

**Ministry of Higher Education and Scientific Research
Scientific Supervision and Scientific Evaluation Apparatus
Directorate of Quality Assurance and Academic Accreditation
Accreditation Department**



Academic Program and Course Description Guide

2024

Introduction:

The educational program is a well-planned set of courses that include procedures and experiences arranged in the form of an academic syllabus. Its main goal is to improve and build graduates' skills so they are ready for the job market. The program is reviewed and evaluated every year through internal or external audit procedures and programs like the External Examiner Program.

The academic program description is a short summary of the main features of the program and its courses. It shows what skills students are working to develop based on the program's goals. This description is very important because it is the main part of getting the program accredited, and it is written by the teaching staff together under the supervision of scientific committees in the scientific departments.

This guide, in its second version, includes a description of the academic program after updating the subjects and paragraphs of the previous guide in light of the updates and developments of the educational system in Iraq, which included the description of the academic program in its traditional form (annual, quarterly), as well as the adoption of the academic program description circulated according to the letter of the Department of Studies T 3/2906 on 3/5/2023 regarding the programs that adopt the Bologna Process as the basis for their work.

In this regard, we can only emphasize the importance of writing an academic programs and course description to ensure the proper functioning of the educational process.

Concepts and terminology:

Academic Program Description: The academic program description provides a brief summary of its vision, mission and objectives, including an accurate description of the targeted learning outcomes according to specific learning strategies.

Course Description: Provides a brief summary of the most important characteristics of the course and the learning outcomes expected of the students to achieve, proving whether they have made the most of the available learning opportunities. It is derived from the program description.

Program Vision: An ambitious picture for the future of the academic program to be sophisticated, inspiring, stimulating, realistic and applicable.

Program Mission: Briefly outlines the objectives and activities necessary to achieve them and defines the program's development paths and directions.

Program Objectives: They are statements that describe what the academic program intends to achieve within a specific period of time and are measurable and observable.

Curriculum Structure: All courses / subjects included in the academic program according to the approved learning system (quarterly, annual, Bologna Process) whether it is a requirement (ministry, university, college and scientific department) with the number of credit hours.

Learning Outcomes: A compatible set of knowledge, skills and values acquired by students after the successful completion of the academic program and must determine the learning outcomes of each course in a way that achieves the objectives of the program.

Teaching and learning strategies: They are the strategies used by the faculty members to develop students' teaching and learning, and they are plans that are followed to reach the learning goals. They describe all classroom and extra-curricular activities to achieve the learning outcomes of the program.

Academic Program Description Form

University Name: Diyala University

Faculty/Institute: College of Administration and Economy

Scientific Department: Department of Public Administration

Academic or Professional Program Name: Bachelor of Public Administration

Final Certificate Name: Bachelor of Science in Public Administration

Academic System: semester

Description Preparation Date: 1/9/2023

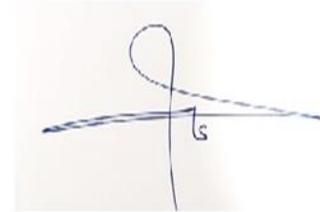
File Completion Date: 15/9/2023



**Name of the
Department Head:**

Prof. Mahmoud Hassan Jumaa

Date: 1/9/2023



**Name of the
Scientific Assistant**

Prof. Alia Hussein Khalaf

Date: 1/9/2023



**Director of the Quality Assurance and University Performance Department: Assist
Prof M. Younis Kazem Hamid**

Date: 1/9/2023



Approval of the Dean

Nizar Maan Abdul Karim

Date: 1/9/2023

1. Program Vision

The program aspires to prepare a special quality of high-level graduates with an academic background that combines the required basic knowledge and skills that qualifies them to meet the needs of society and graduate a generation of researchers capable of solving its problems in a scientific manner. Management has a continuous impact on our lives and organizations at all times, so we look forward to reaching an administratively integrated knowledge society in Diyala Governorate.

2. Program Mission

Enriching graduates with various administrative sciences and applying them practically in any general business environment, to reach a knowledge society capable of carrying out administrative work in maintaining the individual (micro) and societal (macro) levels.

3. Program Objectives

- Adopting a scientific methodology in the academic and training fields in accordance with the requirements of quality assurance and academic program accreditation in Iraq.

- Striving to make the department's outputs in administrative sciences more competitive by providing science, knowledge, and skills.
- Transforming teaching and learning processes in administrative sciences into effective practices that contribute to building a developed society.
- Enabling individuals to manage their businesses efficiently and provide useful and productive knowledge to public organizations and society.
- Conducting scientific research that addresses administrative problems faced by public organizations and society.
- Providing consultations and designing advanced systems that address the problems of public organizations and society.
- Providing government organizations with highly scientific, ethical and professional employees.
- Preparing a workforce prepared to work in the government sector and capable of contributing to the implementation of human development plans for the governorate and the country.
- Developing and developing government agencies in the field of local and central government administration, public budgets and government policies through specialized cadres.
- Working to adopt administrative techniques and mechanize administrative work in various types of government departments and agencies in a way that ensures raising the level of efficiency and effectiveness of these agencies.

4. Program Accreditation

Does the program have program accreditation?

No

5. Other external influences

Is there a sponsor for the program?

No

6. Program Structure

Program Structure	Number of Courses	Credit hours	Percentage	Reviews*
Institution Requirements	6	16	13%	
College Requirements	6	12	10%	
Department Requirements	38	99	45%	
Summer Training	1	2	2%	
Other				

* This can include notes whether the course is basic or optional.

7. Program Description

Year/Level	Course Code	Course Name	Credit Hours	
			theoretical	Practical
First	A1	Principles of Public Administration1	3	
		Principles of Accounting1	3	
		Principles of Statistics	3	
		Computer (Microsoft Word)	1	2
		Arabic Language	2	
		Principles of Public Administration2	3	
		Principles of Economics	3	
		Mathematics for Administrators	3	
		English language	2	
		Human rights and democracy	2	
Second		Human Resource Management	3	
		Intermediate Accounting	3	
		Marketing Management	3	
		Development of Organizational Thought	3	
		Managerial Law	2	
		Quantitative Methods	2	

	A2	Computer (Excel)	1	2
		Baath Party crimes in Iraq	2	
		Public Relations	3	
		Government Accounting	3	
		Political Systems	2	
		Administrative Psychology	2	
		Civil Service Legislation	2	
		Operations Research	2	
		Arabic Language	2	
		English language	2	
Third	A3	Public Financial Management	3	
		Government Contract Management	3	
		Unified Accounting System	3	
		Local Management	3	
		Public Office Ethics	3	
		Quality Management	2	
		Organization and Organizational Behaviour	3	
		Comparative Local Management Systems	3	
		Public Financial Policies	3	
		Management Information Technology	3	
		Government Contract Management	3	
		Public Project Management	2	
		Environment Management	2	
Furth	A4	Production and Operations Management	3	6
		Management Development1	3	-
		Strategic Management1	3	2
		Comparative Public Administration	3	2
		Methods and Ethics of Scientific Research	2	2
		Office Administrative Applications Using Computers1 (QSB)	1	2
		Strategic Management2	3	-
		Management Development2	3	-
		International Organizations Management	3	
		Public Policies	3	

		Research Project Graduation	-	
		Office Administrative Applications Using Computers2 (QSB)	1	

8. Expected learning outcomes of the program	
Knowledge	
Learning Outcomes 1	<ul style="list-style-type: none"> - To know the most important principles and concepts of public administration. - Statement of Learning Outcomes 1 To apply management concepts with realistic examples and case studies.
Skills	
Learning Outcomes 2	<ul style="list-style-type: none"> - The ability to diagnose administrative theories and their real-life applications. - The ability to analyze administrative concepts and the relationships between them.
Learning Outcomes 3	<ul style="list-style-type: none"> - The ability to collect and analyze information about human resources management concepts and how to use them in managing organizations. - Statement of Learning Outcomes 3 Familiarity with administrative concepts appropriate for use in different fields
Ethics	
Learning Outcomes 4	<ul style="list-style-type: none"> - The ability to examine and evaluate the topics presented. - The ability to criticize and distinguish the topics presented and choose between them.
Learning Outcomes 5	<ul style="list-style-type: none"> - The ability to criticize and distinguish the topics presented and choose between them. - The ability to examine and evaluate the topics presented.

9. Teaching and Learning Strategies

- Teaching and learning strategies and methods adopted in implementing the program in general.
- Brainstorming method
- Use decision making to test the best alternative
- Presentation

10. Evaluation methods

Daily and monthly tests with multiple-choice questions for academic subjects

- Grades for sharing difficult competitive questions for students
- Assigning grades to assigned homework
- Student activities

11. Faculty

Faculty Members

Academic Rank	Specialization		Special Requirement s/Skills (if applicable)		Number of the teaching staff	
	General	Special			Staff	Lecturer
professor		2			2	
Assistant Professor	5	5			10	
Lecturer	3	3			6	
assistant Lecturer	3				3	

Professional Development

Mentoring new faculty members

By participating in training courses, seminars and workshops on modern teaching methods

Professional development of faculty members

- Follow up on scientific development by contacting international universities via the Internet
- Participation in scientific conferences inside and outside the country
- Participation in scientific workshops and seminars inside and outside the country

12. Acceptance Criterion

(Establishing regulations related to admission to the college or institute, whether central admission or others mentioned)

Determine a special acceptance rate for graduates of preparatory school in its scientific and literary streams

13. The most important sources of information about the program

- The website of the college and university
- Helping books
- Local scientific trends
- Global scientific requirements

14. Program Development Plan

Curriculum development: By adding modern topics that keep pace with the continuous development in administration. Developing and training faculty members: through their participation in seminars, courses, and attendance at scientific conferences for the purpose of being informed of the latest developments.

Program Skills Outline															
				Required program Learning outcomes											
Year/Level	Course Code	Course Name	Basic or optional	Knowledge				Skills				Ethics			
				A1	A2	A3	A4	B1	B2	B3	B4	C1	C2	C3	C4
first	A1	Principles of public administration1	Basic				√			√				√	
		Principles of public administration2	Basic				√			√				√	
	A2	Human Resource Management	Basic				√			√				√	
		Public relations management	Basic				√			√				√	
	A3	Organization theory	Basic				√			√				√	
		Organization and Organizational Behaviour	Basic				√			√				√	
	A4	Management Development1	Basic				√			√				√	
		Management Development2	Basic				√			√				√	

- Please tick the boxes corresponding to the individual program learning outcomes under evaluation.

Course Description Form

This academic program description provides a summary of the most important characteristics of the program and the learning outcomes that the student is expected to achieve, demonstrating whether he or she has made the most of the opportunities available. It is accompanied by a description of each course within the program

1. Course Name:	
Principles of Public Administration1	
2. Course Code:	
A1	
3. Semester / Year:	
Semester one / first stage	
4. Description Preparation Date:	
1/ 9/ 2023	
5. Teaching and Learning Strategies	
Strategy	The main strategy that will be adopted in delivering this module is to encourage students' participation in the exercises, while at the same time refining and expanding their critical thinking skills. This will be achieved through classes, interactive tutorials and by considering types of simple experiments involving some sampling activities that are interesting to the students.

6. Course Structure					
Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1	6	At the end of this learning unit, the student is able to : 1. This course aims to extend the fundamental formation of 'Analytical in the students	Introduction to analytical, its types and applications	Board and interactive whiteboard	- Daily exams - Homework - Monthly exams
2	6		Volumetric analysis and its requirements And the types of solutions and their specifications	Board and interactive whiteboard	- Daily exams - Homework Monthly exams

7. Course Evaluation

Distributing the score out of 100 according to the tasks assigned to the student such as daily preparation, daily oral, monthly, or written exams, reports etc

8. Learning and Teaching Resources

Required textbooks (curricular books, if any)	Fundamentals of Analytical Chemistry, Douglas A. Skoog and Donald M. West Eight Edition
Main references (sources)	Analytical Chemistry, Gary Christian Sixth Edition
Recommended books and references (scientific journals, reports...)	
Electronic References, Websites	

Course Description Form

9. Course Name:	
Principles of Accounting1	
10. Course Code:	
A1	
11. Semester / Year:	
Semester one / first stage	
12. Description Preparation Date:	
1-9-2023	
13. Available Attendance Forms:	
Attendance	
14. Course Objectives	
Course Objectives	<p>Introducing the student to the most important foundations and principles of public administration.</p> <ul style="list-style-type: none"> • Introducing the student to the main administrative functions and the organization's main and secondary functions. • Explaining the development of administrative sciences and their historical sequence. • Explaining the importance of public administration science and its role in organizations. • Providing the student with various topics about public administration that form a knowledge base for him about administration and its applications in organizations.
15. Teaching and Learning Strategies	
Strategy	<p>Power point lecture method using data show and whiteboard.</p> <p>Explanation and clarification.</p> <p>Forming discussion groups during lectures to discuss inorganic chemistry topics that require thinking and analysis.</p> <p>Asking students a set of thinking questions during the lectures such as what, how, when and why for specific topics.</p> <p>Giving students homework that requires self-explanations in causal ways.</p>

16. Course Evaluation

Distributing the score out of 100 according to the tasks assigned to the student such as daily preparation, daily oral, monthly, or written exams, reports etc

17. Learning and Teaching Resources

Course Description Form

18. Course Name:	
Principles of Statistics	
19. Course Code:	
A1	
20. Semester / Year:	
Semester one / first stage	
21. Description Preparation Date:	
1-9-2023	
22. Available Attendance Forms:	
Attendance	
23. Course Objectives	
Course Objectives	<p>A- Cognitive objectives: To make the student able to:</p> <p>A1- To know the most important principles and concepts of public administration.</p> <p>A2- To determine the main functions of public administration, and the main and secondary functions of the organization.</p> <p>A3- To explain administrative concepts.</p> <p>A4- To apply administrative concepts with realistic examples and case studies.</p> <p>A5- To analyze the validity of administrative theories with practical reality.</p> <p>A6- To explain his opinion on administrative concepts.</p> <p>B - The program's skill objectives</p> <p>B1 - Interactive skills: Possessing the ability to communicate with the subject professor and colleagues.</p> <p>B2 - Diagnostic skills: the ability to diagnose administrative theories and their realistic applications.</p> <p>B3 - Analytical skills: the ability to analyze administrative concepts and the relationships between them.</p>
24. Teaching and Learning Strategies	
Strategy	<p>Power point lecture method using data show and whiteboard.</p> <p>Explanation and clarification.</p> <p>Asking students a set of thinking questions during lectures, such as what, how, when, and why for specific topics</p> <p>Giving students homework that requires self-explanations in causal ways.</p>

25. Course Evaluation

Distributing the score out of 100 according to the tasks assigned to the student such as daily preparation, daily oral, monthly, or written exams, reports etc

Course Description Form

26. Course Name:	
Human Resource Management	
27. Course Code:	
A2	
28. Semester / Year:	
Semester one / first stage	
29. Description Preparation Date:	
1-9-2023	
30. Available Attendance Forms:	
Attendance	
31. Course Objectives	
Course Objectives	<p>A- Cognitive objectives: - Make the student able to:</p> <p>A1- To know the importance of human resources management in all organizations.</p> <p>A2- To identify the reasons that contributed to the development of human resources management.</p> <p>A3- Explain the concept of job analysis and design.</p> <p>A4- To understand the difference between development and training.</p> <p>A5- To understand the sequential steps of the process of attracting, selecting and appointing an employee.</p> <p>A6- To understand the conditions that must be met in order for the employee to obtain his entitlements to bonuses and promotions.</p> <p>B - The program's skill objectives</p> <p>B1 - Interactive skills: Possessing the ability to communicate with the subject professor and colleagues.</p> <p>B2 - Diagnostic skills: The ability to diagnose the principles and instructions on which human resources management is based and their realistic applications.</p> <p>B3 - Analytical skills: The ability to analyze administrative approaches to job design.</p> <p>Teaching and learning methods</p> <p>1- The lecture.</p>

	<p>2- Discussion and dialogue. 3- Enrichment questions. 4- Direct interrogation. Evaluation methods 1- True and false questions. 2- Multiple choice questions. 3- Questions of clarifications. 4- Duties. 5- Self-evaluation. Tests (monthly, quarterly, final). C- Emotional and value goals C1- Simple thinking: (the ability to examine and evaluate the topics presented). C2- Critical thinking: (the ability to criticize and distinguish the topics presented and choose between them). C3- Creative thinking: (the ability to produce new ideas).</p>
32. Teaching and Learning Strategies	
Strategy	<ul style="list-style-type: none"> - Power point lecture method using the data show and the blackboard - Forming discussion groups during lectures - Improve and expand their scientific thinking skills. This will be accomplished through interactive classroom and tutorial programs and by looking at types of simple experiments that include some sampling activities of interest to students. Giving students homework that requires self-explanations in causal ways.

33. Course Evaluation
Distributing the score out of 100 according to the tasks assigned to the student such as daily preparation, daily oral, monthly, or written exams, reports etc

Course Description Form

34. Course Name:
Arabic Language
35. Course Code:
UOD-1106
36. Semester / Year:
Semester one / first stage
37. Description Preparation Date:
1-9-2023
38. Available Attendance Forms:
Attendance
39. Number of Credit Hours (Total) / Number of Units (Total)
75 hours , 2 ECTS
40. Course administrator's name (mention all, if more than one)

name)

Name: Assist.Prof. Othman Khlan Farhan

Email: [Othman @uodiyala.edu.iq](mailto:Othman@uodiyala.edu.iq)

41. Course Objectives

Course Objectives

- 1- Introducing students to the most important basic keys in dealing with an eloquent Arabic language free from any error or melody, and how to learn in terms of literature, grammar, rhetoric, and Arabic dictation, and all of this is for non-specialists.
- 2- Raising students' expressive abilities, increasing their linguistic wealth, and helping them to use the appropriate phrase in a clear and semantic manner.
- 3- Training the students to speak, and the logical organization of ideas, while being careful to adhere to the classical Arabic language.
- 4- Raising students' general linguistic performance.
- Enabling students to write, express and speak in an eloquent and clear Arabic language. 5
- 6- Helping students express their ideas through discussion and dialogue in an easy and eloquent language.
- 7- Making students able to acquire a linguistic storehouse of eloquent words, expressions and expressions.
- 8- Students learned to preserve the language of the Qur'an, the original Arab heritage.

42. Teaching and Learning Strategies

Strategy

- Lecture and participation.
- Discussion and dialogue.
- Brainstorming.
- Writing reports on the subject.
- Question and answer.

43. Course Structure

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1	3	Knowledge and skill goals: 1-Knows the methods of the Arabic language. 2-Use punctuation tools	Explain the importance of the Arabic language and its benefits to the university student. Language, memorizing, interpreting and analyzing the first ten	Board and interactive whiteboard	- Daily exams - Homework - Monthly exams

		when writing. ٢-To be trained on how to analyze literary texts. ٤-Some examples and exercises express the nominal and verbal sentences. ٥-Discussing some Quranic and literary texts. ٦-Shows the difference between the original and sub-parse signs.	verses of Surat al-Kahf, with an explanation of the virtue of the surah, the reason for its name, and the most important rhetorical and grammatical aspects.		
2	3		Language, memorizing, interpreting and analyzing three verses of Surat al-Hujurat, with an explanation of the virtue of the surah, the reason for its name, and the most important rhetorical and grammatical aspects.	Board and interactive whiteboard	- Daily exams - Homework Monthly exams
3	3	٧-Distinguish between verbs and nouns in sentences. ٨-Practice clear reading and diction. ٩-He is trained to write in a good handwriting by defining the types of Arabic calligraphy, writing each letter, then the book of sentences and phrases in the Ruq'a script.	Literature, memorization and analysis of thirteen lines from the poem Safar Ayoub in the free poetry of the Iraqi poet Badr Shaker al-Sayyab with the life of the poet and the most important rhetorical and grammatical aspects of the poem.	Board and interactive whiteboard	- Daily exams - Homework Monthly exams
4	3		Literature, memorization and analysis of eight verses in enthusiasm of the poet Abi Tayyib al-Mutanabbi with life of the poet with the most important rhetorical and grammatical aspects of the poem.	Board and interactive whiteboard	- Daily exams - Homework Monthly exams
5	3	١٠-Distinguish between Hamzah al-Qat` and Hamzah al-Wasl when writing. ١١-He learns the methods of speaking in front of others with the use of hand, eye and body gestures in proportion to speech.	Arabic grammar and its importance Know the parts of speech (noun, verb and letter) and their most important signs.	Board and interactive whiteboard	- Daily exams - Homework Monthly exams
6	3	١٢-Distinguish between the letters Dhaa and Dhaa in writing and pronunciation.	Arabic grammar: indefiniteness and knowledge types of knowledge (knowledge). Explanation the topic (the noun of knowledge and the compound noun) with examples.	Board and interactive whiteboard	- Daily exams - Homework Monthly exams
7	3	13- Distinguish between the tied and fatha'a while writing.	Arabic grammar, (pronouns), explaining the topic (nominative, accusative and prepositional pronouns) with examples.	Board and interactive whiteboard	- Daily exams - Homework Monthly exams
8			Language, memorizing, interpreting and analyzing	Board and	- Daily exams - Homework

			Surat Al-Ala with an explanation of the virtue of the surah, the reason for its name, and the most important rhetorical and grammatical aspects.	interactive whiteboard	Monthly exams
9	3		Literature, memorizing and analyzing eight verses from the poem (Be Balsamah) by the poet (Elia Abi Madi) with the life of the poet with the most important syntactic and rhetorical cases.	Board and interactive whiteboard	- Daily exams - Homework Monthly exams
10	3		Arabic grammar, explaining the subject of (declarative nouns) with examples and cases of inflection, explaining the subject of (the identifier in addition) with examples and cases of inflection.	Board and interactive whiteboard	- Daily exams - Homework Monthly exams
11	3		Arabic grammar, explaining the topic (al-hal), knowing adverb and its owner, and what are the types of adverb with examples and cases of inflection.	Board and interactive whiteboard	- Daily exams - Homework Monthly exams
12	3		Spelling in the Arabic language, punctuation marks and their importance in the Arabic language.	Board and interactive whiteboard	- Daily exams - Homework Monthly exams
13	3		Arabic grammar, explaining the topic (number), knowing the distinction of the number and what are the divisions of the number, with examples and cases of expression.	Board and interactive whiteboard	- Daily exams - Homework Monthly exams
14	3		Orthography in the Arabic language, the provisions of the hamza (Hamza al-Wasl, Hamza al-Qat', writing the hamza in the middle of the word.)	Board and interactive whiteboard	- Daily exams - Homework Monthly exams
15	3		Spelling in the Arabic Language: Rulings on Writing Dhaad and Dhaa.	Board and interactive whiteboard	- Daily exams - Homework Monthly exams

44. Course Evaluation

Distributing the score out of 100 according to the tasks assigned to the student such as daily preparation, daily oral, monthly, or written exams, reports etc

45. Learning and Teaching Resources

Required textbooks (curricular books, if any)	<ol style="list-style-type: none"> 1. The Holy Quran. 2. The Book of Rhetoric and Application. 3. The Clear Dictation Book. 4. The Arabic language curriculum for non-specialists.
Main references (sources)	<ol style="list-style-type: none"> 1. The Book of Explanation of Ibn Aqeel on Al-Fayya Ibn Malik / Ibn Aqeel Abdullah Bin Abdul Rahman. 2. The Book of Facilitator in the Arabic Language for Non-Professionals / Dr. Ziyad Tariq Shuli 3. The Clear Spelling Book / by Dr. Abbas Hasan. 4. Curriculum of the General Arabic Language for Non-Specialists / Abdel Qader Hassan Amin
Recommended books and references (scientific journals, reports...)	
Electronic References, Websites	<ol style="list-style-type: none"> 1- Al-Mustafa Library http://www.al-mostafa.com/index.htm 2- Mishkat Al-Islam Library http://www.almeshkat.net/books/index.php 3- Scientific Society for the Arabic Language http://www.imamu.edu.sa/arabiyah 4-Picture Book Forums http://pdfbooks.net/vb/login.php

Course Description Form

46. Course Name:
Mathematics for Administrators
47. Course Code:
A1
48. Semester / Year:
Semester one / first stage
49. Description Preparation Date:
1-9-2023
50. Available Attendance Forms:
Attendance
51. Number of Credit Hours (Total) / Number of Units (Total)
100 hours , 4 ECTS
52. Course administrator's name (mention all, if more than one name)
Name: Lecturer. Suhad Kareem Hamid Email: suhadkareem@uodiyala.edu.iq

53. Course Objectives	
Course Objectives	<p>Teaching the student functions and the concept of continuity for functions and inequalities, as well as derivation, methods of integration and operations on them, and how to use them in various scientific subjects and harness them to solve mathematical problems that they face in various scientific subjects.</p> <p>Teaching and educating students on all the necessary and necessary information related to mathematics, which qualifies them to model scientific concepts into mathematical equations..</p>
54. Teaching and Learning Strategies	
Strategy	<p>The main strategy that will be :</p> <p>A1- Students' ability to distinguish and cognitive perception (to diagnose general theories and principles in the study)</p> <p>A2-Future planning to link what the student has learned to daily life</p> <p>A 3- Practicing different types of mathematical proofs</p> <p>A 4 - self-reliance in the achievement of mathematics</p> <p>B - The soft skills objectives of the course</p> <p>B1 - skills to apply calculus</p> <p>B2 - skill to find ends</p> <p>B3 - skill to draw functions</p>

55. Course Structure					
Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1	3	<p>Upon completion of the subject, students will be able to:</p> <p>A- Cognitive goals</p> <p>A1- Enabling students to obtain knowledge and understanding of modern mathematics</p> <p>A2- Enable students to obtain knowledge and understanding of the structure of functions and equations, test their properties, and perform integrations and differentials on them.</p>	<p>Limits and continuity</p> <p>,Estimating limits from graphs, Estimating limits from tables</p> <p>Formal definition of limits (epsilon-delta),Properties of limits,Limits by direct substitution,</p> <p>Limits using algebraic manipulation, Strategy in finding limit</p>	Board and interactive whiteboard	<p>- Daily exams</p> <p>- Homework</p> <p>- Monthly exams</p>
2	3	<p>A3- Enabling students to obtain knowledge and</p>	<p>Continuity at a point,</p> <p>Continuity over an interval, Removing discontinuities, Infinite</p>	Board and interactive whiteboard	<p>- Daily exams</p> <p>- Homework</p> <p>Monthly exams</p>

		understanding of mathematical integrations and differentials of functions.	limits , Limits at infinity, Intermediate value theorem		
3	3	A4- Enabling students to obtain knowledge and understanding of numerical analysis methods and types of equations B - The soft skills objectives of the course B1 - the skill of knowing - remembering	Derivatives: definition and basic rules, Estimating derivatives, definition and basic rules Differentiability, definition and basic rules, Power rule, chain rule and other More chain rule practice, chain rule and other advanced topic	Board and interactive whiteboard	- Daily exams - Homework Monthly exams
4	3	B2 - Memory and analysis skills B3 - Use and modeling skills	Implicit differentiation, Implicit differentiation (advanced examples), Differentiating inverse functions, Derivatives of inverse trigonometric func	Board and interactive whiteboard	- Daily exams - Homework Monthly exams
5	3		Second derivatives, Disgu derivatives, Logarithmic differentiation, exponential differentiation	Board and interactive whiteboard	- Daily exams - Homework Monthly exams
6	3		Applications of derivatives, Approximation with local linearity, Applications of derivatives L'Hôpital's rule, L'Hôpital rule, composite exponential functions	Board and interactive whiteboard	- Daily exams - Homework Monthly exams
7	3		Midterm Exam	Board and interactive whiteboard	- Daily exams - Homework Monthly exams
8			Integrals ,Indefinite integrals of common functions, Integrals .Definite integrals of common Integrating with u-substitution,	Board and interactive whiteboard	- Daily exams - Homework Monthly exams
9	3		Integrating using long division and completing the squares	Board and interactive whiteboard	- Daily exams - Homework Monthly exams

			Integrating using trigonometric identities		
10	3		Integration of rational function, Integration by parts, Integration by fraction partition	Board and interactive whiteboard	- Daily exams - Homework Monthly exams
11	3		Sequences, Series and the integral test, Comparison t	Board and interactive whiteboard	- Daily exams - Homework Monthly exams
12	3		Alternating Series, absolute convergence, ratio and root tests	Board and interactive whiteboard	- Daily exams - Homework Monthly exams
13	3		Strategy for testing series, Power series, representations of functions as power series	Board and interactive whiteboard	- Daily exams - Homework Monthly exams
14	3		Taylor and Maclaurin series	Board and interactive whiteboard	- Daily exams - Homework Monthly exams
15	3		Applications of Taylor polynomials	Board and interactive whiteboard	- Daily exams - Homework Monthly exams

56. Course Evaluation

Distributing the score out of 100 according to the tasks assigned to the student such as daily preparation, daily oral, monthly, or written exams, reports etc

57. Learning and Teaching Resources

Required textbooks (curricular books, if any)	<i>Foundations of the Calculus</i> , DeBaggis, Henry F.; Miller, Kenneth S. (1966) Differential and Integral Calculus, Philip Franklin
Main references (sources)	Limits and Continuity, Teddy C. J. Leavitt
Recommended books and references (scientific journals, reports...)	
Electronic References, Websites	https://www.cuemath.com/calculus/

Course Description Form

58. Course Name:	
Organizational theory	
59. Course Code:	
A3	
60. Semester / Year:	
Semester	
61. Description Preparation Date:	
1-9-2023	
62. Available Attendance Forms:	
Attendance	
63. Course Objectives	
Course Objectives	<p>A- Cognitive objectives: - Make the student able to:</p> <p>A1- To know the importance of organizations.</p> <p>A2- To identify the reasons that contributed to the development of organizational thought.</p> <p>A3- To explain the concept of effectiveness and efficiency.</p> <p>A4- To understand the impact of the environment on organizations.</p> <p>A5- To understand centralization and decentralization.</p> <p>A6- To understand how to study organizations.</p> <p>B - The program's skill objectives</p> <p>B1 - Interactive skills: Possessing the ability to communicate with the subject professor and colleagues.</p> <p>B2 - Diagnostic skills: The ability to diagnose the positive and negative impacts of organizations.</p> <p>B3 - Analytical skills: The ability to analyze administrative approaches..</p>
64. Teaching and Learning Strategies	
Strategy	<p>Power point lecture method using data show and whiteboard. Explanation and clarification. Providing students with the basics and additional topics related to the outputs of analytical thinking and analysis. Forming discussion groups during lectures to discuss analytical chemistry topics that require thinking and analysis. Asking students a set of thinking questions during the lectures such as what, how, when and why for specific topics.</p>

65. Course Evaluation

Distributing the score out of 100 according to the tasks assigned to the student such as daily preparation, daily oral, monthly, or written exams, reports etc

Course Description Form

66. Course Name:

Management Information Technology

67. Course Code:

A3

68. Semester / Year:

Semester

69. Description Preparation Date:

1-9-2023

70. Available Attendance Forms:

Attendance

71. Course Objectives

Course Objectiv

A- Cognitive objectives: To make the student able to:

A1- To know the most important components and concepts of information systems.

A2- To identify the main components of information systems.

A3- To explain the concepts of information systems.

A4- To understand the components of automated offices in organizations.

A5- To analyze the main components of information systems with practical reality.

A6- To explain his opinion on information technology concepts.

B - The program's skill objectives

B1 - Interactive skills: Possessing the ability to communicate with the subject professor and colleagues.

B2 - Diagnostic skills: The ability to diagnose information technology components and their real-world applications.

B3 - Analytical skills: The ability to analyze the components of IT and ITS and the relationships between them.

72. Teaching and Learning Strategies

Strategy

Power point lecture method using data show and whiteboard.Explanation and clarification.Providing students with the basics and additional topics related to the outputs of inorganic thinking and analysis.Forming discussion groups during lectures to discuss inorganic chemistry topics that require thinking and analysis.Asking students a set of thinking questions during the lectures such as what, how, when and why for specific topics.Giving students homework that requires self-explanations in causal ways.

Course Description Form

73. Course Name:	
Management Development1	
74. Course Code:	
A4	
75. Semester / Year:	
Semester	
76. Description Preparation Date:	
1/ 9/ 2023	
77. Available Attendance Forms:	
Attendance	
78. Course Objectives	
Course Objectives	<p>A- Cognitive objectives: - Make the student able to:</p> <p>A1- To know the importance of administrative development in all organizations.</p> <p>A2- To identify the reasons that contributed to administrative backwardness.</p> <p>A3- To explain the concept of administrative change.</p> <p>A4- To understand the relationship of time management with administrative development.</p> <p>A5- To understand globalization and its relationship to administrative development.</p> <p>B - The program's skill objectives</p> <p>B1 - Interactive skills: Possessing the ability to communicate with the subject professor and colleagues.</p> <p>B2 - Diagnostic skills: the ability to diagnose manifestations of administrative corruption.</p> <p>B3 - Analytical skills: the ability to find appropriate means to confront administrative corruption</p>
79. Teaching and Learning Strategies	
Strategy	<p>The lecture.</p> <p>Discussion and dialogue.</p> <p>Enrichment questions.</p> <p>Direct interrogation</p>

Course Description Form

80. Course Name:	
Comparative Public Administration	
81. Course Code:	
A4	
82. Semester	

Semester	
83. Description Preparation Date:	
1-9-2023	
84. Available Attendance Forms:	
Attendance	
85. Course Objectives	
Course Objectives	<p>A- Cognitive objectives</p> <p>A1- Enabling the student to know the most important administrative principles and foundations.</p> <p>A2_ Enabling the student to know the importance of administrative schools</p> <p>A3- The relationship of management with other sciences.</p> <p>A4- Knowledge of management functions</p> <p>A5- The student's ability to make successful decisions</p> <p>A6- Make the student research the most important administrative fields and how to obtain good information</p> <p>B - The program's skill objectives</p> <p>B1 - The ability to diagnose administrative obstacles</p> <p>B2 - Having the ability to discuss</p> <p>B3 - The ability to discover the most important successful solutions in addressing administrative problems</p>
86. Teaching and Learning Strategies	
Strategy	<p>The lecture.</p> <p>Discussion and dialogue.</p> <p>Enrichment questions.</p> <p>Direct interrogation</p>

Course Description Form

87.	Course Name:
Political Systems	
88.	Course Code:
COS-12011	
89.	Semester
Semester	
90.	Description Preparation Date:
1-9-2023	
91. Available Attendance Forms:	
Attendance	
92. Course Objectives	
Course Objectives	<p>a. The student learns the meaning of the traditional and modern political system.</p> <p>B. The student studies many theories that investigated the origin of political systems, such as theocratic theories, the social contract, power, and family and historical development.</p> <p>C. The student is able to know the types of political systems, the form of the state (unified or federal), and how to choose political leaders.</p> <p>Dr. The student learns about the form of the political system that makes up governments (monarchy, aristocracy, republic, dictatorship, or democracy).</p> <p>H. The student learns about the means of assigning democratic and non-democratic authority, such as: (heredity, appointment, or election).</p> <p>And the. The student learns about the most important electoral systems, and teaches students how to count votes and convert them into parliamentary seats.</p> <p>g. The student learns about the aspects of semi-direct democracy, such as referendum, objection, and popular proposal, as well as the right of popular solution, the right of voters to dismiss the representative, and the right to dismiss the President of the Republic.</p> <p>H. The student studies the state's legal functions (legislative, executive, and judicial).</p> <p>I. The student is introduced to the role of parties and pressure groups in drawing up the general policy of the state.</p> <p>Yes. The student is introduced to contemporary applied models of political and constitutional systems in Arab countries (parliamentary, presidential, council, and mixed).</p> <p>K. The student knows the relationship of civil society with the state</p> <p>to. The student is able to analyze the international system, global transformations, and their impact on political systems.</p> <p>1. Required program outcomes and teaching, learning and evaluation methods</p> <p>A- Cognitive objectives: - Make the student able to:</p> <ul style="list-style-type: none"> • Knows the meaning of the political system and what are the entrances to the political system • Knows the types of political systems and their functions. • Knows the meaning of the traditional, modern and contemporary political system. • It determines the form of the state and the form and forms of government. • Knows the legal state and its actual requirements. • Learn about the most important electoral systems, and how to count votes and convert them into parliamentary seats. • Recognizes the images of the relationship between authorities and applied models at

	<p>the global and Arab levels.</p> <ul style="list-style-type: none"> • Connects information to integrate knowledge about the relationship between civil society and the political system <p>B - The program's skill objectives</p> <p>B1 - Interactive skills: Possessing the ability to communicate with the subject professor and colleagues.</p> <p>B2 - Diagnostic skills: The ability to diagnose the positive and negative effects of types of political systems.</p> <p>B3 - Analytical skills: The ability to analyze the concept of human rights and democracy.</p>
93. Teaching and Learning Strategies	
Strategy	<ul style="list-style-type: none"> - The lecture. - Discussion and dialogue. - Enrichment questions. - Direct interrogation.

Course Description Form

94. Course Name:	
English Language	
95. Course Code:	
A2	
96. Semester / Year: Semester	
Semester	
97. Description Preparation Date:	
1-9-2023	
98. Available Attendance Forms:	
Attendance	
99. Course Objectives	
Course Objectives	The module aims to develop the students' English skills in reading, writing, listening and speaking.
100. Teaching and Learning Strategies	
Strategy	

Headway's trusted methodology combines solid grammar and practice, vocabulary development, and integrated skills with communicative role-plays and personalization. Authentic material from a variety of sources enables students to see new language in context, and a range of comprehension tasks, language and vocabulary exercises, and extension activities practice the four skills. 'Everyday English' and 'Spoken grammar' sections practice real-world speaking skills, and a writing section for each unit at the back of the book provides models for students to analyze and imitate.

101. Course Structure

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1	3	1. Read and understand simple texts in English.	GRAMMAR, READING, MAIN COURSE SPEAKING, LISTENING, VOCABULARY am/is/are my/your This is... Introduction dialogues, Everyday English dialogues Introductions, Good morning! Practicing introduction dialogues. People meet each other and introduce someone else. How are you? What's this in English? Numbers 1-10 and plurals.	Board and interactive whiteboard	- Daily exams - Homework - Monthly exams
2	3	2. Answer simple comprehension questions and match sentences about texts. 3. Reconstruct texts by reordering sentences. 4. Understand the main idea of a text.	He/she/they His/her. Questions Where are they from? Two people are on holiday in New York. Students ask and answer questions about where people are from. Countries, Numbers 10-20, 11-30. A set of cities and countries: Brazil, Spain... Adjectives: awful, really good, fantastic, beautiful Nouns: centre, hospital, building, park	Board and interactive whiteboard	- Daily exams - Homework Monthly exams
3	3	5. Identify specific information in a text. Writing and paraphrasing paragraphs.	Verb to be is recycled and extended to include negative and question forms. We're in Las Vegas! Roleplay: in a band. An interview with the band Metro 5. Jobs: a nurse, a doctor. Personal information: surname, first name, address, married ... Social expressions: I'm sorry, thanks, please...	Board and interactive whiteboard	- Daily exams - Homework Monthly exams
4	3		Possessive adjectives. Possessive 's. Has/ have Adjective + noun Irregular Plurals Paddy McNab and his family, best friend. The alphabet, On the phone, Saying email addresses. Who they? Listen and identify the people.	Board and interactive whiteboard	- Daily exams - Homework Monthly exams

			The family: mother, son. Describing a friend: very beautiful, really funny...		
5	3		Present Simple: I/you/we/they a/an Adjective + noun Colin Brodie from Dundee. Role play: At a party. Where is Colin? Who is he with? At a party: Fiona and Terry are at a party in London. The lexical set of sports/food/drinks. Languages and nationalities.	Board and interactive whiteboard	- Daily exams - Homework Monthly exams
6	3		Present Simple: He/she Question and negatives Adverbs of frequency Prepositions of time Lois Maddox Talking about daily routines, Asking and answering questions about daily routines, Lifestyle questionnaire Listening a phone conversation between Lois and Elliot. Days of the week. The time. Words that go together: watch TV, get up early...	Board and interactive whiteboard	- Daily exams - Homework Monthly exams
7	3		Question words Subject Pronouns Object Pronouns Possessive Pronouns This and that A postcard from San Francisco, A holiday postcard. Describing lifestyles, preferences and places, Roleplay: conversations in town. Listening the requests with Can I.....? Adjectives: lovely, terrible, comfortable, friendly... Opposite adjectives: new/old, big/small Places: chemist, post office	Board and interactive whiteboard	- Daily exams - Homework Monthly exams
8			There is /are Prepositions: in, on, under next to Vancouver-the best city in the world, What to do and where to go. Talking and asking about rooms and furniture, Giving directions. My hometown, Steve talks about living in Vancouver. Rooms and furniture: living room, bedroom ... In and out of town beach, mountain, sailing,...	Board and interactive whiteboard	- Daily exams - Homework Monthly exams
9	3		Was/were born Past simple: irregular verbs It's a Jackson Pollock. Telling a story from pictures, Saying the dates in English. Magalie Dromand, Magalie dromand talks about her family. Saying years People and jobs Irregular verbs Have, do, go: have lunch, do homework, go shopping	Board and interactive whiteboard	- Daily exams - Homework Monthly exams
10	3		Past simple: regular and irregular Questions Negatives Ago Dialogues	Board and interactive	- Daily exams - Homework Monthly exams

			with simple past. Did you have a good weekend? Asking about holidays, A questionnaire, My last holiday, Roleplay: asking and giving directions. Angie and Rick are at work, Jack and Millie's holiday. Weekend activities: go to the cinema, have a meal... Time expressions: on Monday, last night... Sports and leisure: tennis, skiing, windsurfing... Play or go: play tennis, go skiing... Seasons: winter, summer...	whiteboard	
11	3		Can / can't, Adverbs, Adjective + noun Requests and offers The Internet, what can you do on the internet? Talking about what you can do, talking about everyday problems, Five people talk about what they do on the internet. Verbs: draw, run, drive... Verb noun: Listen to the radio, chat to friends Adjective noun: fast car, busy city, dangerous sport Opposite adjectives dangerous/ safe, old/modern, old/young.	Board and interactive whiteboard	- Daily exams - Homework Monthly exams
12	3		I'd like, You are what you eat, Discussion-what is a good diet? Conversation with Adam, Shopping: bread, milk, fruit, Please and thank you Some /any, Like and would like People from different parts of the world describe what they eat. Roleplay: Ordering a meal. Birthday wishes, what people want on their birthday. stamps, cheese, ham... Food: cereal, salad, pasta, fish... In a restaurant: menu, starter, desert, soup, salmon	Board and interactive whiteboard	- Daily exams - Homework Monthly exams
13	3		Present continuous, Present simple and present continuous. This week is different, Colin, a millionaire, gives money to homeless teenagers What's the matter? Why don't you? What is Nigel wearing? Nigel is on holiday, What's the matter. Colors: blue, red, green... Clothes: jacket, trousers, shoes and socks... Opposite verbs: buy/sell, love/hate, open/close...	Board and interactive whiteboard	- Daily exams - Homework Monthly exams
14	3		Future plans, Revision: question words, tenses. Seven countries in	Board and interactive	- Daily exams - Homework Monthly exams

			seven days, Life's big events: three people talk about their family, education, work and ambitions. A mini autobiography. Eddie is talking to a friend about his holiday plans, social expressions Transport: travel by bus, coach, motorbike, plane... Revision	whiteboard	
15	3		Irregular verbs, phonetic symbols, consonants and vowels.	Board and interactive whiteboard	- Daily exams - Homework Monthly exams
16	3		Preparatory week before the final Exam	Board and interactive whiteboard	- Daily exams - Homework - Monthly exams

102. Course Evaluation

Distributing the score out of 100 according to the tasks assigned to the student such as daily preparation, daily oral, monthly, or written exams, reports etc

103. Learning and Teaching Resources

Required textbooks (curricular books, if any)	
Main references (sources)	
Recommended books and references (scientific journals, reports...)	
Electronic References, Websites	

Course Description Form

104.	Course Name:		
Development of Organizational Thought			
105.	Course Code:		
A2			
106.	Semester / Year:		
Semester			
107.	Description Preparation Date:		
1-9-2023			
108.	Available Attendance Forms:		
Mandatory			
109.	Course Objectives		
Course Objectives		<p>A– Cognitive objectives</p> <p>A1– Enabling the student to know the most important administrative principles and foundations.</p> <p>A2_ Enabling the student to know the importance of administrative schools</p> <p>A3– The relationship of management with other sciences.</p> <p>A4– Knowledge of management functions</p> <p>A5– The student’s ability to make successful decisions</p> <p>A6– Make the student research the most important administrative fields and how to obtain good information</p> <p>B – The program’s skill objectives</p> <p>B1 – The ability to diagnose administrative obstacles</p> <p>B2 – Having the ability to discuss</p> <p>B3 – The ability to discover the most important successful solutions in addressing administrative problems</p>	
110.	Teaching and Learning Strategies		