specialized websites	Electronic references, websites

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

Date of filling the file: 14/9/2023

التوقيع:  اسم رئيس القسم: ا.م. حاضري صباح
شعب
التاريخ: 2023 / 9 / 17

التوقيع:  اسم المعاون العلمي: د. أشرف هاشم فارس
التاريخ: 2023 / 9 / 17

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


مصادقة السيد العميد

1. Program Vision

Excellence in deliveryAngelspioneerAndTo lead public sector institutions that meet stakeholder requirements, in line with global quality standards..

2. Program message

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

3. Program objectives

- 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? Forprogram? Yes, 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		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		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

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	-	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. .¹

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

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

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

Multiple Instructional Strategies: Providing a variety of instructional strategies, such as interactive lectures, practical lessons, and hands-on exercises, to meet the diverse needs of students. .⁵

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

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

10. Evaluation methods

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

Participation in discussions and activities: Students' participation in class discussions, group activities, and individual projects can be assessed to assess .²

their understanding and engagement with the material.

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

Evaluating participation in research: The extent to which students participate in research activities and scientific projects can be assessed, and an evaluation can be provided of their presentation style and analysis of their results and conclusions.

Practical Performance Evaluation: Students can be evaluated in practical performance through visits, process and participation in applied activities.

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

Evaluation of Personal and Professional Development: Students' personal, professional and academic development can be evaluated during their participation in the faculty mentoring program.

11. Faculty

Faculty members

Faculty preparation		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 manageme 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 manageme nt	business management	A.M. Present Sabah Shaeer Jabara
	angel		Knowledge manageme nt	business management	A.M. Tariq Aziz Kurdi
	angel		organized	business management	M. Khalaf Mohammed Alou
	angel		Organizatio n theory	business management	M Iman Muwaffaq Omar
	angel		administrati on Financial	business management	Mr. Salam Hussein Jassim Handa
	angel		administrati 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 manageme nt	business management	Mr. Saad Salem Ghanem Suleiman
	angel		Financial manageme	business management	Dr. Qutaiba Ibrahim Hamada

			nt		
	angel		General Administrati on	General Administration	M. Hamid Anwar Danok
	angel		business manageme nt	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 Manageme nt	business management	M. Mazhar Ahmed Khalaf
	angel		Production manageme nt	business management	Mr. Ali Mohammed Huwaïd Khater
	angel		Bank manageme nt	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

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

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

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

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

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

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

Ongoing Support: Ongoing support is provided to new, visiting, full-time 7-

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

Professional development for faculty members

Identifying needs and setting goals: Faculty needs are identified through surveys .١
and 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 .٢
comprehensive development program is designed that includes a set of activities,
training courses, workshops, and educational resources.

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

Use effective teaching strategies: Faculty members learn to use and apply .٤
modern and effective teaching strategies, such as cooperative learning, active
learning, and educational technology.

Evaluation of learning outcomes: The effectiveness of the development program .٥
is evaluated by evaluating the learning outcomes of faculty members, such as
increased levels of knowledge, teaching skills, and interaction with students.

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

Participation in scientific research and publication: Faculty members are .٧
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

- Central acceptance. -١
Accepting exceptions (martyrs' families, children of faculty, distinguished employees, top -٢
students in institutes, foreign students).
Private government education -٣
Accepting evening studies. -٤

13. The most important sources of information about the program

University, college and electronic department website. -١

Priorities for establishing the department. -٢

Project to develop and update the curricula of the faculties of management and economics in Iraqi universities for the year 2017. -٣

14. Program Development Plan

Curriculum development. -١

Open postgraduate studies (higher diploma equivalent to a master's degree). -٢

Developing teaching and administrative staff through courses, seminars and workshops in areas of specialization. -٣

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

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

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/L 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 1 Word		
	✓	✓	✓		✓	✓	✓		✓	✓	✓		Arabic		
	✓	✓	✓		✓	✓	✓			✓	✓		Human rights and democracy		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Principles of Public Administration 2		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Mathematics for administrators		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Accounting principles		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Readings English		
	✓	✓	✓		✓	✓	✓		✓	✓	✓		Computer 2 Word		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		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		Fourth year
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		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		

*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
- Providing the student with information on how to work according to modern work mechanisms
-

Subject objectives

9. Teaching and learning strategies

- The lecture
- Discussion
- Thinking strategy according to the student's ability
- High Thinking Skill Strategy
- 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 • Historical development • Directions • The importance of comparative public	2	the first

	and the students, as well as the students with each other.		administration		
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 administration	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 administration.	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.		administration		
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 administration 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 • administrative 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

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

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

Date of filling the file: 14/9/2023

التوقيع: التوقيع:
اسم المعاون العلمي: د. أشرف هاشم فارس
اسم رئيس القسم: أ.م. حاضري صباح
شعب
التاريخ: 2023 / 9 / 17
التاريخ: 2023 / 9 / 17

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

مصادقة السيد العميد

1. Program Vision

Excellence in deliveryAngelspioneerAndTo lead public sector institutions that meet stakeholder requirements, in line with global quality standards..

2. Program message

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

3. Program objectives

- 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? Forprogram? Yes, Ministry of Higher Education and Scientific .٧
Research

6. Program Structure

comments	percentage	Study unit	Number of courses	Program Structure
	9.4%	14	6	Institutional Requirements
	18%	27	10	College Requirements
	72.6%	109	40	Department Requirements
				Summer training
				Other

*Notes may include whether the course is basic or optional.

7. Program Description / Curriculum of the Department of Public Administration

Credit hours		Course name	Course code	Year/Level
practical	theoretical			First
	3	Principles of Public Administration 1		
	3	Principles of Economics		
	3	Principles of Statistics		

1	2	Computer 1Word		
	2	Arabic		
	2	Human rights and democracy		
	3	Principles of Public Administration 2		
	3	Mathematics for administrators		
	3	Accounting principles		
	3	ReadingsEnglish		
1	2	Computer2Word		
	2	English language		Second
	3	Marketing Management		
	3	Human Resources Management		
	2	Administrative law		
2	2	Intermediate Accounting		
	3	The development of organizational thought		
	2	English language		
	2	Quantitative methods		
1	2	Computer1Excel		
	2	Baath crimes in Iraq		
	3	Public Relations		
2	2	Government accounting		
	2	Administrative Psychology		
	2	Civil Service Legislation		
	3	Political systems		
	2	Operations research		
1	2	Computer1Excel		Third
	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		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

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 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 skills to 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 thinking: Encourage students to develop thinking skills. Such 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.

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.

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

Evaluating participation in research: The extent to which students participate in research activities and scientific projects can be assessed, and an evaluation can be provided of their presentation style and analysis of their results and conclusions.

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

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

Evaluation of Personal and Professional Development: Students' personal, professional and academic development can be evaluated during their participation in the faculty mentoring program.

11. Faculty

Faculty members

Faculty preparation		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 manageme nt	business management	A.M. Mazen Noman Abdullah Bakr
	angel		linguistics	English language	A.M. Adnan Fayhan Mahmoud Khader.
	angel		Financial manageme 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 manageme nt	business management	A.M. Present Sabah Shaeer Jabara
	angel		Knowledge manageme nt	business management	A.M. Tariq Aziz Kurdi
	angel		organized	business management	M. Khalaf Mohammed Alou
	angel		Organizatio n theory	business management	M Iman Muwaffaq Omar
	angel		administrati on Financial	business management	Mr. Salam Hussein Jassim Handa
	angel		administrati 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 manageme	business management	Mr. Saad Salem Ghanem Suleiman

			nt		
	angel		Financial manageme nt	business management	Dr. Qutaiba Ibrahim Hamada
	angel		General Administrati on	General Administration	M. Hamid Anwar Danok
	angel		business manageme nt	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 Manageme nt	business management	M. Mazhar Ahmed Khalaf
	angel		Production manageme nt	business management	Mr. Ali Mohammed Huwaïd Khater
	angel		Bank manageme nt	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 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 new, visiting, full-time and part-time members based on their needs and specialties. 2-

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. 3-

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, research areas and teaching methods used in the department. 5-

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

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

Professional development for faculty members

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. 1.

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. 2.

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

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. 4.

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. 5.

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

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. 7.

12. Acceptance Criteria

Central acceptance. 1-

Accepting exceptions (martyrs' families, children of faculty, distinguished employees, top 2-

students in institutes, foreign students).

Private government education -٣

Accepting evening studies. -٤

13. The most important sources of information about the program

University, college and electronic department website. -١

Priorities for establishing the department. -٢

Project to develop and update the curricula of the faculties of management and economics in Iraqi universities for the year 2017. -٣

14. Program Development Plan

Curriculum development. -١

Open postgraduate studies (higher diploma equivalent to a master's degree). -٢

Developing teaching and administrative staff through courses, seminars and workshops in areas of specialization. -٣

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

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

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/L level
A4	A3	A2	A1	B4	B3	B2	B1	A4	A3	A2	A1				
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Principles of Public Administration 1		First year
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Principles of Economics		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Principles of Statistics		
	✓	✓	✓		✓	✓	✓		✓	✓	✓		Computer 1Word		
	✓	✓	✓		✓	✓	✓		✓	✓	✓		Arabic		
	✓	✓	✓		✓	✓	✓			✓	✓		Human rights and democracy		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Principles of Public Administration 2		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Mathematics for administrators		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Accounting		

													principles		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		ReadingsEnglish		
	✓	✓	✓		✓	✓	✓		✓	✓	✓		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		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Computer1Exc		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		el		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Public		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Financial		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Management		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		unified		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		accounting		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		system		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Local		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		administration		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Contract		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		management		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Quality		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Management		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Public service		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		ethics		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Database		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Computer		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Applications2		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		English		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		language		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Organizational		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Behavior		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Financial		

Second
year

Third
year

														policies		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		General Project Management			
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Management Information Technology			
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Comparative local management systems			
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Environmental management			
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Database Computer Applications2			
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Production and Operations Management		Four h year	
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Comparative Public Administration			
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Administrative development1			
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Strategic Management1			
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		English language			
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Computer Applications1QS B			
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Scientific research methods and ethics			
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Strategic management			
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Administrative development 2			
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Risk Management and Insurance			
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		General Policies			
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Computer Applications2QS B			

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

Course Description Form

1. Course name
Scientific research methods and ethics
2. Course code

nothing					
3. Semester/Year					
The first course					
4. Date this description was prepared					
14/9/2023					
5. Available forms of attendance					
My whole week					
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)					
M. Najm Suhail Najm Email:					
8. Course objectives					
Developing the student's skills in 4. solving problems and working in a scientific and systematic manner. 5. Enhancing scientific integrity and scientific research ethics among students.			Providing the student with a knowledge base in public administration On the concepts and methods of scientific research. Understand the processes of conducting an integrated scientific research. An attempt to provide a graduate with cognitive skills in scientific research methods.		
9. Teaching and learning strategies					
Developing the student's ability to understand the mechanisms of scientific research and solve problems through the scientific research method.			Increase the student's skills in identifying and defining problems in administrative work, and methods of collecting data and information related to administrative problems.		
10. Course Structure					
Evaluation method	Learning method	Name of the unit or topic	Required learning outcomes	Watches	The week
Ask questions and tests	theoretical	General concepts	Understanding scientific research concepts	2	the first
Ask questions and tests	theoretical	Characteristics of scientific research	Knowing the characteristics of good scientific research	2	the second
Ask questions and tests	theoretical	Types of research	View types of research	2	the third

Ask questions and tests	Theory with examples	Research preparation steps	Understand the steps to build a comprehensive research	2	Fourth
Ask questions and tests	Theory with examples	Collect and analyze information	Identify data collection methods and tools, and appropriate statistical methods for analysis.	2	Fifth
Ask questions and tests	Theory with examples	Scientific research methods	Learn about scientific research strategies in the humanities and sciences.	2	Sixth
Ask questions and tests	Theory with examples	Samples and data collection tools	Learn about the types of samples and the method of designing samples	2	Seventh
Ask questions and tests	theoretical	Final form of the research	Define search terms	2	The eighth
Ask questions and tests	Theory with examples	Internet and its use in research	Understand how to benefit from research, articles and books published on the Internet.	2	Ninth
Ask questions and tests	theoretical	Research ethics	Learn about research ethics	2	tenth
Ask questions and tests	theoretical	Definition of ethics and its divisions	Learn about the sections of scientific research ethics	2	eleventh
Ask questions and tests	theoretical	Professional ethics sources	Identify the sources of professional ethics	2	twelfth
Ask questions and tests	Theory with examples	Researcher Ethics	Building Researcher Ethics	2	thirteenth
Ask questions and tests	theoretical	Supervisor's Ethics	Explaining the ethics that the supervising professor should have	2	fourteenth
Ask questions and tests	theoretical	Golden rules for researchers to conduct ethical research	Identify the set of guidelines that guide researchers to conduct ethical research.	2	fifteenth

11. Course Evaluation

Through monthly and daily exams, discussions on scientific research concepts, evaluation of daily assignments, and follow-up of the stages of completing the research project.

12. Learning and teaching resources

	Required textbooks (methodology if any)
Book by Uma Sekaran, Book by Krigesi and Morgan, Book by Fayez Al-Najjar and others, Book by Ahmed Hussein Al-Rifai.	Main References (Sources)
	Recommended supporting books and references (scientific journals, reports...)
	Electronic references, websites

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: 28/1/2024

Date of filling the file: 28/1/2024

التوقيع:  اسم رئيس القسم: أ.م. حاضري صباح
التوقيع:  اسم المعاون العلمي: أ.م.د. أشرف هاشم فارس
شعب
التاريخ: ٢٠٢٤/١/٢٨ التاريخ: ٢٠٢٤/١/٢٨

دقق الملف من قبل
شعبة ضمان الجودة والأداء الجامعي
اسم مدير شعبة ضمان الجودة والأداء الجامعي: أستاذة ميسر فرحان
التوقيع: 
التاريخ: ٢٠٢٤/١/٢٨
المدرس المساعد
أستاذة ميسر فرحان
مدير شعبة ضمان الجودة وأداء


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

- 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? Forprogram? Yes, 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		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		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

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	-	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. .1

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

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

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

Multiple Instructional Strategies: Providing a variety of instructional strategies, such as interactive lectures, practical lessons, and hands-on exercises, to meet the diverse needs of students. .5

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

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

10. Evaluation methods

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

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

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

Evaluating participation in research: The extent to which students participate in research activities and scientific projects can be assessed, and an evaluation can be provided of their presentation style and analysis of their results and conclusions.

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

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

Evaluation of Personal and Professional Development: Students' personal, professional and academic development can be evaluated during their participation in the faculty mentoring program.

11. Faculty

Faculty members

Faculty preparation		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		Administrati ve law	General law	A.M.D. Mohamed Ahmed Raheel Aftan
	angel		Financial manageme nt	business management	A.M.D. Qusay Jassim Mohammed Imran
	angel		Bank manageme nt	business management	A.M. Mazen Noman Abdullah Bakr
	angel		linguistics	English language	A.M. Adnan Fayhan Mahmoud Khader.
	angel		Financial manageme	business management	A.M. Ahmed Khader Ahmed Ali

			nt		
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 manageme nt	business management	A.M. Present Sabah Shaeer Jabara
	angel		Knowledge manageme nt	business management	A.M. Tariq Aziz Kurdi
	angel		organized	business management	M. Khalaf Mohammed Alou
	angel		Organizatio n theory	business management	M Iman Muwaffaq Omar
	angel		administrati on Financial	business management	Mr. Salam Hussein Jassim Handa
	angel		administrati 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 manageme nt	business management	Mr. Saad Salem Ghanem Suleiman
	angel		Financial manageme nt	business management	Dr. Qutaiba Ibrahim Hamada
	angel		General Administrati on	General Administration	M. Hamid Anwar Danok

	angel		business manageme nt	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 Manageme nt	business management	M. Mazhar Ahmed Khalaf
	angel		Production manageme nt	business management	Mr. Ali Mohammed Huwaid Khater
	angel		Bank manageme nt	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

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. -١

Orientation Programs: Customized orientation programs are designed for new, visiting, full-time and part-time members based on their needs and specialties. -٢

Introduction to the University Environment: A comprehensive introduction is provided about the university and the department. General Administration, including About the Department And the vision And the message The objectives and services available. -٣

Providing support resources: New members are provided with the necessary resources and support, including training courses, workshops, and technical assistance. -٤

Academic Orientation: New members are oriented regarding the curricula, research areas and teaching methods used in the department. -٥

Administrative Orientation: New members are oriented to administrative procedures, responsibilities, university policies and code of conduct. -٦

Ongoing Support: Ongoing support is provided to new, visiting, full-time and part-time faculty members through advisory sessions, workshops and periodic evaluations. -٧

Professional development for faculty members

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. .١

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. .٢

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

Use effective teaching strategies: Faculty members learn to use and apply modern and effective teaching strategies, such as cooperative learning, active learning, and educational technology. .٤

Evaluation of learning outcomes: The effectiveness of the development program is evaluated by evaluating the learning outcomes of faculty members, such as increased levels of knowledge, teaching skills, and interaction with students. .٥

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

Participation in scientific research and publication: Faculty members are encouraged to participate in scientific research and publish the results in prestigious academic journals, which enhances their academic standing and contributes to the development of knowledge in their fields. .٧

12. Acceptance Criteria

Central acceptance. -١

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

Private government education -٣

Accepting evening studies. -٤

13. The most important sources of information about the program

University, college and electronic department website. -١

Priorities for establishing the department. -٢

Project to develop and update the curricula of the faculties of management and economics in Iraqi universities for the year 2017. -٣

14. Program Development Plan

Curriculum development. -١

Open postgraduate studies (higher diploma equivalent to a master's degree). -٢

Developing teaching and administrative staff through courses, seminars and workshops in areas of specialization. -٣

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

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

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/L 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 1 Word		
	✓	✓	✓		✓	✓	✓		✓	✓	✓		Arabic		
	✓	✓	✓		✓	✓	✓			✓	✓		Human rights and democracy		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Principles of Public Administration 2		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Mathematics for administrators		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Accounting principles		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Readings English		
	✓	✓	✓		✓	✓	✓		✓	✓	✓		Computer 2 Word		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		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		Third year
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Public Financial Management		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		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		Fourt
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Production and Operations		

✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Management Comparative Public Administration		h year
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Administrative development1		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Strategic Management1		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		English language		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Computer Applications1QS B		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Scientific research methods and ethics		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Strategic management		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Administrative development 2		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Risk Management and Insurance		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		General Policies		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Computer Applications2QS B		

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

Course Description Form

1. Course name
QSB(1)
2. Course code
nothing
3. Semester/Year
Second semester\Fourth year
4. Date this description was prepared
28/1/2024

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-Definition of the concepttheQSB. 2-DefinitionIn conceptsQSB . 3- Gaining knowledge in using the analytical system within computer systems and modern computer technology 4- Explaining how to make administrative decisions using computers and issue and prepare administrative reports.			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 understanding of the concept.Quantitative business systemQSB) and its applications.			Strategy		
10. Course Structure					
Evaluati on method	Learnin g method	Name of the unit or topic	Required learning outcomes	Watch es	The week
Follow up on homework and formulate questions	theoretic al	conceptQSB	Introduction to the Advanced Quantitative Business System (QSB)	3	the first

On the systemQS B					
Follow up on homework and formulate questions On the systemQS B	theoretic al	importance QSB	GoalsQSBAdvanced	3	the second
Follow up on homework and formulate questions On the systemQS B	Theoretic al + Practical	Objective programming model	Linear target programming	3	the third
Follow up on homework and formulate questions On the systemQS B	Theoretic al + Practical	Transportation methodsAdministrat ive	Administrative transfer form	3	Fourth
Follow up on homework and formulate questions On the systemQS B	Theoretic al + Practical	Transportation methodsAdministrat ive	Administrative transfer form	3	Fifth
Follow up on homework and formulate questions On the systemQS B	Theoretic al + Practical	ApplicationsStatistic s	Marketing profits	3	Sixth
Follow up on homework and formulate questions On the systemQS B	Theoretic al + Practical	ApplicationsStatistic s	Marketing profits	3	Seventh
First month exam + practical exam					

Follow up on homework and formulate questions On the systemQSB	Theoretical + Practical	Analytical applications	NetworksAdministrative	3	The eighth
Follow up on homework and formulate questions On the systemQSB	Theoretical + Practical	Administrative process analysis	Operational reportsAdministrative	3	Ninth
Follow up on homework and formulate questions On the systemQSB	Theoretical + Practical	profits, costs	Chart	3	tenth
Follow up on homework and formulate questions On the systemQSB	Theoretical + Practical	Administrative decision analysis applications	Administrative decision	3	eleventh
Follow up on homework and formulate questions On the systemQSB	Theoretical + Practical	Administrative Problem Analysis	Administrative problems solutions	3	twelfth
Follow up on homework and formulate questions On the systemQSB	Theoretical + Practical	Administrative Problem Analysis	Administrative problems solutions	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)
Chang, Y.-L., and Sullivan, R. S.: 'Quantitative systems for business: QSB' (Prentice-Hall, Inc., 2016.)	Main References (Sources)
	Recommended supporting books and references (scientific journals, reports...)
	Electronic references, websites

Academic Program Description Form

University name: University Tikrit

College/Institute: College Management and Economics

Scientific Department: Department General Administration

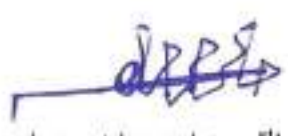
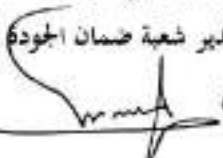
Name of academic or professional program: to divide Management General

Final Certificate Name: BachelorsciencesinGeneral Administration

Academic system: Courses

Description preparation date: 14/9/2023

Date of filling the file: 14/9/2023

التوقيع:  اسم المعاون العلمي: أ.م.د. أشرف هاشم فارس
التوقيع:  اسم رئيس القسم: أ.م. حاضري صباح
شعب
التاريخ: 2023 / 9 / 17
التاريخ: 2023 / 9 / 17
دفع 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 presentation Angels Pioneer To lead Institutions Sector The year
Meet requirements Owners interest, And since Harmonize with Criteria Global
For quality.

2. Program message

Support Sector The year With what He needs it from Energies Administrative
Educated Meet His aspirations in service the society, And communication with
Owners interest Those with Relationship To consolidate Behaviors Community
from during education and learning, And create environment Open For
exchange Cultural And intellectual It works on Activate Search Scientific, And
creativity And innovation And leadership, Please on to publish Knowledge For
institutions Sector The year With what Ensures investigation Luxury And
excellence For the community.

3. Program objectives

- Setting up Graduates Able on the job in Organizations Government With 1.
what Contributes in investigation Development Social And economic For the
community.
- Support Organizations Government And development Knowing her in 2.
Areas Management Central And the local from during Support it With cadres
Administrative Specialized in this The field.
- broadcast Values Community Noble And consolidation Behaviors 3.
Integrity And service the society in basics the job Administrative.
- Development Continuous For wallet Contributions Scientific For members 4.
The Authority The teacher in Section And follow up Nutrition The reviewer From
it With what Ensures investigation Goals The process Instruction.
- building Bridges For cooperation between to divide Management General 5.
And the community, And achieve partnership strategy with Organizations
Government on road create environment Cooperative verification

communication diligent.

4. Program accreditation

Do The program Result on Accreditation Programmatic ? And any Side ? both

5. Other external influences

Do there Side Shepherdess For the program ? Yes, ministry education High
and Search Scientific

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

Credit hours		Course name	Course code	Year/Level
practical	theoretical			
	3	Administrative development	nothing	Fourth

8. Expected learning outcomes of the program

Knowledge

capacity Graduates Section on - development Their skills Administrative And cognitive And achieve Leadership in command Institutions Government.	- presentation Angels Pioneer in command Institutions Sector The year. to publish Knowledge in Institutions Government With what achieves aspirations the society.

Skills

possession Graduates to divide - Management ability on Thinking Solution Problems And management the time.	- development And support spirit Creativity And innovation And leadership. create environment Open For exchange Cultural And intellectual.
that Be Our outputs I know And - acquired For skills in How to completion Tasks The agent To her.	- communication And interaction Construction with Owners interest.

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	- Integrity and transparency. Quality.

9. Teaching and learning strategies

Learning Active:to encourage Participation Effective For students in Operations 1.
learning, like Discussions and activities Collective Solution problems, To enhance
understand them Deep For concepts Sports.

Learning Cooperative:to encourage Students on the job together in Groups small To 2.
solve Issues Related By studying them And share Ideas, Which Contributes in Enhance
Interaction And exchange Knowledge Between them.

Use Technology:Benefit from Technology in to provide tools Educational 3.
Interactive like Programs Computer and resources via Internet To enhance to
understand Students And motivate them.

Learning The one who stands on Problems:presentation Problems Specific And 4.
motivation Students To think Cash And use Skills Administrative To solve it.

Strategies Educational Multiple:to provide group Miscellaneous from Strategies 5.
educational, like Lectures Interactive And the lessons The process And exercises The
process, To meet Needs Miscellaneous from Students.

Enhance Thinking Administrative:to encourage Students on development skills 6.

Thinking Administrative like Analysis And planning And the conclusion, from during
presentation Questions Motivational And problems Applied.

presentation Replies an act Immediate:to provide Mechanisms To submit Replies an 7.
act Immediate For students about Their performance And understand them For
concepts Administrative, whether He was that from during Ratings Periodic or
Interaction Direct with teacher.

10. Evaluation methods

evaluation Performance in the chapter:Includes evaluation performance Students 1.
during Lessons And lectures Workshops the job, whether from during Tests Writing or
Evaluation Continuous To share them And understand them For materials.

Participation in Discussions and activities:maybe evaluation bezel sharing 2.
Students in Discussions Classroom and activities Collective And projects Individuality,
And that To evaluate bezel understand them And their interaction with Materials.

- Tests And duties:maybe give Students Tests Regular And duties Evaluation To 3.
 evaluate Their skills in solution Issues Associated In the field Their specialty And
 understand them For concepts On display.
- evaluation Participation in Search:maybe evaluation bezel sharing Students in 4.
 Activities Search And projects Scientific, And present evaluation For style Show them
 And analysis Their results And their conclusions.
- evaluation Performance Practical:maybe evaluation Students in Performance 5.
 Practical from during Visits The process And participation in Activities Applied.
- evaluation Participation Foreign:Includes evaluation bezel sharing Students in 6.
 Activities Foreign like Conferences And seminars and competitions Sports.
- evaluation Evolution Personal And professional:maybe evaluation development 7.
 Students on Level Personal And professional And the academic during Their
 participation in program directing Members body Teaching.

11. Faculty

Faculty members

Faculty preparation		Requirement s/Skills (if any)	Specialization		Academic Rank
lecturer	angel		private	general	
	angel		Operations research	Statistics (Operations Research)	Asst. Prof. Dr. Mazhar Khaled Abdel Hamid
	angel		Administrative law	General law	A.M.D. Mohamed Ahmed Raheel Aftan
	angel		Financial management	business management	A.M.D. Qusay Jassim Mohammed Imran
	angel		Bank management	business management	A.M. Mazen Noman Abdullah Bakr
	angel		linguistics	English language	A.M. Adnan Fayhan Mahmoud Khader.
	angel		Financial	business	A.M. Ahmed Khader

			management	management	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	administratio n 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 Administratio n	M. Hamid Anwar Danok
	angel		business management	business management	Mr. Naji Hassan Ahmed Allawi
	angel		Production	business	M. Maysam Riad Bahr

			and operations	management	
	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	Mr. Ali Fouad Taha

			accounting		
	angel		about	Arabic	M.M. Ali Ghaleb Ali

Professional development	
Orientation of new faculty members	
to set Needs the university And the section:It is done to set Needs the university And the section from where Cadres Educational Required And specializations Favorites.	1-
numbers Programs Guidance:It is done design Programs directing Customized Target Members New And visitors And the full-timers And other Full-time building on Their needs And their specializations.	2-
Definition In the environment University:It is done presentation introduction Comprehensive around the university And section Management General, With what in that About on Section And the vision And the message and goals And services Available.	3-
presentation Resources Supportive:It is done to provide Resources And support Necessary For members New, With what in that Courses Training And the workshops The process And help Technical.	4-
directing academic:It is done directing Members New While Related By curricula And the regions Research and the roads The teacher used in Section.	5-
directing administrative:It is done directing Members New around procedures Administrative And responsibilities and policies University And rules Behavior.	6-
to support continuous:It is done to provide to support continuous For members body Teaching New And visitors And the full-timers And other Full-time from during Sessions Consultant Workshops a job And ratings patrol.	7-
Professional development for faculty members	
to set Needs And specify Objectives:It is done to set Needs Members body Teaching from during Surveys opinion And evaluation performance, And then to set Objectives Specific that He should achieve it in framework The program.	1.

- design The program Developmental:building on Needs Specific and goals 2.
specified, It is done design program My development comprehensive Includes group
from Activities And courses Training Workshops the job and resources Educational.
- to implement The program:It is done to implement The program 3.
Developmental In a way regular And organized, It includes that to organize
Workshops the job, And conduct Courses Training, And present Resources
Educational The occasion.
- Use Strategies Teaching Effective:learn Members body Teaching Use And 4.
application Strategies Teaching Modern And effective, like Learning Cooperative
And learning Active And technology Educational.
- evaluation results Learning:It is done evaluation effectiveness The program 5.
Developmental from during evaluation results Learning For members body Teaching,
like more level Knowledge and skills The teacher and interactive with Students.
- Development Continuous:Running presentation Nutrition The reviewer And 6.
support Continuous For members body Teaching To enhance Development
Professional And the academic Continuous.
- Participation in Search And publishing Scientific:He encourages Members 7.
body Teaching on Participation in Search Scientific And publish Results in
Magazines academy Prestigious, Which enhances Their status academy And
contributes in development Knowledge in Their fields.

12. Acceptance Criteria

- acceptance central. 1-
acceptance Exceptions(Those with Martyrs, people The Authority Teaching, 2-
Staff Distinguished, The firsts on Institutes, Students Expatriates).
education governmental private 3-
acceptance studies Evening. 4-

13. The most important sources of information about the program

- location the university And the college And the section Electronic. 1-
Priorities Creation Section. 2-
project development And update Curricula Colleges Management and the 3-

economy in Universities Iraqi For a year2017.

14. Program Development Plan

development Curricula Academic.	1-
to open studies Alia(diploma High equivalent For Masters).	2-
development Angels The teacher And administrative on road Courses And	3-
seminars Workshops in Areas Specialization.	
to support efforts Search Scientific from during to encourage Members The	4-
Authority The teacher on Publishing especially in Containers Global.	
stay Programs Training For development Capabilities Students in Areas	5-
Technology And technology Information.	
stay Visits Field And trips Scientific For students to Institutions Government.	6-

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 1 Word		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Arabic		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Human rights and democracy		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Principles of Public Administration 2		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Mathematics for administrators		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Accounting principles		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Readings English		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Computer 2 Word		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		English language		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Marketing Management		Second year
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Human Resources Management		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Administrative law		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Intermediate Accounting		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		The development of organizational		

													thought		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		English language		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Quantitative methods		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Computer 1Excel		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Baath crimes in Iraq		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Public Relations		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Government accounting		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Administrative Psychology		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Civil Service Legislation		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Political systems		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Operations research		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Computer 1Excel		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		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		

													Managem ent		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Managem ent Informati on Technolog y		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Comparat ive local managem ent systems		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Environm ental managem ent		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Database Computer Applicatio ns2		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Production and Operations Manageme nt		Fourt h year
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Comparati ve Public Administra tion		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Administra tive developme nt1		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Strategic Manageme nt1		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		English language		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Computer Application s1QSB		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Scientific research methods and ethics		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Strategic manageme nt		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Administra tive developme nt 2		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Risk Manageme nt and Insurance		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		General Policies		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Computer Application s2QSB		

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

Course Description Form

1. Course name	
Development Administrative	
2. Course code	
nothing	
3. Semester/Year	
First course	
4. Date this description was prepared	
14/9/2023	
5. Available forms of attendance	
100% attendance	
6. Number of study hours (total) / Number of units (total)	
45 hours per course	
7. Name of the course supervisor (if more than one name is mentioned)	
Name: Prof. Dr. Qusay Jassim Mohammed Email: qusayj39@tu.edu.iq	
8. Course objectives	
Gain The student skill Cognitive on concept And specifications And the importance And application Development Administrative Which He is With relationship By work Administrative. supply The student With information on How to Use skills The century atheistic And the twenty All kinds Different And about How to Benefit From it By providing Data And information Correct And the minute Which Serve Taken decision in take decision Correct. How to Training Continuous To keep up all Types Evolution Fast The result in Areas the job Administrative. • • •	Subject objectives

9. Teaching and learning strategies

The lecture 1. Discussion 2. strategy Thinking According to capacity The student 3. strategy skill Thinking High 4. strategy Thinking critic in Learning 5. Storm Mental 6.	Strategy

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 at least 3 questions	theory	conceptBackwardness	- It is a societal condition characterized by a set of economic and social characteristics and other manifestations of general poverty, isolation and general deterioration in various aspects of societal life. - The inability to use modern technical and technological methods due to the resistance of the prevailing social institutions in underdeveloped countries to this use. - The relative decline in the standard of living of a group of countries - Annual per capita income less than \$300	3	1
Follow up on homework and formulate at least 3 questions	theory	Manifestations of backwardness	- Pluralism and disintegration of the social system - The helixity of economic construction - Weak political structure and absence of	3	2

			democratic traditions. Cultural vacuum and the inability to distinguish between scientific methodology and philosophical methodology.		
Follow up on homework and formulate at least 3 questions	theory	The concept of backwardnessAdministrative +Manifestations of administrative backwardness	1- Administrative diseases: The administrative system becomes ill when two of its components are afflicted with corruption and dysfunction, namely, the administrative apparatus of civil service employees, among whom corruption is widespread, and the functional activity that includes administrative functions and organizational functions. 2- Administrative stagnation: This refers to the dryness of the administrative system that affects four of its components, which together form what can be considered a framework for decision-making. We mean by this the public administration organizations, which are suffering from decay. 3- Administrative disintegration: It occurs as a result of diseases and stagnation, and this disintegration is reflected in the	6	3 – 4

			three external components of the administrative system, represented by the deterioration of administrative culture and philosophy, the primitiveness of the technology used, and the atrophy of the business management style.		
Follow up on homework and formulate at least 3 questions	Theory and scientific examples	Causes of backwardnessAdministrativeRelated to administrative organization+Causes of backwardnessAdministrativerelated to the surrounding climate	Social -١ factors Reasons -٢ related to economic factors Reasons -٣ related to cultural and moral factors Political -٤ reasons	5	5 - 6
Follow up on homework and formulate at least 3 questions	Theory and scientific examples	Philosophy of administrative development	The philosophy of administrative development is evident from the comprehensive and integrated meaning of administrative development, which is: the renewable ability to build, develop and advance concepts, trends, systems, capabilities and methods to meet current needs and future requirements to confront the requirements of the political, economic, social and cultural development process.	3	7
exam The month the first					8
Follow up on homework and formulate at	Theory and scientific examples	conceptAdministrative development	A radical, purposeful and intentional change that changes with the change in	3	9

least 3 questions			the involuntary dimensions and variables and the preparation of the appropriate climate and suitable environment, side by side with the change in the administrative variables and dimensions that enter into the administrative apparatus and interact with its operations according to a well-studied plan that is consistent and balanced with the plans for social, economic and educational development and progress.		
Follow up on homework and formulate at least 3 questions	Theory and scientific examples	The importance of administrative development + Administrative development goals	1- Administrative development and national development plans 2- Administrative development and expansion of the state's role 3- Administrative development and rapid changes in community goals 4- Administrative development and manifestations of administrative backwardness 5- Administrative development and bridging the gap between developing countries and advanced industrial countries. 6- Administrative development and dealing with variables	6	10 – 11
Follow up on	Theory and	Administrative development approaches	Traditional - ١	3	12

homework and formulate at least 3 questions	scientific examples		approach (trial and error) Modern -۲ approach (scientific research)		
Follow up on homework and formulate at least 3 questions	Theory and scientific examples	Administrative development theories	1- Traditional theories in administrative development 2- Modern theories in administrative development	3	13
exam The month the second					14
Follow up on homework and formulate at least 3 questions	theory	Planning strategies for administrative development	1- Partial planning strategy for administrative development 2- Comprehensive planning strategy for administrative development	3	15
First semester final exam					

11. Course Evaluation

70 marks on the end of course exam -۱

30 annual pursuit points distributed as follows: -۲

A- 10 marks for the first month exam

B- 10 Second month exam

C- 10 attendance and participation

12. Learning and teaching resources

Administrative Development: Dr. Jassim Al-Dhahabi	Required textbooks (methodology if any)
Yes	Main References (Sources)
Yes	Recommended supporting books and references (scientific journals, reports...)
Yes	Electronic references, websites

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

Date of filling the file: 14/9/2023

التوقيع:  اسم رئيس القسم: ا.م. حاضري صباح
شعب
التاريخ: 2023 / 9 / 17

التوقيع:  اسم المعاون العلمي: د. أشرف هاشم فارس
التاريخ: 2023 / 9 / 17

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


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

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		Second
	3	Marketing Management		
	3	Human Resources Management		
	2	Administrative law		
2	2	Intermediate Accounting		
	3	The development of organizational thought		
	2	English language		
	2	Quantitative methods		
1	2	Computer1Excel		
	2	Baath crimes in Iraq		
	3	Public Relations		
2	2	Government accounting		
	2	Administrative Psychology		
	2	Civil Service Legislation		
	3	Political systems		
	2	Operations research		
1	2	Computer1Excel		Third
	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		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

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 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 skills to 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 thinking: Encourage students to develop thinking skills. Such 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.

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.

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

Evaluating participation in research: The extent to which students participate in research activities and scientific projects can be assessed, and an evaluation can be provided of their presentation style and analysis of their results and conclusions.

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

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

Evaluation of Personal and Professional Development: Students' personal, professional and academic development can be evaluated during their participation in the faculty mentoring program.

11. Faculty

Faculty members

Faculty preparation		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 manageme nt	business management	A.M. Mazen Noman Abdullah Bakr
	angel		linguistics	English language	A.M. Adnan Fayhan Mahmoud Khader.
	angel		Financial manageme 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 manageme nt	business management	A.M. Present Sabah Shaeer Jabara
	angel		Knowledge manageme nt	business management	A.M. Tariq Aziz Kurdi
	angel		organized	business management	M. Khalaf Mohammed Alou
	angel		Organizatio n theory	business management	M Iman Muwaffaq Omar
	angel		administrati on Financial	business management	Mr. Salam Hussein Jassim Handa
	angel		administrati 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 manageme	business management	Mr. Saad Salem Ghanem Suleiman

			nt		
	angel		Financial manageme nt	business management	Dr. Qutaiba Ibrahim Hamada
	angel		General Administrati on	General Administration	M. Hamid Anwar Danok
	angel		business manageme nt	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 Manageme nt	business management	M. Mazhar Ahmed Khalaf
	angel		Production manageme nt	business management	Mr. Ali Mohammed Huwaïd Khater
	angel		Bank manageme nt	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 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 new, visiting, full-time and part-time members based on their needs and specialties. 2-

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. 3-

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

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

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

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

- 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. .١
- 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. .٢
- Program Implementation: The development program is implemented in a regular and organized manner, including organizing workshops, conducting training courses, and providing appropriate educational resources. .٣
- Use effective teaching strategies: Faculty members learn to use and apply modern and effective teaching strategies, such as cooperative learning, active learning, and educational technology. .٤
- Evaluation of learning outcomes: The effectiveness of the development program is evaluated by evaluating the learning outcomes of faculty members, such as increased levels of knowledge, teaching skills, and interaction with students. .٥
- Continuous Development: Ongoing feedback and support is provided to faculty members to promote ongoing professional and academic development. .٦
- Participation in scientific research and publication: Faculty members are encouraged to participate in scientific research and publish the results in prestigious academic journals, which enhances their academic standing and contributes to the development of knowledge in their fields. .٧

12. Acceptance Criteria

- Central acceptance. -١
- Accepting exceptions (martyrs' families, children of faculty, distinguished employees, top students in institutes, foreign students). -٢
- Private government education -٣
- Accepting evening studies. -٤

13. The most important sources of information about the program

- University, college and electronic department website. -١
- Priorities for establishing the department. -٢

Project to develop and update the curricula of the faculties of management and economics in Iraqi universities for the year 2017. -٣

14. Program Development Plan

Curriculum development. -١

Open postgraduate studies (higher diploma equivalent to a master's degree). -٢

Developing teaching and administrative staff through courses, seminars and workshops in areas of specialization. -٣

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

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

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/L 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 1 Word		
	✓	✓	✓		✓	✓	✓		✓	✓	✓		Arabic		
	✓	✓	✓		✓	✓	✓			✓	✓		Human rights and democracy		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Principles of Public Administration 2		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Mathematics for administrators		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Accounting principles		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Readings English		
	✓	✓	✓		✓	✓	✓		✓	✓	✓		Computer 2 Word		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		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		Four h year
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Comparative Public Administration		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Administrative development1		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Strategic Management1		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		English language		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Computer Applications1QS B		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Scientific research methods and ethics		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Strategic management		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Administrative development 2		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Risk Management and Insurance		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		General Policies		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Computer Applications2QS B		

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

Course Description Form

1. Course name
Production and Operations Management
2. Course code
nothing

3. Semester/Year

First semester fourth year

4. Date this description was prepared

14/9/2023

5. Available forms of attendance**In-person****6. Number of study hours (total) / Number of units (total)****45 hours of study per semester / 3 units per week****7. Name of the course supervisor (if more than one name is mentioned)**

Name: Salam Hussein Jassim Handa Al-Jumaili Email: salamhinda81@tu.edu.iq

8. Course objectives

- Providing the student with a cognitive skill about the concept Specifications and importance Production and Operations Management....
- The student is provided with information about Basic competencies and areas of work for production and operations management.....
- Preparing a cadre of human resources knowledgeable and specialized in production and operations management....

Subject objectives

9. Teaching and learning strategies

Preparing a student who is familiar with the skills and knowledge of production and operations management in order to provide government institutions with human resources specialized in production and operations.

Strategy

10. Course Structure

Evaluation method	Learning method	Name of the unit or topic	Required learning outcomes	Watches	The week

Exam and daily activity	Explain the lecture and give practical examples	Production and Operations Management Concept and Components	-The concept of production and operations management -Production and operations management in the organization -Production and Operations Management Activities -Production and operations management in manufacturing and service organizations -The concept of productivity and its measurement -Efficiency and effectiveness	3	the first
Exam and daily activity	Explain the lecture and give practical examples	Contemporary techniques and systems in operations management	-Requirements planning - systemMRPmaterials - Independent and dependent demand - MRP-Types of Systems - MRP-System Inputs -Processing logic -System outputs -Instant production system -Philosophy of the system -The system's objectives -Key elements in implementing the system	3	the second
Exam and daily activity	Explain the lecture and give practical examples	Demand forecasting	-Demand forecasting concept -Time dimensions of demand forecasting - Types of demand forecasting -Demand forecasting elements - Demand forecasting methods	3	the third

			-Genuine methods group -Quantitative Methods Group		
Exam and daily activity	Explain the lecture and give practical examples	Demand forecasting	-Demand forecasting concept -Time dimensions of demand forecasting - Types of demand forecasting -Demand forecasting elements - Demand forecasting methods -Genuine methods group -Quantitative Methods Group	3	Fourth
Exam and daily activity	Explain the lecture and give practical examples	Product/Service Planning and Development	-New product introduction strategies -Product life cycle and its relationship to the new product development process -Product life cycle management -Basic principles in product design for production -New product design quality standards -Stages of new product development -Break-even analysis	3	Fifth
Exam and daily activity	Explain the lecture and give practical examples	Product/Service Planning and Development	-New product introduction strategies -Product life cycle and its relationship to the new product development process -Product life cycle management -Basic principles in product design for production -New product design quality standards -Stages of new product	3	Sixth

			development -Break-even analysis		
Exam and daily activity	Explain the lecture and give practical examples	Strategic planning	Give a general explanation About strategic planning	3	Seventh
Exam and daily activity	Explain the lecture and give practical examples	Energy planning	-Strategic energy planning -Types of energy plans -Energy meters -Types of energy meters -Calculate the number of machines Energy planning strategies -Economies of scale	3	The eighth
Exam and daily activity	Explain the lecture and give practical examples	Energy planning	-Strategic energy planning -Types of energy plans -Energy meters -Types of energy meters -Calculate the number of machines Energy planning strategies -Economies of scale	3	Ninth
Exam and daily activity	Explain the lecture and give practical examples	Internal arrangement of the factory	-The concept of internal arrangement of the factory -Interior layout planning -Types of internal arrangement	3	tenth
Exam and daily activity	Explain the lecture and give practical examples	Internal arrangement of the factory	-The concept of internal arrangement of the factory -Interior layout planning -Types of internal arrangement	3	eleventh
Exam and daily activity	Explain the lecture and give practical examples	Total production planning	-The concept of overall production planning -The nature of overall production planning and its relationship to	3	twelfth

			the company's functions -Objectives of overall production planning -Aggregate production planning strategies -Mixed strategies -Costs associated with overall production planning -Total production planning methods		
Exam and daily activity	Explain the lecture and give practical examples	Total production planning	-The concept of overall production planning -The nature of overall production planning and its relationship to the company's functions -Objectives of overall production planning -Aggregate production planning strategies -Mixed strategies -Costs associated with overall production planning -Total production planning methods	3	thirteenth
Exam and daily activity	Explain the lecture and give practical examples	Production process scheduling	Concept and importance Give a detailed explanation of the scheduling of production operations.	3	fourteenth
Exam and daily activity	Explain the lecture and give practical examples	Production process scheduling	Concept and importance Give a detailed explanation of the scheduling of production operations.	3	fifteenth

11. Course Evaluation

Grade division:

30 degrees of effort divided into 10 exams in the first month + 10 exams in the

second month + 5 attendance + 5 participation

70 marks end of course exam

12. Learning and teaching resources

(administration ProductionOperations / Dr. Sabah Majeed Al-Najjar / Scientific Journals)	Required textbooks (methodology if any)
administration ProductionOperations / Dr. Sabah Majeed Al-Najjar	Main References (Sources)
Scientific journals in the specializations of international organizations	Recommended supporting books and references (scientific journals, reports...)
Specialized websites	Electronic references, websites

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

Date of filling the file: 14/9/2023

التوقيع:  اسم رئيس القسم: ا.م. حاضري صباح
شعب
التاريخ: 2023 / 9 / 17

التوقيع:  اسم المعاون العلمي: د. أشرف هاشم فارس
التاريخ: 2023 / 9 / 17

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


مصادقة السيد العميد

1. Program Vision

Excellence in deliveryAngelspioneerAndTo lead public sector institutions that meet stakeholder requirements, in line with global quality standards..

2. Program message

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

3. Program objectives

- 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? Forprogram? Yes, 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		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		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

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.	-

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

Active learning: Encouraging students' active participation in learning processes, .¹

such as discussions, group activities, and problem solving, to enhance their deep understanding of mathematical concepts.

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.

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

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

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.

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

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

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.

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.

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

Evaluating participation in research: The extent to which students participate in research activities and scientific projects can be assessed, and an evaluation can be provided of their presentation style and analysis of their results and conclusions.

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

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

Evaluation of Personal and Professional Development: Students' personal, professional and academic development can be evaluated during their participation in the faculty mentoring program.

11. Faculty

Faculty members

Faculty preparation		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

			nt		
	angel		Financial manageme nt	business management	A.M. Present Sabah Shaeer Jabara
	angel		Knowledge manageme nt	business management	A.M. Tariq Aziz Kurdi
	angel		organized	business management	M. Khalaf Mohammed Alou
	angel		Organizatio n theory	business management	M Iman Muwaffaq Omar
	angel		administrati on Financial	business management	Mr. Salam Hussein Jassim Handa
	angel		administrati 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 manageme nt	business management	Mr. Saad Salem Ghanem Suleiman
	angel		Financial manageme nt	business management	Dr. Qutaiba Ibrahim Hamada
	angel		General Administrati on	General Administration	M. Hamid Anwar Danok
	angel		business manageme nt	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		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 new, visiting, full-time and part-time members based on their needs and specialties. 2-

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 3-

services.

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

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

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

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

Professional development for faculty members

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

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

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

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

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

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

Participation in scientific research and publication: Faculty members are 7.
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

- Central acceptance. -١
- Accepting exceptions (martyrs' families, children of faculty, distinguished employees, top students in institutes, foreign students). -٢
- Private government education -٣
- Accepting evening studies. -٤

13. The most important sources of information about the program

- University, college and electronic department website. -١
- Priorities for establishing the department. -٢
- Project to develop and update the curricula of the faculties of management and economics in Iraqi universities for the year 2017. -٣

14. Program Development Plan

- Curriculum development. -١
- Open postgraduate studies (higher diploma equivalent to a master's degree). -٢
- Developing teaching and administrative staff through courses, seminars and workshops in areas of specialization. -٣
- Supporting scientific research efforts by encouraging faculty members to publish, especially in international journals. -٤
- Conducting training programs to develop students' capabilities in technical and information technology fields. -٥
- 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/L 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		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			ReadingsEnglis h		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			Computer2Wo rd		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			English language		Secon d year
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			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		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			Computer1Exc el		Third year
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			Public Financial Management		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			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		Fourth year
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Comparative Public Administration		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Administrative development1		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Strategic Management1		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		English language		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Computer Applications1QS B		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Scientific research methods and ethics		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Strategic management		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Administrative development 2		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Risk Management and Insurance		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		General Policies		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Computer Applications2QS B		

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

Course Description Form

1. Course name:
Strategic management.
2. Course code:
nothing
3. Semester/Year
:First course: Fourth stage
4. Date this description was prepared
14/9/2023
5. Available forms of attendance:
My presence
6. Number of study hours (total) / Number of units (total)
Total (30) Number of units (3)
7. Name of the course supervisor (if more than one name is mentioned)
Name: Assistant Professor Mazen Noman Abdullah Email:mazin34@tu.iq.edu
8. Course objectives

1.Gives correct education in Fundamentals of Strategic Management. 2.Continue to produce highly qualified graduates.. 3.To contribute to understanding strategic management processes and their developments., based on Strategic management And principles Ha Scientific, Characteristics, obstacles and determinants of strategic management.	Subject objectives

9. Teaching and learning strategies

Evaluation methods: Daily and monthly exams and Participation And commitment to the lecture time. Emotional and value goals. 1.Strategic decision making is the essence of the administrative process and the axis around which the development of strategic management revolves.. 2.Vital strategic management decisions that involve important and vital problems that cannot be addressed by an immediate decision.. 3.AAn administrative decision is an order issued by a higher authority to a lower authority.minimum From it, then she commits to it, this is better for her than the first.	Traditional and modern teaching methods And electronic. 1.Cognitive objectives A.Knowledge of the essential foundations, concepts, principles and theories of strategic management. B. The stages of development that the administrator faces in making the right decision. T. Strategic management and its specificities.

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 three questions on The least.	theory	Introduction to the study Strategic Management In business organizations.	Introduction to the study of strategic management in Business organizations 1. The importance of studying strategic management. 2. Definition and concept of management Strategy. 3. Levels of strategic management. 4. Management components Y Strategy. 5. N Management models Strategy.	3	1
Follow up on	theory	Orientation Strategic.	1. Mission, goals and objectives.	3	2

homework and formulate three questions onThe least.	y		2. Message and objectivesStrategy. 3.Message and organizational levels.		
Follow up on homework and formulate three questions onThe least.	theor y	MonitoringStrategic.	1. ThinkingStrategic. 2. PlanningStrategic. 3. ImplementationStrategic. 4.ChangeStrategic.	6	3-4
Follow up on homework and formulate three questions onThe least.	theor y	Strategic analysis of the external environment.	1. Strategic analysis of the overall external environmental factors.. 2. Factors affecting the overall external environment. 3. Analysis of industry driving forces 4. The nature of the industrial environment and competitive forces.	3	5
Follow up on homework and formulate three questions onThe least.	theor y	For strategic analysis of the environmentFor interior .	1. The importance of analysisStrategicFor internal environmental factors. 2. The main dimensions of internal environmental factors. 3. Value Chain Analysis. 4. Evaluating the strengths and weaknesses of the organization.	6	6-7

8. First month exam

Follow up on homework and formulate three questions onThe least.	theor y	Concept and models of strategic choice.	1. The concept of choiceStrategic. 2. Boston Community Matrix Model Advisory 3. McKenzie–Hoover matrix model. 4. Factors determining success OptionStrategic.	3	9

10 Second month exam

Follow up on	theo	Options	1. General strategy for	6	11-12

homework and formulate three questions onThe least.	ry	processStrategyAlternativesStrategy.	competition at the business level 2. Stability strategy at the business unit level 3. Functional strategies. 4. Linking functional strategy and strategies at the business unit level.		
First semester final exam					

11. Course Evaluation	
The grade is distributed out of 100 according to the tasks assigned to the student, such as daily preparation, daily, oral, monthly and written exams, reports, etc.	
12. Learning and teaching resources	
Prof. Dr. Kamel El-Sayed Ghorab Prof. Dr. Taher Al-Janabi	Required textbooks (methodology if any)
Dr. Abdul Hamid Al-Maghribi Dr. Ismail Mohammed	Main References (Sources)
Scientific journals in the fields of strategic management concepts and applications.	Recommended supporting books and references (scientific journals, reports...)
Specialized websites	Electronic references, websites