

Academic Program Description Form

University name: University Tikrit

College/Institute: College Management and Economics

Scientific Department: Department General Administration

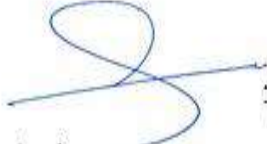
Name of academic or professional program: Public Administration Department


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: ا.م. حاضري صباح
شعير
التاريخ: ٢٠٢٤ / ١ / ٢٨

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

المدرس المساعد
أسامة موسى فرحان
مدير شعبة ضمان الجودة وتقييم الأداء


مصادقة السيد العبيد

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

Preparing graduates capable of working in government organizations, thus .1
contributing to achieving social and economic development in society..

Supporting government organizations and developing their knowledge in the .2
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 .3
community service In the basics of work Administrative.

Continuous development of the scientific contributions portfolio For .4
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 .5
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 .6

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		
	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	
	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	

Fourth

8. Expected learning outcomes of the program

Knowledge

<p>The ability of the department's graduates to develop their administrative and cognitive skills and achieve leadership in leading government institutions.</p>	-	<p>Providing leading cadres in leading public sector institutions.</p> <p>Disseminating knowledge in government institutions to achieve the aspirations of society.</p> <p>The ability to manage and invest knowledge in a way that achieves the quality and efficiency of the academic program's outputs and their suitability for the labor market.</p>	-
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Skills

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

Values

<p>Adherence to professional ethics and the ability to demonstrate high professional competence.</p>	-	<p>Establishing social and ethical responsibility.</p> <p>Serving the community and meeting its requirements.</p>	-
<p>The student must believe in the principles of integrity and transparency, and have the ability to apply the concepts of quality management at</p>	-	<p>Integrity and transparency.</p> <p>Quality.</p>	-

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 managem ent	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 managem ent	business management	A.M. Present Sabah Shaeer Jabara
	angel		Knowledge managem ent	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 managem ent	business management	Mr. Saad Salem Ghanem Suleiman
	angel		Financial managem ent	business management	Dr. Qutaiba Ibrahim Hamada

	angel		General Administration	General Administration	M. Hamid Anwar Danok
	angel		business management	business management	Mr. Naji Hassan Ahmed Allawi
	angel		Production and operations	business management	M. Maysam Riad Bahr
	angel		Human Resources	business management	Mr. Hussein Abdul Hamad Hussein
	angel		Human Resources	business management	millimeter. Hassan Farhan Ahmed Handal
	angel		General Policies	General Administration	Mr. Mohamed Mustafa Mohamed Ibrahim
	angel		Human Resources	business management	M. Ahmed Ayed Makhlaf
	angel		Human Resources	business management	M.M. Nihad Khamis Hassan
	angel		Quality Management	business management	M. Mazhar Ahmed Khalaf
	angel		Production management	business management	Mr. Ali Mohammed Huwaid Khater
	angel		Bank management	Financial and Banking Sciences	M.M. Ali Hamad Ali
	angel		Information systems	Management Information Systems	M.M. Mohammed Salem Abdel
lecturer			English literature	English language	M. Alaa Ahmed Abdullah
	angel		law	law	Mr. Ihab Abdullah

					Muhaimid
	angel		Cost accounting	accounting	Mr. Yasser Fouad Taha
lecturer			law	law	Mr. Maher Sabah Habib
	angel		Financial accounting	accounting	Mr. Mohammed Ahmed Diab
	angel		Manageme nt accounting	accounting	Mr. Ali Fouad Taha
	angel		about	Arabic	M.M. Ali Ghaleb Ali

Professional development

Orientation of new faculty members

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. .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. -1

Priorities for establishing the department. -2

Project to develop and update the curricula of the faculties of management and -3

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 1Word		
	✓	✓	✓		✓	✓	✓		✓	✓	✓		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		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		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		

Third year

✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		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
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
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			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