

**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: 1/9/2024

File Completion Date: 1/9/2024



**Name of the
Department Head:**

Prof. Mahmoud Hassan Jumaa

Date: 1/9/2024



**Name of the
Scientific Assistant**

Prof. Alia Hussein Khalaf

Date: 1/9/2024



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

Date: 1/9/2024



Approval of the Dean

Nizar Maan Abdul Karim

Date: 24/12/2024

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	0	16	13%	
College Requirements	4	12	10%	
Department Requirements	38	99	75%	

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
Second		Human Resource Management	3	
		Intermediate Accounting	3	
		Marketing Management	3	
		Development of Organizational Thought	3	
		Managerial Law	2	
		Quantitative Methods	2	
		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		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		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.

	<ul style="list-style-type: none"> - 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 Requirements/Skills (if	Number of the teaching staff
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			applicable)			
	General	Special			Staff	Lecturer
Professor		2			2	
Assistant Professor	6	5			11	1
Lecturer	2	2			4	
assistant Lecturer	2				2	

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
Second		Human Resource Management	Basic	√	√	√	√	√	√	√	√	√	√	√	√
		Public relations management	Basic	√	√	√	√	√	√	√	√	√	√	√	√
Third		Organization theory	Basic	√	√	√	√	√	√	√	√	√	√	√	√
		Organization and Organizational Behaviour	Basic	√	√	√	√	√	√	√	√	√	√	√	√
Furth		Management Development1	Basic	√	√	√	√	√	√	√	√	√	√	√	√
		Management Development2	Basic	√	√	√	√	√	√	√	√	√	√	√	√

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

**Department of
Public
Administration
The second stage
Semester one
2024 - 2025**

Course Description Form

1. Course Name:	
Human Resource Management	
2. Course Code:	
3. Semester / Year:	
4. Description Preparation Date:	
١/ ٩/ 202٤	
5. Available Attendance Forms:	
Attendance	
6. Number of Credit Hours (Total) / Number of Units (Total)	
٤٥ / 45	
7. Course administrator's name (mention all, if more than one name)	
Name: Rahman Mahmoud shhatha Email: rahman@uodiyala.edu.iq	
8. Course Objectives	
Course Objectives	<ul style="list-style-type: none"> 1- To know the importance of human resources management in all organizations. 2- To determine the reasons that contributed to the development of human resources management. 3- To explain the concept of job analysis and design. 4- To understand the difference between development and training. 5- To understand the sequential steps of the process of attracting, selecting and appointing an employee. 6- To understand the conditions that must be met in order for the employee to obtain his entitlements to bonuses and promotions.
9. Teaching and Learning Strategies	
Strategy	Enhance lectures with discussion and dialogue, enrichment questions, and direct questioning, as well as reports and homework assignments.

10.					
Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1	2 hours	Definitions and Concepts	Human Resource Management and Alternative Terminology	Self-assessment, peer assessment, oral exams, monthly and daily assignments and tests	Lecture, discussion and interrogation And enrichment
	1 hour	Fundamentals of operations			
2	2 hours	Understanding relationships	Public job has its pros and cons		
	1 hour	Key concepts			
3	2 hours	Realistic applications	Civil service employee duties and rights		
	1 hour	Key concepts			
4	2 hours	Key concepts	Human resources management (concepts, objectives, importance, functions)		
	1 hour	Key concepts			
5	2 hours	Theoretical steps	Recruitment (recruitment, selection, appointment)		
	1 hour	Realistic applications			
6	2 hours	Realistic applications	Job analysis and design		
	1 hour	Key concepts			
7	2 hours	Monthly test	First month exam		
	1 hour				
8	2 hours	Realistic applications	Planning human resource needs		
	1 hour	Key concepts			
9	2 hours	Realistic applications	Evaluating employees' performance		
	1 hour	Key concepts			
10	2 hours	Realistic applications	Training and development of human resources		
	1 hour	Monthly test			
11	2 hours	Foundations and concepts	Evaluating jobs and determining pay structures		
	1 hour	Definitions and Concepts			
12	2 hours	Theoretical steps	Bonus, promotion, dismissal		
	1 hour	Realistic applications			
13	2 hours	Practical exercises	Maintaining and preserving the public employee		
	1 hour	Key concepts			
14	2 hours	Key concepts	Law on Discipline of State and Public Sector Employees No. 14 of 1991, amended		
	1 hour	Theoretical exercises			
15	2 hours	Monthly test	Second month exam		
	1 hour				

11. Course Evaluation

Distribution of the grade out of 40 according to the tasks assigned to the student, such as daily preparation, daily, oral, monthly, and written exams, reports, and homework assignments....

12. Learning and Teaching Resources

Required textbooks (curricular books, if any)	إدارة الموارد البشرية- مدخل استراتيجي تكاملي مؤيد سعيد السالم
Main references (sources)	Human Resource Management books in the college library

Recommended books and references (scientific journals, reports...)	The subject professor's lectures are in the form of bindings
Electronic References, Websites	Research on the Iraqi academic journals Website.

Course Description Form

1. Course Name:	
Marketing management	
2. Course Code:	
3. Semester / Year:	
First / Second	
4. Description Preparation Date:	
١/ ٩/ 202٤	
5. Available Attendance Forms:	
Attendance	
6. Number of Credit Hours (Total) / Number of Units (Total)	
45 / 45	
7. Course administrator's name (mention all, if more than one name)	
Name: Ahmed Samir Nayef Email: ahmad@uodiyala.edu.iq	
8. Course Objectives	
Course Objectives	<ol style="list-style-type: none"> 1. The student will be able to understand the theoretical framework of marketing and become familiar with its contents in detail 2. To understand the importance of studying marketing in practical life 3. The student will be able to apply promotional methods and how to deal with customers 4. To practice methods for buying, selling, and other marketing activities 5. The student gets to know distribution outlets and applies methods for distributing goods and services 6. That the student can diagnose problems related to marketing activities and how to address them
9. Teaching and Learning Strategies	
Strategy	Enhance lectures with discussion and dialogue, enrichment questions, and direct questioning, as well as reports and homework assignments.

10.

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1	2 hours	Definitions and Concepts	Introduction to the study of marketing	Self-assessment, peer assessment, oral exams, monthly and daily assignments and tests	Lecture, discussion and interrogation And enrichment
	1 hour	Fundamentals of operations	System and marketing environment		
2	2 hours	Understanding relationships	The concept and importance of the marketing		
	1 hour	Key concepts	information system and its components		
3	2 hours	Realistic applications	Marketing research and its types		
	1 hour	Key concepts	Concepts and theories of consumer behavior		
4	2 hours	Key concepts	Consumer markets and purchasing Behavior		
	1 hour	Key concepts	Practical steps in making a purchasing decision		
5	2 hours	Theoretical steps	Marketing strategies		
	1 hour	Realistic applications	Types of marketing strategies		
6	2 hours	Monthly test	First month exam		
	1 hour	Key concepts	Market segmentation concepts		
7	2 hours	Key concepts	Concept, characteristics and importance of the product		
	1 hour	Understanding relationships	Product life cycle		
8	2 hours	Realistic applications	Label and packaging		
	1 hour	Key concepts	The concept, objectives and importance of promotion mix		
9	2 hours	Realistic applications			
	1 hour	Key concepts	Pricing concept, objectives and strategies		
10	2 hours	Realistic applications			
	1 hour	Monthly test	Second month exam		
11	2 hours	Foundations and conce	The concept and importance of distribution outlets		
	1 hour	Definitions and Concepts	Marketing Services		
12	2 hours	Theoretical steps	The marketing difference between services and goods		
	1 hour	Realistic applications	Market research		
13	2 hours	Practical exercises			
	1 hour	Key concepts	International marketing		
14	2 hours	Key concepts			
	1 hour	Theoretical exercises	E-Marketing		
15	2 hours	Foundations and concepts	E-Commerce		
	1 hour	Key concepts			

11. Course Evaluation

Distribution of the grade out of 40 according to the tasks assigned to the student, such as daily

preparation, daily, oral, monthly, and written exams, reports, and homework assignments....

12. Learning and Teaching Resources

Required textbooks (curricular books, if any)	Textbooks (Marketing Management) written by Dr. Thamer Al-Bakri 2017 Main references (sources): Principles of Marketing Management, written by Dr. Abdel-Azbez Abu Naba
Main references (sources)	Marketing management books in the college library
Recommended books and references (scientific journals, reports...)	The subject professor's lectures are in the form of bindings
Electronic References, Websites	Research on the Iraqi academic journals Website.

Course Description Form

1. Course Name:	
The development of organizational thought	
2. Course Code:	
DAT	
3. Semester / Year:	
First / Second	
4. Description Preparation Date:	
١/ ٩/ 202٤	
5. Available Attendance Forms:	
Attendance	
6. Number of Credit Hours (Total) / Number of Units (Total)	
45/45	
7. Course administrator's name (mention all, if more than one name)	
Name: Hayder Sh. Noory Email: hayder@uodiyala.edu.iq	
8. Course Objectives	
Course Objectives	<p>A1- To know the most important schools of management science and their most prominent pioneers.</p> <p>A2- To identify the main theories of administrative schools of thought.</p> <p>A3- To explain the concepts of management science theories and what is related to them.</p> <p>A4- To understand the foundations of administrative intellectual theories in organizations.</p> <p>A5- To analyze the main components of administrative intellectual theories with practical reality.</p> <p>A6- To explain his opinion on administrative intellectual theories.</p>
9. Teaching and Learning Strategies	
Strategy	Enhance lectures with discussion and dialogue, enrichment questions, and direct questioning, as well as reports and homework assignments.

10.

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1	2 hours	Definitions and Concepts	the classic school	Self-assessment, peer assessment, oral exams, monthly and daily assignments and tests	Lecture, discussion, dialogue and interrogation And enrichment
	1 hour	Fundamentals of operations	the classic school		
2	2 hours	Understanding relationships	Principles and characteristics of the classical school		
	1 hour	Key concepts	Classical school theories		
3	2 hours	Realistic applications	Scientific management theory		
	1 hour	Key concepts	The theory of administrative divisions		
4	2 hours	Key concepts	Bureaucracy theory		
	1 hour	Key concepts	Humanitarian school		
5	2 hours	Theoretical steps	Principles and characteristics of the humanistic school		
	1 hour	Realistic applications	Human relations theory		
6	2 hours	Monthly test	Behavioral science theory		
	1 hour	Key concepts	Motivation theory		
7	2 hours	Key concepts	Applications of theories		
	1 hour	Understanding Relationships	Leadership theory		
8	2 hours	Realistic applications	First month exam		
	1 hour	Key concepts	Quantitative school		
9	2 hours	Realistic applications	Decision making theory		
	1 hour	Key concepts	Modern School, the bridge between school		
10	2 hours	Realistic applications	Systems theory		
	1 hour	Foundations and concepts	Management by objectives theory		
11	2 hours	Monthly test	Situation theory		
	1 hour	Definitions and Concepts	Japanese management theory		
12	2 hours	Theoretical steps	Total quality management theory		
	1 hour	Realistic applications	Time management theory		
13	2 hours	Practical exercises	Second month exam		
	1 hour	Key concepts	Information management theory		
14	2 hours	Key concepts	Electronic government theory		
	1 hour	Theoretical exercises			
15	2 hours	Foundations and concepts	The theory of learning organizations		
	1 hour	Key concepts			

11. Course Evaluation

Distribution of the grade out of 40 according to the tasks assigned to the student, such as daily preparation, daily, oral, monthly, and written exams, reports, and homework assignments....

12. Learning and Teaching Resources

Required textbooks (curricular books, if any)

The development of administrative and

	organizational thought Dr.. Hadeel Saeed A. Dr.. Hayder Sh. Noory
Main references (sources)	Management books are generally in the college library
Recommended books and references (scientific journals, reports...)	The subject professor's lectures are in the form of bindings
Electronic References, Websites	Research on the Iraqi academic journals Website.

Course Description Form

1. Course Name:	
Intermediate Accounting	
2. Course Code:	
3. Semester / Year:	
First / Second	
4. Description Preparation Date:	
١/ ٩/ 202٤	
5. Available Attendance Forms:	
Attendance	
6. Number of Credit Hours (Total) / Number of Units (Total)	
٤٥ / 45	
7. Course administrator's name (mention all, if more than one name)	
Name: Ammar Ghazi Ibrahim Email: ammar22@uodiyala.edu.iq	
8. Course Objectives	
Course Objectives	1- Introducing the student to the basics of intermediate accounting 2- Preparing qualified scientific cadres to work in state governmental institutions. 3- Raising the student's level and practical contribution and enhancing his participation in professional life 4- Providing the student with topics different from intermediate accounting that form a knowledge base for him and their application in governmental and non-governmental organizations
9. Teaching and Learning Strategies	
Strategy	Enhance lectures with discussion and dialogue, enrichment questions, and direct questioning, as well as reports and homework assignments.

10.					
Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
١	2 hours	Definitions and Concepts	The nature, importance and content of the intellectual and theoretical framework of accounting and its components	peer assessment, Self-integration	Lecture, discussion, dialogue and
	1 hour	Fundamentals of operations			
2	2 hours	Understanding relationships	Expenses paid in advance and revenues received in advance		
	1 hour	Key concepts			
3	2 hours	Realistic applications	Accrued obligations or expenses		

	1 hour	Key concepts			
4	2 hours	Key concepts	Settlement restrictions for bad debts		
	1 hour	Key concepts			
5	2 hours	Theoretical steps	Understand the content and format of the income statement		
	1 hour	Realistic applications			
6	2 hours	Realistic applications	Classification of expenses according to their nature or function Gains and losses		
	1 hour	Key concepts			
7	2 hours	Monthly test	First month exam		
	1 hour				
8	2 hours	Realistic applications	Bank statement and reconciliation		
	1 hour	Key concepts			
9	2 hours	Realistic applications	Bank statement reconciliation methods		
	1 hour	Key concepts			
10	2 hours	Realistic applications	The concept of debtors and their types		
	1 hour	Monthly test			
11	2 hours	Foundations and concepts	Provision for doubtful debts		
	1 hour	Definitions and Concepts			
12	2 hours	Theoretical steps	Merchandise inventory inventory methods		
	1 hour	Realistic applications			
١٣	2 hours	Practical exercises	Merchandise inventory pricing methods		
	1 hour	Key concepts			
١٤	2 hours	Key concepts	Purchasing or disposing of fixed assets Accumulated redemption allowance		
	1 hour	Theoretical exercises			
15	2 hours	Monthly test	Second month exam		
	1 hour				

11. Course Evaluation

Distribution of the grade out of 40 according to the tasks assigned to the student, such as daily preparation, daily, oral, monthly, and written exams, reports, and homework assignments....

12. Learning and Teaching Resources

Required textbooks (curricular books, if any)	Intermediate Accounting Translator/ Donald Kiso
Main references (sources)	Intermediate Accounting books in the college library
Recommended books and references (scientific journals, reports...)	The subject professor's lectures are in the form of bindings
Electronic References, Websites	Research on the Iraqi academic journals Website.

Course Description Form

1. Course Name:	
Administrative Law	
2. Course Code:	
3. Semester / Year:	
First / Second	
4. Description Preparation Date:	
1-9-2024	
5. Available Attendance Forms:	
Attendance	
6. Number of Credit Hours (Total) / Number of Units (Total)	
30 / 30	
7. Course administrator's name (mention all, if more than one name)	
Name: Omar Ahmed Hussein Email: omarahmad@uodiyala.edu.iq	
8. Course Objectives	
Course Objectives	Teaching and understanding students of the most important legal legislation related to appointment, public office, the employee, his legal status, rights and duties, in addition to the employee's accountability and the laws of some professions and ministries.
9. Teaching and Learning Strategies	
Strategy	Enhancing the basic concepts for the student by knowing the appointment mechanism, the authorities concerned with appointment, the employee's legal status, the extent to which he acquires rights and assumes duties, while reviewing the recent decisions of the Iraqi State Council courts, which are considered basic principles of functional principles.

10.

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1	2 hours	Definitions and Concepts	The basis and content of administrative law	Self-assessment, peer assessment, oral exams, monthly and daily assignments and tests	Lecture, discussion, dialogue and interrogation And enrichment
	1 hour	Fundamentals of operations	The basis and content of administrative law		
2	2 hours	Understanding relationships	Administrative control		
	1 hour	Key concepts	Administrative control		
3	2 hours	Realistic applications	Public function		
	1 hour	Key concepts	Public function		
4	2 hours	Key concepts	Administrative decisions		
	1 hour	Key concepts	Administrative decisions		
5	2 hours	Theoretical steps	Administrative and civil contracts and the difference between them		
	1 hour	Realistic applications	Administrative and civil contracts and the difference between them		
6	2 hours	Monthly test			
	1 hour	Key concepts			
7	2 hours	Key concepts	Elements of the administrative contract		
	1 hour	Understanding Relationships	Elements of the administrative contract		
8	2 hours	Realistic applications	Management powers in organizing the contract		
	1 hour	Key concepts	Management powers in organizing the contract		
9	2 hours	Realistic applications	Reasons for working with an administrative contract and its characteristics		
	1 hour	Key concepts	Reasons for working with an administrative contract and its characteristics		
10	2 hours	Realistic applications	Management methods in contracting and its authority over the contractor		
	1 hour	Foundations and concepts	Management methods in contracting and its authority over the contractor		
11	2 hours	Monthly test			
	1 hour	Definitions and Concepts			
12	2 hours	Theoretical steps	Completion contract		
	1 hour	Realistic applications	Completion contract		
13	2 hours	Practical exercises	Concession contract		
	1 hour	Key concepts	Concession contract		
14	2 hours	Key concepts	Holding shapes		
	1 hour	Theoretical exercises	Freedom of administration to conclude a contract		
15	2 hours	Foundations and concepts	The basis and content of administrative law		
	1 hour	Key concepts	The basis and content of administrative law		

11. Course Evaluation

Distribution of the grade out of 40 according to the tasks assigned to the student, such as daily preparation, daily, oral, monthly, and written exams, reports, and homework assignments...

12. Learning and Teaching Resources

Required textbooks (curricular books, if any)	Nothing
Main references (sources)	1- Al-Wajeez in Administrative Law, Dr. Mazen Lilo Radi 2- Principles and provisions of administrative law, Dr. Issam Abdel Wahab Al-Barzanji and others 3- Legal legislation in force related to public employment
Recommended books and references (scientific journals, reports...)	Iraqi academic journal
Electronic References, Websites	The official website of the Iraqi legislation base, the official website of the Supreme Judicial Council

Course Description Form

1. Course Name:	
Q. methods	
2. Course Code:	
Q. methods	
3. Semester / Year:	
First / Second	
4. Description Preparation Date:	
1/ 9/ 2024	
5. Available Attendance Forms:	
Attendance	
6. Number of Credit Hours (Total) / Number of Units (Total)	
30/30	
7. Course administrator's name (mention all, if more than one name)	
Name: kareem kasem Email: ka1973reem@gmail.com	
8. Course Objectives	
Course Objectives	<p>Course Objectives:</p> <ul style="list-style-type: none"> • Introducing the student to the most important foundations and principles of programming and making statistical and quantitative decisions • Clarifying the concept of programming mathematical problems • Highlighting the importance of mathematical concepts and solution methods • This course aims to develop the ability to write computer programs
9. Teaching and Learning Strategies	
Strategy	<p>Course outcomes and teaching, learning and evaluation methods</p> <p>1- Cognitive objectives: - Make the student able to...</p> <p>2- -To know the most important principles and basic concepts in sports</p>

programming and decision-making

3- To determine the types of functions and relationships to functions

4- To become familiar with programming tools

5- To express his opinion on the concepts of mathematics and programming

6- To apply mathematics concepts with realistic examples and case studies

Course-specific skills objectives

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

2- -Diagnostic skills: the ability to build programs and their real-world applications

3- Scientific reports.

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10. Course Structure

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1	3	Students should be Able to understand some concepts Basic probabilities, measurement methods and statistics	Introduction to probability and its application	Board and interactive whiteboard	Discussion and written test And practical application -
2	3	Identify the mathematical	Events	Board and interactive whiteboard	Discussion and

		model and the concept of independent, non-independent and conditional events			written test And practical application
3	3	Methods for solving arrangements and possible probabilities	Permutation		Discussion and written test And practical application
4	3	Learn about the concept of combinations and probability of choice	Combination	Board and interactive whiteboard	Discussion and written test And practical application -
5	3	Realistic case study application	Study case	Board and interactive whiteboard	Discussion and written test And practical application
6	3	First test and evaluation	First exam	Board and interactive whiteboard	Monthly exams
7	3	Learn about the concept of probability theory	Probability definition	Board and interactive whiteboard	Discussion and written test And practical application
8		How to test and apply the laws of probability theory	Probabilities laws	Board and interactive whiteboard	Discussion and written test

					And practical application
9	۳	Identify the types of variables and some important probability distributions	Random variables(continues/Discrete) and probability Distributions	Board and interactive whiteboard	Discussion and written test And practical application
10	۳	Applications of some probability distributions	Binomial /Poisson/normal distribution	Board and interactive whiteboard	Discussion and written test And practical application
11	۳	Second test and evaluation	Second exam	Board and interactive whiteboard	practical application
12	3	The concept of hypothesis testing	Tests of Hypotheses	Board and interactive whiteboard	Discussion and written test And practical application
13	3	Comparing and testing between two averages	Test –mean/test between two means	Board and interactive whiteboard	Discussion and written test And practical application
14	3	Analysis using the analysis of variance table	ANOVA	Board and interactive whiteboard	Discussion and written test And practical

					application
15	3	Study of time series and its importance in future forecasting	Time series	Board and interactive whiteboard	Discussion and written test And practical application
		The final test	Final exam		-

11. Course Evaluation

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

1- 60 marks for the final written exam.

1. 40 marks for coursework divided into:

a) 5 marks for attendance.

b) 5-10 marks for assignments.

c) 15 marks for written exam.

d) 5 marks for oral exam.

12. Learning and Teaching Resources

Required textbooks (curricular books, if any)	
Main references (sources)	Books , Principle of probability /forecasting
Recommended books and references (scientific journals, reports...)	
Electronic References, Websites	Internet sources

Course Description Form

1. Course Name:	
Microsoft Excel	
2. Course Code:	
3. Semester / Year:	
First / Second	
4. Description Preparation Date:	
۱/ ۹/ 202۴	
5. Available Attendance Forms:	
Attendance	
6. Number of Credit Hours (Total) / Number of Units (Total)	
30 / 30	
7. Course administrator's name (mention all, if more than one name)	
Name: Younis Kadthem Hamead Email: younissta@gmail.com	
8. Course Objectives	
Course Objectives	The course aims to provide students with a general and comprehensive overview of the basic principles of computer science, the most prominent basic functions and activities, and their importance for students and graduates.
9. Teaching and Learning Strategies	
Strategy	Enhance lectures with discussion and dialogue, enrichment questions, and direct questioning, as well as reports and homework assignments.

10.

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1	2 hours	Definitions and concepts Fundamentals of operations	Chapter One: The basic tasks of Microsoft Excel, running Microsoft Excel 2010, the interface of Microsoft Excel 2010, mouse cursor shapes, File tab	Self-assessment, peer assessment, oral exams, monthly and daily assignments and tests	Lecture, discussion, dialogue and interrogation And enrichment
2	2 hours	Understanding relationships	Home tab, Clipboard group, Font group, Alignment group		
3	2 hours	Realistic applications	Themes group, Page Setup group, Select to Fit group, Sheet Options group, Arrange group, Help instructions, Chapter Two: Inserting objects in Microsoft Excel, Insert tab, Tables group, Table report Pivot Table, Pivot Chart report		
4	2 hours	Key concepts	Charts group, Chart tools tab - Design Tab, Chart tools tab - Layout Tab, Chart tools tab - Format Tab, Sparkline cursor line group		
5	2 hours	Theoretical steps	Filter set, links set, symbols set		
6	2 hours	Monthly test	The first exam		
7	2 hours		Defined Names group, Formula Audition group		
8	2 hours	Realistic applications	Chapter Three: Creating mathematical formulas in Microsoft Excel, Formulas Tab, Function Library group, rules for writing mathematical formulas, comparison and reference operators, conditional I statement.		
9	2 hours	Realistic applications	Chapter Four: Additional tasks in Microsoft Excel 2010, Review tab, Proofing group, Language, Comments group, Changes group		
10	2 hours	Realistic applications	View tab, Workbook Views group, Show group, Zoom group, Window group		
11	2 hours	Monthly test	Calculation group, Data Tab		
12	2 hours	Theoretical steps	Pivot Table, Pivot Chart report		
13	2 hours	Practical exercises	Number group, Styles group, Cells group, Editing group, Page Layout tab		
14	2 hours	Key concepts	A group of illustrations, Image Tools tab		
15	2 hours	Foundations and concepts	The second exam		

11. Course Evaluation

Distribution of the grade out of 40 according to the tasks assigned to the student, such as daily preparation, daily, oral, monthly, and written exams, reports, and homework assignments...

12. Learning and Teaching Resources

Required textbooks (curricular books, if any)	Book of the three part of the curriculum of the Ministry of Higher Education and Scientific Research
Main references (sources)	
Recommended books and references (scientific journals, reports...)	The subject professor's lectures are in the form of bindings
Electronic References, Websites	Research on the Iraqi academic journals Website.

Course Description Form

1. Course Name:	
Baath crimes in Iraq	
2. Course Code:	
3. Semester / Year:	
First / Second	
4. Description Preparation Date:	
1-9-2024	
5. Available Attendance Forms:	
Attendance	
6. Number of Credit Hours (Total) / Number of Units (Total)	
30 / 30	
7. Course administrator's name (mention all, if more than one name)	
Name: Omar jabaar Ahmed Email: omarjabar@uodiyala.edu.iq	
8. Course Objectives	
Course Objectives	Teaching and understanding students about the massacres and crimes committed by the Baath regime and the previous regime, as well as the blatant human rights violations and crimes of mass graves and secret prisons.
9. Teaching and Learning Strategies	
Strategy	Strengthening the basic concepts by taking into account the basic principles of human rights that criminalize crimes committed by dictatorial regimes, crimes of genocide, and flagrant violations of human rights.

10.

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1	2 hours	Definitions and Concepts	The concept of crime and its types	Self-assessment, peer assessment, oral exams, monthly and daily assignments and tests	Lecture, discussion, dialogue and interrogation And enrichment
	1 hour	Fundamentals of operations	Types of international crimes		
2	2 hours	Understanding relationships	Decisions of the Supreme Criminal Court		
	1 hour	Key concepts	Psychological crimes		
3	2 hours	Realistic applications	Mechanisms of psychological crimes		
	1 hour	Key concepts	Psychological effects of crimes		
4	2 hours	Key concepts	The concept of crime and its types		
	1 hour	Key concepts	Types of international crimes		
5	2 hours	Theoretical steps	Decisions of the Supreme Criminal Court		
	1 hour	Realistic applications	Psychological crimes		
6	2 hours	Monthly test			
	1 hour	Key concepts	Social development		
7	2 hours	Key concepts	The regime's position on religion		
	1 hour	Understanding Relationships	Requirements of Algerian laws		
8	2 hours	Realistic applications	Pictures of weapons and power crimes		
	1 hour	Key concepts	Prison and detention places		
9	2 hours	Realistic applications	Less rapid, such as war pollution and bloodshed		
	1 hour	Key concepts	Crimes of enforcing the marshes and bulldozing orchards, meadows, and palm trees		
10	2 hours	Realistic applications	Cemetery Crime Group		
	1 hour	Foundations and concepts	And its classification		
11	2 hours	Monthly test			
	1 hour	Definitions and Concepts	Social development		
12	2 hours	Theoretical steps	The regime's position on religion		
	1 hour	Realistic applications	Requirements of Algerian laws		
13	2 hours	Practical exercises	Pictures of weapons and power crimes		
	1 hour	Key concepts	Prison and detention places		
14	2 hours	Key concepts	Less rapid, such as war pollution and bloodshed		
	1 hour	Theoretical exercises	Crimes of enforcing the marshes and bulldozing orchards, meadows, and palm trees		
15	2 hours	Foundations and concepts	Cemetery Crime Group		
	1 hour	Key concepts	And its classification		

11. Course Evaluation

Distribution of the grade out of 40 according to the tasks assigned to the student, such as daily preparation, daily, oral, monthly, and written exams, reports, and homework assignments....

12. Learning and Teaching Resources

Required textbooks (curricular books, if any)	Platform for Baath crimes in Iraq Ministry of Higher Education and Scientific Research 2023
Main references (sources)	The Iraqi Penal Code and the Supreme Criminal Court
Recommended books and references (scientific journals, reports...)	Iraqi academic journal
Electronic References, Websites	The official website of the Iraqi le, legislation base, the official website of t Supreme Judicial Council

**Department of
Public
Administration
The second stage
Semester two
2024 - 2025**

Course Description Form

1. Course Name:	
Public Relations	
2. Course Code:	
3. Semester / Year:	
Second / Second	
4. Description Preparation Date:	
۱/ ۹/ 202۴	
5. Available Attendance Forms:	
Attendance	
6. Number of Credit Hours (Total) / Number of Units (Total)	
۴۰ / ۴۰	
7. Course administrator's name (mention all, if more than one name)	
Name: Rahman Mahmoud shhatha Email: rahman@uodiyala.edu.iq	
8. Course Objectives	
Course Objectives	1- To know the importance of public relations management in all organizations. 2- To determine the reasons that contributed to the development of public relations.
9. Teaching and Learning Strategies	
Strategy	Enhance lectures with discussion and dialogue, enrichment questions, and direct questioning, as well as reports and homework assignments.

10.

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1	2 hours	Definitions and Concepts	Modern concepts in public relations	Self-assessment, peer assessment, oral exams, monthly and daily assignments and tests	Lecture, discussion and interrogation And enrichment
	1 hour	Fundamentals of operations			
2	2 hours	Understanding relationships	Organization of theoretical public relations management		
	1 hour	Key concepts			
3	2 hours	Realistic applications	Public relations research		
	1 hour	Key concepts			
4	2 hours	Key concepts	Planning in public relations		
	1 hour	Key concepts			
5	2 hours	Theoretical steps	Obstacles to planning in public relations		
	1 hour	Realistic applications			
6	2 hours	Realistic applications	Means of communication in public relations		
	1 hour	Key concepts			
7	2 hours	Monthly test	First month exam		
	1 hour				
8	2 hours	Realistic applications	Public relations with the organization's audiences		
	1 hour	Key concepts			
9	2 hours	Realistic applications	Public relations and crisis management		
	1 hour	Key concepts			
10	2 hours	Realistic applications	Calendar in public relations		
	1 hour	Monthly test			
11	2 hours	Foundations and concepts	Evaluation methods in public relations		
	1 hour	Definitions and Concepts			
12	2 hours	Theoretical steps	Public relations in government agencies		
	1 hour	Realistic applications			
13	2 hours	Practical exercises	Objectives of public relations in government agencies		
	1 hour	Key concepts			
14	2 hours	Key concepts	Public relations and information technology		
	1 hour	Theoretical exercises			
15	2 hours	Monthly test	Second month exam		
	1 hour				

11. Course Evaluation

Distribution of the grade out of 40 according to the tasks assigned to the student, such as daily preparation, daily, oral, monthly, and written exams, reports, and homework assignments...

12. Learning and Teaching Resources

Required textbooks (curricular books, if any)	Public Relations Basics: John Maxwell
Main references (sources)	Public relations books in the college library
Recommended books and references (scientific journals, reports...)	The subject professor's lectures are in the form of bindings
Electronic References, Websites	Research on the Iraqi academic journals Website.

Course Description Form

1. Course Name:	
Government accounting	
2. Course Code:	
3. Semester / Year:	
Second / Second	
4. Description Preparation Date:	
۱/ ۹/ 202۴	
5. Available Attendance Forms:	
Attendance	
6. Number of Credit Hours (Total) / Number of Units (Total)	
45 / 45	
7. Course administrator's name (mention all, if more than one name)	
Name: Ammar Ghazi Ibrahim Email: ammar22@uodiyala.edu.iq	
8. Course Objectives	
Course Objectives	1- Introducing the student to the foundations of government accounting. 2- Preparing qualified scientific cadres to work in state governmental institutions. 3- Raising the level of his practical contribution and enhancing his participation in professional life. 4- Explaining the development of accounting standards and their historical sequence. 5. Providing the student with various topics on government accounting that form a knowledge base for him and their application in non-profit government organizations.
9. Teaching and Learning Strategies	
Strategy	Enhance lectures with discussion and dialogue, enrichment questions, and direct questioning, as well as reports and homework assignments.

10.

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method	
1	2 hours	Definitions and concepts	An introductory lecture on the subject of government accounting and the vocabulary of the subject Scope of application of government accounting	Self-assessment, peer assessment, oral exams, monthly and daily assignments and tests	Lecture, discussion and interrogation And enrichment	
	1 hour	Fundamentals of operations				
2	2 hours	Understanding relationships	Entities that benefit from government accounting An introductory lecture on the subject of government accounting and the vocabulary of the subject			
	1 hour	Key concepts				
3	2 hours	Realistic applications	Scope of application of government accounting			
	1 hour	Key concepts				
4	2 hours	Key concepts	Theories explaining the accounting unit and its suitability and the financial activity of non-profit government units			
	1 hour	Key concepts				
5	2 hours	Theoretical steps				
	1 hour	Realistic applications				
6	2 hours	Monthly test				
	1 hour	Key concepts				
7	2 hours	Key concepts				Definition and objectives of the state's general budget Characteristics and elements of the state's general budget
	1 hour	Understanding Relationships				
8	2 hours	Realistic applications	Implementing the general budget and the importance of adhering to it			
	1 hour	Key concepts				
9	2 hours	Realistic applications	Definition and objectives of the state's general budget Characteristics and elements of the state's general budget			
	1 hour	Key concepts				
10	2 hours	Realistic applications	Implementing the general budget and the importance of adhering to it			
	1 hour	Foundations and concepts				
11	2 hours	Monthly test	The first written test			
	1 hour	Definitions and Concepts				
12	2 hours	Theoretical steps	Rules (principles) for preparing the state's general budget Stages of preparing the state's general budget			
	1 hour	Realistic applications				
13	2 hours	Practical exercises	Practical examples Rules (principles) for preparing the state's general budget			
	1 hour	Key concepts				
14	2 hours	Key concepts	Stages of preparing the state's general budget			
	1 hour	Theoretical exercises				
15	2 hours	Foundations and concepts	Chapter Five: Constraint treatments for expenses and revenues			
	1 hour	Key concepts	The second test The second written test			

11. Course Evaluation

Distribution of the grade out of 40 according to the tasks assigned to the student, such as daily preparation, daily, oral, monthly, and written exams, reports, and homework assignments....

12. Learning and Teaching Resources

Required textbooks (curricular books, if any)	All books related to government accounting
Main references (sources)	<ol style="list-style-type: none"> 1. Government accounting 2. Government accounting system guide issued by the Ministry of Finance 3. Guide to International Public Sector Accounting Standards.
Recommended books and references (scientific journals, reports...)	The subject professor's lectures are in the form of bindings
Electronic References, Websites	Research on the Iraqi academic journals Website.

Course Description Form

1. Course Name:	
Political systems	
2. Course Code:	
3. Semester / Year:	
Second / Second	
4. Description Preparation Date:	
١ / ٩ / 202٤	
5. Available Attendance Forms:	
Attendance	
6. Number of Credit Hours (Total) / Number of Units (Total)	
٤٥ / 45	
7. Course administrator's name (mention all, if more than one name)	
Name: Omar Ahmed Hussein Email: omarahmad@uodiyala.edu.iq	
8. Course Objectives	
Course Objectives	Introducing the student to the concept of the traditional and modern political system and the theories that investigated the origin of political systems, such as theories of democracy, the social contract, power, and family and historical development.
9. Teaching and Learning Strategies	
Strategy	Enhance lectures with discussion and dialogue, enrichment questions, and direct questioning, as well as reports and homework assignments.

10.

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1	2 hours	Definitions and concepts	A conceptual framework of the political system	Self-assessment, peer assessment, oral exams, monthly and daily assignments and tests	Lecture, discussion and interrogation And enrichment
	1 hour	Fundamentals of operations			
2	2 hours	Understanding relationships	Modern approaches to the study of political systems		
	1 hour	Key concepts			
3	2 hours	Realistic applications	Types of political systems		
	1 hour	Key concepts			
4	2 hours	Key concepts	Functions of political systems		
	1 hour	Key concepts			
5	2 hours	Theoretical steps	The impact of political participation on the effectiveness of political systems		
	1 hour	Realistic applications			
6	2 hours	Realistic applications	The role of political parties and pressure groups political systems		
	1 hour	Key concepts			
7	2 hours	Monthly test	First month exam		
	1 hour				
8	2 hours	Realistic applications	Environment of Arab political systems		
	1 hour	Key concepts			
9	2 hours	Realistic applications	Forms of the organizational relationship between authorities and their position in serving society		
	1 hour	Key concepts			
10	2 hours	Realistic applications	Models of different political systems		
	1 hour	Monthly test			
11	2 hours	Foundations and conce	Civil society and its relationship with the state		
	1 hour	Definitions and concepts			
12	2 hours	Theoretical steps	The international system and global transformations		
	1 hour	Realistic applications			
13	2 hours	Practical exercises	The causes of Arab transformations and the factors affecting them		
	1 hour	Key concepts			
14	2 hours	Key concepts	Selection of political leaders Methods of the electoral process		
	1 hour	Theoretical exercises			
15	2 hours	Monthly test	Second month exam		
	1 hour				

11. Course Evaluation

Distribution of the grade out of 40 according to the tasks assigned to the student, such as daily preparation, daily, oral, monthly, and written exams, reports, and homework assignments...

12. Learning and Teaching Resources

Required textbooks (curricular books, if any)	<ol style="list-style-type: none">1. Saleh Jawad Al-Kazem, Dr. Ali Ghaleb Al-Ani Political Systems - Iraq - Baghdad - 1991.2. D. Hamid Hanoun Khaled, Political Systems, (Cairo: Al-Atak Book Industry, 2011)3. Adel Thabet, Political Systems: A Study of the Main Modern Models and Systems of Governance in Arab Countries and of the Islamic Political System (Alexandria, New University Publishing and Distribution House, 2007)
Main references (sources)	Political systems books in the college library
Recommended books and references (scientific journals, reports...)	The subject professor's lectures are in the form of bindings
Electronic References, Websites	Research on the Iraqi academic journals Website.

Course Description Form

1. Course Name:	
Administrative psychology	
2. Course Code:	
3. Semester / Year:	
Second / Second	
4. Description Preparation Date:	
Second / Second	
5. Available Attendance Forms:	
Attendance	
6. Number of Credit Hours (Total) / Number of Units (Total)	
30 / 30	
7. Course administrator's name (mention all, if more than one name)	
Name: kaerm sahood karm Email: kaerrm sahood@gmail.com	
8. Course Objectives	
Course Objectives	The course aims to provide students with a general and comprehensive overview of the basic principles of Psychology , the most prominent basic functions and activities, and their importance for students and graduates.
9. Teaching and Learning Strategies	
Strategy	Enhance lectures with discussion and dialogue, enrichment questions, and direct questioning, as well as reports and homework assignments.

10.					
Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1	2 hours	Definitions and Concepts	General psychology	Self-assessment, peer assessment, oral exams, monthly and daily assignments and tests	Lecture, discussion and interrogation And enrichment
2	2 hours	Understanding relationships	Psychophysiology		
3	2 hours	Realistic applications	Animal psychology		
4	2 hours	Key concepts	the first exam		
5	2 hours	Theoretical steps	Social psychology		
6	2 hours	Monthly test	Differential psychology		
7	2 hours		The first exam		
8	2 hours	Realistic applications	Development psychology		
9	2 hours	Realistic applications	Vocational psychology		
10	2 hours	Realistic applications	Counselin psychology g		
11	2 hours	Monthly test	Educatioanal psychology		
12	2 hours	Theoretical steps	Sport psychology		
13	2 hours	Practical exercises	Commercial psychology		
14	2 hours	Key concepts	Industrial psychology		
15	2 hours	Foundations and concepts	The second exam		

11. Course Evaluation

Distribution of the grade out of 40 according to the tasks assigned to the student, such as daily preparation, daily, oral, monthly, and written exams, reports, and homework assignments....

12. Learning and Teaching Resources

Required textbooks (curricular books, if any)

Book of the first part of the curriculum of the Ministry of Higher Education and

	Scientific Research
Main references (sources)	
Recommended books and references (scientific journals, reports...)	The subject professor's lectures are in the form of bindings
Electronic References, Websites	Research on the Iraqi academic journals Website.

Course Description Form

1. Course Name:	
Civil service legislation	
2. Course Code:	
3. Semester / Year:	
Second / Second	
4. Description Preparation Date:	
1-9-2024	
5. Available Attendance Forms:	
Attendance	
6. Number of Credit Hours (Total) / Number of Units (Total)	
30 / 30	
7. Course administrator's name (mention all, if more than one name)	
Name: Dr.Omar jabaar Ahmed Email: omarjabar@uodiyala.edu.iq	
8. Course Objectives	
Course Objectives	Teaching and understanding students of the most important legal legislation related to appointment, public office, the employee, his legal status, rights and duties, in addition to the employee's accountability and the laws of some professions and ministries.
9. Teaching and Learning Strategies	
Strategy	Enhancing the basic concepts for the student by knowing the appointment mechanism, the authorities concerned with appointment, the employee's legal status, the extent to which he acquires rights and assumes duties, while reviewing the recent decisions of the Iraqi State Council courts, which are considered basic principles of functional principles.

10.					
Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1	2 hours	Definitions and Concepts	An introduction to public employment	Self-assessment, peer assessment, oral exams, monthly and daily assignments and tests	Lecture, discussion and interrogation And enrichment
	1 hour	Fundamentals of operations	An introduction to public employment		
2	2 hours	Understanding relationships	Civil Service Law No. 103 of 1931		
	1 hour	Key concepts	Civil Service Law No. 103 of 1931		
3	2 hours	Realistic applications	Civil Service Law No. 64 of 1939		
	1 hour	Key concepts	Civil Service Law No. 64 of 1939		
4	2 hours	Key concepts	Civil Service Law No. 24 of 1960		
	1 hour	Key concepts	Civil Service Law No. 24 of 1960		
5	2 hours	Theoretical steps	Civil Service Law No. 24 of 1960		
	1 hour	Realistic applications	Civil Service Law No. 24 of 1960		
6	2 hours	Monthly test			
	1 hour	Key concepts			
7	2 hours	Key concepts	Federal Service Council Law No. 4 of 2009		
	1 hour	Understanding Relationships	Federal Service Council Law No. 4 of 2009		
8	2 hours	Realistic applications	Law on Discipline of State and Public Sector Employees No. 14 of 1991		
	1 hour	Key concepts	Law on Discipline of State and Public Sector Employees No. 14 of 1991		
9	2 hours	Realistic applications	Law on Discipline of State and Public Sector Employees No. 14 of 1991		
	1 hour	Key concepts	Law on Discipline of State and Public Sector Employees No. 14 of 1991		
10	2 hours	Realistic applications	State Employees' Salaries Law No. 22 of 2008 and the role of the Ministry of Finance in the civil service		
	1 hour	Foundations and concepts	State Employees' Salaries Law No. 22 of 2008 and the role of the Ministry of Finance in the civil service		
11	2 hours	Monthly test			
	1 hour	Definitions and Concepts			
12	2 hours	Theoretical steps	Unified Retirement Law No. 9 of 2014		
	1 hour	Realistic applications	Unified Retirement Law No. 9 of 2014		
13	2 hours	Practical exercises	Unified Retirement Law No. 9 of 2014		
	1 hour	Key concepts	Unified Retirement Law No. 9 of 2014		
14	2 hours	Key concepts	University Service Law No. 23 of 2008		
	1 hour	Theoretical exercises	Law of Governorates Not Organized into a Region No. 21 of 2008		
15	2 hours	Foundations and concepts	Medical and engineering civil service laws and the Ministry of Foreign Affairs law		
	1 hour	Key concepts	Law of Governorates Not Organized into a Region No. 21 of 2008		

11. Course Evaluation

Distribution of the grade out of 40 according to the tasks assigned to the student, such as daily preparation, daily, oral, monthly, and written exams, reports, and homework assignments...

12. Learning and Teaching Resources

Required textbooks (curricular books, if any)	Nothing
Main references (sources)	1- Al-Wajeez in Administrative Law, Dr. Mazen Lilo Radi 2- Principles and provisions of administrative law, Dr. Issam Abdel Wahab Al-Barzanji and others 3- Legal legislation in force related to public employment
Recommended books and references (scientific journals, reports...)	Iraqi academic journal
Electronic References, Websites	The official website of the Iraqi legislation base, the official website of the Supreme Judicial Council

Course Description Form

1. Name of the course					
Arabic language					
2. Course code					
3. Course/year					
Second / Second					
4. The date this description was prepared					
1/9/2024					
5. Available attendance forms					
Attendance					
6. Number of study hours (total) Number of units (total)					
30 / 30					
7. Name of the course administrator (if more than one name is mentioned)					
Name: Marwa Mahdi Saleh Email: mryamhademana@uodiyala.edu.iq					
8. Course objectives					
Controlling students' spelling and the end of words Raising the level of linguistic proficiency among students in general Refine the words used among students					
9. Teaching and learning strategies					
1- Method of giving the lecture				The strategy	
٢- Method of discussion and dialogue					
10. Course structure					
Evaluation method	Learning method	Name of the unit or topic	Required learning outcomes	hours	the week
Oral exams	Dialogue and discussion	The morphological balance of the word	View and analyze	2	1
Oral exams	Dialogue and discussion	The primacy of Arabic poetry and its characteristics		2	2
homework	Dialogue and discussion	Islamic literature	View and analyze	2	3
homework	Dialogue and discussion	Interpretation of Surah Ar-Rahman		2	4
Oral exams	Dialogue and discussion	First month exam	View and analyze	2	5
Oral exams	Dialogue	The poet Kaab bin Zuhair		2	6

	and discussion	(his life and poetry			
homework	Dialogue and discussion	Prose in the Islamic era	View and analyze	2	7
homework	Dialogue and discussion	(10 verses) from Surat Yusuf		2	8
Oral exams	Dialogue and discussion	The structural character of prose texts	View and analyze	2	9
Oral exams	Dialogue and discussion	Second month exam		2	10
homework	Dialogue and discussion	name of the place	View and analyze	2	11
homework	Dialogue and discussion	Exception		2	12
Oral exams	Dialogue and discussion	(10 verses) from Surat Yusuf	View and analyze	2	13
Oral exams	Dialogue and discussion	Andalusian poetry Andalusian prose	View and analyze	2	14
		(10 verses) from Surat Yusuf	View and analyze	2	15

11. Course evaluation

Distribution of the grade out of 40 according to the tasks assigned to the student, such as daily preparation, daily, oral, monthly, written exams, reports, etc.

12. Learning and teaching resources

	Required textbooks (methodology, if any)
Pre-Islamic Literature Shawqi Deif Islamic literature Shawqi Deif Alfiyya Ibn Malik	Main references (sources)
Artistic prose: M.M. Nadia Atta Khamis	Recommended supporting books and references (scientific journals, reports....)
journals for humanities	Electronic references, Internet sites

Course Description Form

1. Course Name:	
English Language	
2. Course Code:	
3. Semester / Year:	
Second / Second	
4. Description Preparation Date:	
1 / 9 / 2024	
5. Available Attendance Forms:	
Attendance	
6. Number of Credit Hours (Total) / Number of Units (Total)	
30 / 30	
7. Course administrator's name (mention all, if more than one name)	
Name: Baraa Rahim Yassin Email: baraamang@uodiyala.edu.iq	
8. Course Objectives	
Course Objectives	<ol style="list-style-type: none"> 1. Speaking using grammatically correct language and the same applies to writing skills. 2. Enabling students to learn English and speak in different situations. 3. Developing the language and emphasizing speaking and listening skills.
9. Teaching and Learning Strategies	
Strategy	<ul style="list-style-type: none"> - Extensive explanation of the material. - Asking students questions that are both analytical and informative. - Including students in the process of explaining the content.

10.

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
First	2	Communicate confidently and effectively in those situations . use basic structures in their oral communication. Use appropriate vocabulary in any type of conversation improve pronunciation	Unit1 Getting to know you	Discussion - Self -learning Cooperative learning -Individual and group practices	- Oral exams - Homework - Activities and training -Attendance and active participation during the lecture
Second	2	Communicate confidently and effectively in those situations . use basic structures in their oral communication. Use appropriate vocabulary in any type of conversation improve pronunciation	Unit2 The way we live	Discussion - Self -learning Cooperative learning -Individual and group practices	Homework Attending and participating in the lecture Answer the question
Third	2	Communicate confidently and effectively in those situations . use basic structures in their oral communication. Use appropriate vocabulary in any type of conversation improve pronunciation	Unit3 It all went wrong	Discussion - Self -learning Cooperative learning -Individual and group practices	Homework Attending and participating in the lecture Answer the question
Fourth	2	Communicate confidently and effectively in those situations . use basic structures in their oral communication. Use appropriate vocabulary in any type of conversation improve pronunciation	Unit4 Let's go shopping	Discussion - Self -learning Cooperative learning -Individual and group practices	Homework Attending and participating in the lecture Answer the question
Fifth	2	Communicate confidently and effectively in those situations . use basic structures in their oral communication. Use appropriate vocabulary in any type of conversation improve pronunciation	Unit5 What do you want to do?	Discussion - Self -learning Cooperative learning -Individual and group practices	Homework Attending and participating in the lecture Answer the question
Sixth	2	Communicate confidently and effectively in those situations . use basic structures in their oral communication. Use appropriate vocabulary in any type of conversation improve pronunciation	Unit6 Tell me what's it like	Discussion - Self -learning Cooperative learning -Individual and group practices	Homework Attending and participating in the lecture Answer the question
Seventh	2	Communicate confidently and effectively in those situations . use basic structures in their oral communication. Use appropriate vocabulary in any type of conversation improve pronunciation	Unit7 Fame	Discussion - Self -learning Cooperative learning -Individual and group practices	Homework Attending and participating in the lecture Answer the question
Eighth	2	Communicate confidently and effectively in those situations . use basic structures in their oral communication. Use appropriate vocabulary in any type of conversation improve	Unit8 Do s and don'ts	Discussion - Self -learning Cooperative learning -Individual and group practices	Homework Attending and participating in the lecture Answer the question

		pronunciation			
Ninth	2	Communicate confidently and effectively in those situations . use basic structures in their oral communication. Use appropriate vocabulary in any type of conversation improve pronunciation	Unit9 Going places	Discussion - Self -learning Cooperative learning -Individual and group practices	Homework Attending and participating in the lecture Answer the question
Tenth	2	Communicate confidently and effectively in those situations . use basic structures in their oral communication. Use appropriate vocabulary in any type of conversation improve pronunciation	Unit10 Scared to death	Discussion - Self -learning Cooperative learning -Individual and group practices	Homework Attending and participating in the lecture Answer the question
Eleventh	2	Communicate confidently and effectively in those situations . use basic structures in their oral communication. Use appropriate vocabulary in any type of conversation improve pronunciation	Unit11 Things that changed the word	Discussion - Self -learning Cooperative learning -Individual and group practices	Homework Attending and participating in the lecture Answer the question
Twelfth	2	Communicate confidently and effectively in those situations . use basic structures in their oral communication. Use appropriate vocabulary in any type of conversation improve pronunciation	Unit12 Dreams and reality	Discussion - Self -learning Cooperative learning -Individual and group practices	Homework Attending and participating in the lecture Answer the question
Thirteenth	2	Communicate confidently and effectively in those situations . use basic structures in their oral communication. Use appropriate vocabulary in any type of conversation improve pronunciation	Unit13 Earning a living	Discussion - Self -learning Cooperative learning -Individual and group practices	Homework Attending and participating in the lecture Answer the question
Fourteenth	2	Communicate confidently and effectively in those situations . use basic structures in their oral communication. Use appropriate vocabulary in any type of conversation improve pronunciation	Unit14 Family ties	Discussion - Self -learning Cooperative learning -Individual and group practices	Homework Attending and participating in the lecture Answer the question
Fifteenth	2	Communicate confidently and effectively in those situations . use basic structures in their oral communication. Use appropriate vocabulary in any type of conversation improve pronunciation	Unit15 Past perfect for clarification	Discussion - Self -learning Cooperative learning -Individual and group practices	Homework Attending and participating in the lecture Answer the question

11. Course Evaluation

The annual grade consists of two components:

1. Yearly Grade (40%): This portion is distributed among various activities including daily and monthly exams, preparation, daily participation, and reports. Each of these

activities contributes to a total of 40% of the annual grade.

2. Final Exam Grade (60%): The final exam contributes 60% to the annual grade

12. Learning and Teaching Resources

Required textbooks (curricular books, if any)	New head way plus Pre-intermediate John and Liz Soars (Oxford)
Main references (sources)	New head way plus Pre-intermediate
Recommended books and references (scientific journals, reports...)	
Electronic References, Websites	

**Department of
Public
Administration
The Third stage
Semester one
2024 - 2025**

Course Description Form

1. Course Name:	
Public Finance	
2. Course Code:	
3. Semester / Year:	
First / Third	
4. Description Preparation Date:	
1 / 9 / 2024	
5. Available Attendance Forms:	
Attendance	
6. Number of Credit Hours (Total) / Number of Units (Total)	
40 / 40	
7. Course administrator's name (mention all, if more than one name)	
Name: Amer Rashid Aneed Email: amerr2@uodiyala.edu.iq	
8. Course Objectives	
Course Objectives	The student's ability to evaluate the topic and give appropriate solutions
9. Teaching and Learning Strategies	
Strategy	Enhance lectures with discussion and dialogue, enrichment questions, and direct questioning, as well as reports and homework assignments.

10.

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1	2 hours	Definitions and concepts	Basic concepts of public finance	Self-assessment, peer assessment, oral exams, monthly and daily assignments and tests	Lecture, discussion and interrogation And enrichment
	1 hour	Fundamentals of operations			
2	2 hours	Understanding relationships	Elements and components of public finance		
	1 hour	Key concepts			
3	2 hours	Realistic applications	The concept of overhead expenses		
	1 hour	Key concepts			
4	2 hours	Key concepts	Factors determining the size of overhead expenses		
	1 hour	Key concepts			
5	2 hours	Theoretical steps	Economic effects of public expenditures		
	1 hour	Realistic applications			
6	2 hours	Realistic applications	Public revenues and their divisions		
	1 hour	Key concepts			
7	2 hours	Monthly test	First month exam		
	1 hour				
8	2 hours	Realistic applications	Taxes/its elements/rules/types		
	1 hour	Key concepts			
9	2 hours	Realistic applications	Economic effects of taxes		
	1 hour	Key concepts			
10	2 hours	Realistic applications	Public revenues and their divisions		
	1 hour	Monthly test			
11	2 hours	Foundations and conce	Public loans/types/methods of repayment		
	1 hour	Definitions and concepts			
12	2 hours	Theoretical steps	State property revenues		
	1 hour	Realistic applications			
13	2 hours	Practical exercises	General fees/fines		
	1 hour	Key concepts	New cash issue		
14	2 hours	Key concepts	International aid/its forms/effects		
	1 hour	Theoretical exercises	General budget / concept / preparation stages		
15	2 hours	Monthly test	Second month exam		
	1 hour				

11. Course Evaluation

Distribution of the grade out of 40 according to the tasks assigned to the student, such as daily preparation, daily, oral, monthly, and written exams, reports, and homework assignments...

12. Learning and Teaching Resources

Required textbooks (curricular books, if any)	Public Finance - Dr. Hisham Muhammad Safwa Al-Omari Public Finance - Muhammad Taqa and Hoda Al-Azzawi Public Finance and Financial Legislation - Dr. Taher Al-Janabi
Main references (sources)	Public Finance books in the college library
Recommended books and references (scientific journals, reports...)	The subject professor's lectures are in the form of bindings
Electronic References, Websites	Research on the Iraqi academic journals Website.

Course Description Form

1. Course Name:	
Organization theory	
2. Course Code:	
3. Semester / Year:	
First / Third	
4. Description Preparation Date:	
1/ 9/ 2024	
5. Available Attendance Forms:	
Attendance	
6. Number of Credit Hours (Total) / Number of Units (Total)	
40 / 45	
7. Course administrator's name (mention all, if more than one name)	
Name: Rahman Mahmoud shhatha Email: rahman@uodiyala.edu.iq	
8. Course Objectives	
Course Objectives	<ul style="list-style-type: none"> 1- Introducing the student to the concept of organization theory. 2 - Introducing the student to the stages of organization development. 3- Explaining the importance and objectives of organizations. 4 - Clarifying the types of organizations. 5 - Clarifying organizational goals.
9. Teaching and Learning Strategies	
Strategy	Enhance lectures with discussion and dialogue, enrichment questions, and direct questioning, as well as reports and homework assignments.

10.

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1	2 hours	Definitions and Concepts	The concept of the organization and how to study it	Self-assessment, peer assessment, oral exams, monthly and daily assignments and tests	Lecture, discussion and interrogation And enrichment
	1 hour	Fundamentals of operations			
2	2 hours	Understanding relationships	Types of organizations		
	1 hour	Key concepts			
3	2 hours	Realistic applications	Bureaucratic theory and scientific management theory		
	1 hour	Key concepts			
4	2 hours	Key concepts	Administrative divisions school		
	1 hour	Key concepts			
5	2 hours	Theoretical steps	The human relations movement and the theory organizational equivalence		
	1 hour	Realistic applications			
6	2 hours	Realistic applications	Introduction to human resources		
	1 hour	Key concepts			
7	2 hours	Monthly test	First month exam		
	1 hour				
8	2 hours	Realistic applications	Open format theory and situational approach		
	1 hour	Key concepts			
9	2 hours	Realistic applications	Modern trends in organizational thought		
	1 hour	Key concepts			
10	2 hours	Realistic applications	Organizational objectives		
	1 hour	Monthly test			
11	2 hours	Foundations and conce	Rationality, effectiveness and efficiency		
	1 hour	Definitions and Concepts			
12	2 hours	Theoretical steps	The concept of public environment and private environment		
	1 hour	Realistic applications			
13	2 hours	Practical exercises	Environmental responses required to confront environmental possibilities		
	1 hour	Key concepts			
14	2 hours	Key concepts	The concept of organizational structure and its dimensions Executive and advisory structure		
	1 hour	Theoretical exercises			
15	2 hours	Monthly test	Second month exam		
	1 hour				

11. Course Evaluation

Distribution of the grade out of 40 according to the tasks assigned to the student, such as daily preparation, daily, oral, monthly, and written exams, reports, and homework assignments...

12. Learning and Teaching Resources

Required textbooks (curricular books, if any)	Organization theory and organizational behavior Munqith Dagher, Adel Harhoush Saleh
Main references (sources)	Organization theory books in the college library
Recommended books and references (scientific journals, reports...)	The subject professor's lectures are in the form of bindings
Electronic References, Websites	Research on the Iraqi academic journals Website.

Course Description Form

1. Course Name:	
Unified accounting system	
2. Course Code:	
3. Semester / Year:	
First / Third	
4. Description Preparation Date:	
1/ 9/ 2024	
5. Available Attendance Forms:	
Attendance	
6. Number of Credit Hours (Total) / Number of Units (Total)	
45 / 45	
7. Course administrator's name (mention all, if more than one name)	
Name: Nizar Maan Abdul Karim Email: Dr.NazarM@uodiyala.edu.iq	
8. Course Objectives	
Course Objectives	<ul style="list-style-type: none"> 1- Explanation of the unified accounting guide 2- Statement of accounting treatment for uses 3- Statement of the accounting treatment of resources 4- Preparing final accounts
9. Teaching and Learning Strategies	
Strategy	Enhance lectures with discussion and dialogue, enrichment questions, and direct questioning, as well as reports and homework assignments.

10.					
Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1	2 hours	Students know the names and symbols of accounts, the most important accounting treatments for uses and revenues, and how to prepare final accounts.	Accounting treatment of uses account	Self-assessment, peer assessment, oral exams, monthly and daily assignments and tests	Lecture, discussion, dialogue and interrogation And enrichment
	1 hour		Accounting treatment of uses account		
2	2 hours		Accounting treatment of uses account		
	1 hour		Accounting treatment of uses account		
3	2 hours		Accounting treatment of resources solving exercises		
	1 hour		Exam		
4	2 hours		Accounting treatment of resources		
	1 hour		Accounting treatment of resources		
5	2 hours		Accounting treatment of resources		
	1 hour		Preparing the trial balance		
6	2 hours		Preparing final accounts		
	1 hour		Preparing final accounts solving exercises		
7	2 hours		Exam		
	1 hour		Accounting treatment of uses account		
8	2 hours		Accounting treatment of uses account		
	1 hour	Accounting treatment of uses account			
9	2 hours	Accounting treatment of uses account			
	1 hour	Accounting treatment of uses account			
10	2 hours	Accounting treatment of uses account			
	1 hour	Accounting treatment of resources solving exercises			
11	2 hours	Exam			
	1 hour	Accounting treatment of resources			
12	2 hours	Accounting treatment of resources			
	1 hour	Accounting treatment of resources			
13	2 hours	Accounting treatment of resources			
	1 hour	Preparing the trial balance			
14	2 hours	Preparing final accounts			
	1 hour	Preparing final accounts			
15	2 hours	solving exercises			
	1 hour	Exam			

11. Course Evaluation

Distribution of the grade out of 40 according to the tasks assigned to the student, such as daily preparation, daily, oral, monthly, and written exams, reports, and homework assignments...

12. Learning and Teaching Resources

Required textbooks (curricular books, if any)	Unified accounting system / M.D. Abdul Karim Muhammad Salman
Main references (sources)	Federal Office of Financial Supervision, Accounting System Al-Muwahid, second edition, Baghdad, 2011
Recommended books and references (scientific journals, reports...)	The subject professor's lectures are in the form of bindings
Electronic References, Websites	Research on the Iraqi academic journals Website.

Course Description Form

1. Course Name:	
Local Administration	
2. Course Code:	
3. Semester / Year:	
First / Third	
4. Description Preparation Date:	
١/ ٩/ 202٤	
5. Available Attendance Forms:	
Attendance	
6. Number of Credit Hours (Total) / Number of Units (Total)	
45 / 45	
7. Course administrator's name (mention all, if more than one name)	
Name: Hamza Hamid Yassin Email: hamza@uodiyala.edu.iq	
8. Course Objectives	
Course Objectives	<ul style="list-style-type: none"> • Students' knowledge of local councils, their functions, work, rights and duties. • Students' knowledge of the distinction between central government, self-government, and local government • Students know what considerations must be taken when determining administrative units, dividing them, and granting them legal personality.
9. Teaching and Learning Strategies	
Strategy	Enhance lectures with discussion and dialogue, enrichment questions, and direct questioning, as well as reports and homework assignments.

10.

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1	1 hours	Definitions and Concepts	The concept of local administration, its importance and the reasons for its establishment	Self-assessment, peer assessment, oral exams, monthly and daily assignments and tests	Lecture, discussion and interrogation And enrichment
	2 hour	Fundamentals of operations			
2	1 hours	Understanding relationships	The nature of local government, and the features of local administration in the Arab countries		
	2 hour	Key concepts			
3	1 hours	Realistic applications	Administrative units/in Iraq - governorate - district - district - village - locality - desert		
	2 hour	Key concepts			
4	1 hours	Key concepts	Appointment authority for employees in Order 71 of 2004		
	2 hour	Key concepts			
5	1 hours	Theoretical steps	Appointment authority under Governorates Law No. 21 of 2008		
	2 hour	Realistic applications			
6	1 hours	Theoretical steps	Administrative formations in Jordan		
	2 hour	Key concepts			
7	1 hours	Monthly test	First exam		
	2 hour				
8	1 hours	Realistic applications	Local administration systems (independent, unified, integrated)		
	2 hour	Key concepts			
9	2 hours	Realistic applications	Local administration employees in Iraq		
	1 hour	Key concepts			
10	1 hours	Realistic applications	Governor jobs		
	2 hour	Monthly test			
11	1 hours	Foundations and conce	The goals that the governor seeks to achieve in his governorate/powers		
	2 hour	Definitions and Concepts			
12	1 hours	Theoretical steps	Local positions, Deputy Governor, and Assistant, District Attorney		
	2 hour	Realistic applications			
13	1 hours	Practical exercises	Local councils (popular participation, local elections, and the public)		
	2 hour	Key concepts			
14	1 hours	Key concepts	Local councils in accordance with Law 21 of 2008 and its amendments.		
	2 hour	Theoretical exercises			
15	1 hours	Monthly test	Second exam		
	2 hour				

11. Course Evaluation

Distribution of the grade out of 40 according to the tasks assigned to the student, such as daily preparation, daily, oral, monthly, and written exams, reports, and homework assignments...

12. Learning and Teaching Resources

Required textbooks (curricular books, if any)	Local administration a comparative study Professor Dr. (Abdul Razzaq Ibrahim Al-Sheikhli), College of Administration and Economics - Universit
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	of Baghdad, second edition, Baghdad 11/11/2015
Main references (sources)	Local management books in the college library
Recommended books and references (scientific journals, reports...)	The subject professor's lectures are in the form of bindings
Electronic References, Websites	Research on the Iraqi academic journals Website.

Course Description Form

1. Course Name:	
Public office ethics	
2. Course Code:	
3. Semester / Year:	
First / Third	
4. Description Preparation Date:	
١/ ٩/ 202٤	
5. Available Attendance Forms:	
Attendance	
6. Number of Credit Hours (Total) / Number of Units (Total)	
٤٥ / 45	
7. Course administrator's name (mention all, if more than one name)	
Name: Muhammad Ibrahim Tayeh Email: mscmohammed3@gmail.com	
8. Course Objectives	
Course Objectives	<ul style="list-style-type: none"> 1- Preparing qualified scientific cadres to work in state governmental institutions. 2- Raise the level of his practical contribution and enhance his participation in professional life. 3- Raising him to solve problems with his peers in a team spirit. 4- Introducing the student to the foundations of public service ethics. 5- Explaining the development of functional ethics standards and their historical sequence 6- Providing the student with various topics on public service ethics that form a knowledge base for him about administrative law and its application in government organizations.
9. Teaching and Learning Strategies	
Strategy	Enhance lectures with discussion and dialogue, enrichment questions, and direct questioning, as well as reports and homework assignments.

10.

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1	2 hours	Definitions and Concepts	The nature of public service ethics The linguistic and terminological meaning of ethics The meaning of ethics according to philosophical trends The meaning of public service ethics	Self-assessment, peer assessment, oral exams, monthly and daily assignments and tests	Lecture, discussion, dialogue and interrogation And enrichment
	1 hour	Fundamentals of operations			
2	2 hours	Understanding relationships	The importance of public job ethics and its characteristics		
	1 hour	Key concepts			
3	2 hours	Realistic applications	The importance of public job ethics and its characteristics		
	1 hour	Key concepts			
4	2 hours	Key concepts	Standards of public job ethics, the ethical standard for job behavior, types of ethical standards, the distinctive standard for ethical behavior within the framework of the public Job.		
	1 hour	Key concepts			
5	2 hours	Theoretical steps	Personal values and their impact on shaping the ethics of the public job, organizational values and their impact on the formation of the ethics of the public job, management methods in establishing ethical standards.		
	1 hour	Realistic applications			
6	2 hours	Realistic applications	Explanation of deviant functional behavior, theories that investigate deviant behavior		
	1 hour	Key concepts			
7	2 hours	Monthly test	First month exam		
	1 hour				
8	2 hours	Realistic applications	Strategies for modifying deviant functional behavior, methods for modifying deviant functional behavior		
	1 hour	Key concepts			
9	2 hours	Realistic applications	Ethical dimensions of public job behaviour, employee personality and its impact on public job ethics		
	1 hour	Key concepts			
10	2 hours	Realistic applications	Formation of the public employee's personality, theories that studied the employee's personality		
	1 hour	Monthly test			
11	2 hours	Foundations and conce	Components of the employee's personality, characteristics of the employee's personality		
	1 hour	Definitions and Concepts			
12	2 hours	Theoretical steps	Legal dimensions of public office behavior		
	1 hour	Realistic applications			
13	2 hours	Practical exercises	The meaning of time and the importance of work schedules for the employee and management		
	1 hour	Key concepts			
14	2 hours	Key concepts	Ethics of public service in Islam		
	1 hour	Theoretical exercises			
15	2 hours	Monthly test	Second month exam		
	1 hour				

11. Course Evaluation

Distribution of the grade out of 40 according to the tasks assigned to the student, such as daily preparation, daily, oral, monthly, and written exams, reports, and homework assignments...

12. Learning and Teaching Resources

Required textbooks (curricular books, if any)	The methodological book approved by the sectoral committee (Othman Salman Ghailan A Aboudi)
Main references (sources)	Public office ethics books in the college library
Recommended books and references (scientific journals, reports...)	The subject professor's lectures are in the form of bindings
Electronic References, Websites	Research on the Iraqi academic journals Website.

Course Description Form

1. Course Name:	
Quality management	
2. Course Code:	
3. Semester / Year:	
First / Third	
4. Description Preparation Date:	
١/ ٩/ 202٤	
5. Available Attendance Forms:	
Attendance	
6. Number of Credit Hours (Total) / Number of Units (Total)	
٣٠ / 30	
7. Course administrator's name (mention all, if more than one name)	
Name: Kareem Sayhoud Karam Email: kareem kaem@uodiyala.edu.iq	
8. Course Objectives	
Course Objectives	Introducing the student to the most important foundations and principles of quality management and clarifying the importance of quality management in general for countries and organizations in particular.
9. Teaching and Learning Strategies	
Strategy	Enhance lectures with discussion and dialogue, enrichment questions, and direct questioning, as well as reports and homework assignments.

10.

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1	2 hours	Definitions and Concepts	The concept of standardization	Self-assessment, peer assessment, oral exams, monthly and daily assignments and tests	
	1 hour	Fundamentals of operations			
2	2 hours	Understanding relationships	Specification concept		
	1 hour	Key concepts			
3	2 hours	Realistic applications	Quality management basics		
	1 hour	Key concepts			
4	2 hours	Key concepts	Historical development of quality management		
	1 hour	Key concepts			
5	2 hours	Theoretical steps	Cost of quality		
	1 hour	Realistic applications			
6	2 hours	Realistic applications	Types of quality costs		
	1 hour	Key concepts			
7	2 hours	Monthly test	First month exam		
	1 hour				
8	2 hours	Realistic applications	Calculate quality costs		
	1 hour	Key concepts			
9	2 hours	Realistic applications	The concept of quality rings and their types		
	1 hour	Key concepts			
10	2 hours	Realistic applications	Problems addressed by quality rings The relationship of quality rings with other teams in organizations		
	1 hour	Monthly test			
11	2 hours	Foundations and concepts	The concept of quality control and its Importance Quality control methods Applications for quality control tools		
	1 hour	Definitions and Concepts			
12	2 hours	Theoretical steps	Quality management systems The concept of quality systems ISO and its provisions The relationship between ISO and total quality management ISO versions		
	1 hour	Realistic applications			
13	2 hours	Practical exercises	Comparison between versions Steps to obtain an ISO certificate Total Quality Management Total quality management requirements The relationship between total quality and quality systems Quality awards		
	1 hour	Key concepts			
14	2 hours	Key concepts	The most important quality theorists in the world Contemporary quality systems Quality management from a modern perspective		
	1 hour	Theoretical exercises			
15	2 hours	Monthly test	Second month exam		
	1 hour				

**Lecture, discussion and interrogation
And enrichment**

11. Course Evaluation

Distribution of the grade out of 40 according to the tasks assigned to the student, such as daily preparation, daily, oral, monthly, and written exams, reports, and homework assignments....

12. Learning and Teaching Resources

Required textbooks (curricular books, if any)	Quality Management a. Dr.. Sabah Majeed Al-Najjar
Main references (sources)	Quality management books in the college library
Recommended books and references (scientific journals, reports...)	The subject professor's lectures are in the form of bindings
Electronic References, Websites	Research on the Iraqi academic journals Website.

**Department of
Public
Administration
The Third stage
Semester two
2024 - 2025**

Course Description Form

1. Course Name:	
Financial policies	
2. Course Code:	
3. Semester / Year:	
Second / Third	
4. Description Preparation Date:	
١/ ٩/ 202٤	
5. Available Attendance Forms:	
Attendance	
6. Number of Credit Hours (Total) / Number of Units (Total)	
٤٥ / 45	
7. Course administrator's name (mention all, if more than one name)	
Name: Amer Rashid Aneed Email: amerr2@uodiyala.edu.iq	
8. Course Objectives	
Course Objectives	Identifying the foundations, approaches and rules of drawing, developing and implementing financial policy, financial policies and the modern financial budget, as well as a statement of the general budget in Iraq according to the perspective of the rentier economy.
9. Teaching and Learning Strategies	
Strategy	Enhance lectures with discussion and dialogue, enrichment questions, and direct questioning, as well as reports and homework assignments.

10.					
Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1	2 hours	Definitions and concepts	The concept of fiscal policy, fiscal policy	Self-assessment, peer assessment, oral exams, monthly and daily assignments and tests	Lecture, discussion and interrogation And enrichment
	1 hour	Fundamentals of operations			
2	2 hours	Understanding relationships	Financial policy within the framework of macroeconomic policy		
	1 hour	Key concepts			
3	2 hours	Realistic applications	Financial policy from the point of view of the most important economic and political theories		
	1 hour	Key concepts			
4	2 hours	Key concepts	Financial policy tools		
	1 hour	Key concepts	Financial policy objectives		
5	2 hours	Theoretical steps	The role of fiscal policy in achieving internal balance		
	1 hour	Realistic applications			
6	2 hours	Realistic applications	Fiscal policy and internal balance		
	1 hour	Key concepts	Fiscal policy in achieving external balance		
7	2 hours	Monthly test	First month exam		
	1 hour				
8	2 hours	Realistic applications	Fiscal policy and external balance		
	1 hour	Key concepts	Fiscal policy and economic development		
9	2 hours	Realistic applications	The impact of financial policy on economic and political stability		
	1 hour	Key concepts			
10	2 hours	Realistic applications	Fiscal policy according to the modern economic and political approach		
	1 hour	Monthly test			
11	2 hours	Foundations and conce	Financial policies and modern financial budgets		
	1 hour	Definitions and concepts			
12	2 hours	Theoretical steps	The general budget in Iraq according to the perspective of rentier economics		
	1 hour	Realistic applications			
13	2 hours	Practical exercises	The optimal financial budget in Iraq		
	1 hour	Key concepts			
14	2 hours	Key concepts	Fiscal policy and economic development		
	1 hour	Theoretical exercises			
15	2 hours	Monthly test	Second month exam		
	1 hour				

11. Course Evaluation

Distribution of the grade out of 40 according to the tasks assigned to the student, such as daily preparation, daily, oral, monthly, and written exams, reports, and homework assignments...

12. Learning and Teaching Resources

Required textbooks (curricular books, if any)

Public finance and fiscal policies

	Dr.. Amr Hisham Mohamed Safwat
Main references (sources)	Finance policy books in the college library
Recommended books and references (scientific journals, reports...)	The subject professor's lectures are in the form of bindings
Electronic References, Websites	Research on the Iraqi academic journals Website.

Course Description Form

1. Course Name:	
organizational behavior	
2. Course Code:	
3. Semester / Year:	
Second / Third	
4. Description Preparation Date:	
1 / 9 / 2024	
5. Available Attendance Forms:	
Attendance	
6. Number of Credit Hours (Total) / Number of Units (Total)	
40 / 45	
7. Course administrator's name (mention all, if more than one name)	
Name: Rahman Mahmoud shhatha Email: rahman@uodiyala.edu.iq	
8. Course Objectives	
Course Objectives	Introducing the student to the concept of organizational behavior and explaining the importance and objectives of motivation
9. Teaching and Learning Strategies	
Strategy	Enhance lectures with discussion and dialogue, enrichment questions, and direct questioning, as well as reports and homework assignments.

10.					
Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1	2 hours	Definitions and Concepts	The concept of organizational behavior and its models	Self-assessment, peer assessment, oral exams, monthly and daily assignments and tests	Lecture, discussion and interrogation And enrichment
	1 hour	Fundamentals of operations			
2	2 hours	Understanding relationships	Development of behavioral sciences		
	1 hour	Key concepts			
3	2 hours	Realistic applications	Organizational behavior in major administrative theories		
	1 hour	Key concepts			
4	2 hours	Key concepts	Personality determinants		
	1 hour	Key concepts			
5	2 hours	Theoretical steps	Personality style and its impact on organization behavior		
	1 hour	Realistic applications			
6	2 hours	Realistic applications	Self-concept and ways to protect it		
	1 hour	Key concepts			
7	2 hours	Monthly test	First month exam		
	1 hour				
8	2 hours	Realistic applications	Directions – concept and ingredients Forming trends Change directions		
	1 hour	Key concepts			
9	2 hours	Realistic applications	Attitudes and behaviour Motivation theories Groups and their use - concepts, benefits and types		
	1 hour	Key concepts			
10	2 hours	Realistic applications	Values, what they are and how to form them Types of values and their relationship to organizational culture		
	1 hour	Monthly test			
11	2 hours	Foundations and conce	The process of perception - concept and stages Perceptual confusion Johari window		
	1 hour	Definitions and Concepts			
12	2 hours	Theoretical steps	Learning and organizational behavior modification		
	1 hour	Realistic applications			
13	2 hours	Practical exercises	Motivation - the concept and its relationship to the needs of the individual		
	1 hour	Key concepts			
14	2 hours	Key concepts	Administrative leadership- concept, leadership and management Leadership theories Stress management Executive and advisory		
	1 hour	Theoretical exercises			
15	2 hours	Monthly test	Second month exam		
	1 hour				

11. Course Evaluation

Distribution of the grade out of 40 according to the tasks assigned to the student, such as daily preparation, daily, oral, monthly, and written exams, reports, and homework assignments....

12. Learning and Teaching Resources

Required textbooks (curricular books, if any)	Organization theory and organizational behavior Munqith Dagher, Adel Harhoush Saleh
Main references (sources)	Organization behaviour books in the college library
Recommended books and references (scientific journals, reports...)	The subject professor's lectures are in the form of bindings
Electronic References, Websites	Research on the Iraqi academic journals Website.

Course Description Form

1. Course Name:	
Comparative local administration	
2. Course Code:	
3. Semester / Year:	
Second / Third	
4. Description Preparation Date:	
۱/ ۹/ 202۴	
5. Available Attendance Forms:	
Attendance	
6. Number of Credit Hours (Total) / Number of Units (Total)	
45 / 45	
7. Course administrator's name (mention all, if more than one name)	
Name: Hamza Hamid Yassin Email: hamza@uodiyala.edu.iq	
8. Course Objectives	
Course Objectives	<ul style="list-style-type: none"> • Students' familiarity and knowledge of the differences between central government systems among countries, including Iraq, Jordan, France, and Britain. • Students' knowledge of local councils, their functions, work, rights and duties, and their comparison with self-government councils. • Students' knowledge of the distinction between central government, self-government, and local government
9. Teaching and Learning Strategies	
Strategy	Enhance lectures with discussion and dialogue, enrichment questions, and direct questioning, as well as reports and homework assignments.

10.

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
١	1 hours	Definitions and concepts	Local councils in countries around the world	Self-assessment, peer assessment, oral exams, monthly and daily assignments and tests	Lecture, discussion and interrogation And enrichment
	2 hour	Fundamentals of operations			
2	1 hours	Understanding relationships	The powers of the governorate councils, the judiciary, and the district		
	2 hour	Key concepts			
3	1 hours	Realistic applications	The competencies of the governorate councils in Jordan compared to Iraq		
	2 hour	Key concepts			
4	1 hours	Key concepts	Comparing Governorates Law No. (159) 1969 and Governorates Law No. (21) of 2008		
	2 hour	Key concepts			
5	1 hours	Theoretical steps	Autonomy in countries of the world		
	2 hour	Realistic applications			
6	1 hours	Theoretical steps	Autonomy in Iraq/Legislative Council, Executive Council		
	2 hour	Key concepts			
7	1 hours	Monthly test	First exam		
	2 hour				
8	1 hours	Realistic applications	Autonomy in Denmark, Kreinland		
	2 hour	Key concepts			
9	2 hours	Realistic applications	Local administration finances and their characteristics		
	1 hour	Key concepts			
10	1 hours	Realistic applications	Finance of the local administration in Iraq/resources, expenses		
	2 hour	Monthly test			
11	1 hours	Foundations and conce	The relationship between the local administration and the central governm		
	2 hour	Definitions and concepts			
12	1 hours	Theoretical steps	Censorship in the French, English and Iraqi systems		
	2 hour	Realistic applications			
١٣	1 hours	Practical exercises	Problems of local administration in the world		
	2 hour	Key concepts			
١٤	1 hours	Key concepts	The relationship between central authority and self-government bodies		
	2 hour	Theoretical exercises			
15	1 hours	Monthly test	Second exam		
	2 hour				

11. Course Evaluation

Distribution of the grade out of 40 according to the tasks assigned to the student, such as daily preparation, daily, oral, monthly, and written exams, reports, and homework assignments...

12. Learning and Teaching Resources

Required textbooks (curricular books, if any)

Local administration a comparative study

**Professor Dr. (Abdul Razzaq Ibrahim Al-Sheikhli),
College of Administration and Economics - University
of Baghdad, second edition, Baghdad 11/11/2015**

Main references (sources)	Local management books in the college library
Recommended books and references (scientific journals, reports...)	The subject professor's lectures are in the form of bindings
Electronic References, Websites	Research on the Iraqi academic journals Website.

Course Description Form

1. Course Name:	
Management Information Technology	
2. Course Code:	
3. Semester / Year:	
Second / Third	
4. Description Preparation Date:	
١ / ٩ / 202٤	
5. Available Attendance Forms:	
Attendance	
6. Number of Credit Hours (Total) / Number of Units (Total)	
45 / 45	
7. Course administrator's name (mention all, if more than one name)	
Name: Hayder Sh. Noory Email: hayder@uodiyala.edu.iq	
8. Course Objectives	
Course Objectives	<ul style="list-style-type: none"> 1 - Introducing the student to the most important foundations and principles of information technology. 2- Introducing the student to the components of information technology systems. 3- Explain the development of information technology. 4 - Explaining the importance of information technology for countries in general and organizations in particular. 5 - Providing the student with various topics about IT that form a knowledge base for him about IT and its applications in organizations.
9. Teaching and Learning Strategies	
Strategy	Enhance lectures with discussion and dialogue, enrichment questions, and direct questioning, as well as reports and homework assignments.

10.					
Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1	2 hours	Definitions and Concepts	Introduction to IT development	Self-assessment, peer assessment, oral exams, monthly and daily assignments and tests	Lecture, discussion, dialogue and interrogation And enrichment
	1 hour	Fundamentals of operations	Data, its forms and types		
2	2 hours	Understanding relationships	The concept of IT and its components		
	1 hour	Key concepts	ITS components		
3	2 hours	Realistic applications	Office automation		
	1 hour	Key concepts			
4	2 hours	Key concepts	Basic office supplies		
	1 hour	Key concepts	Secondary office supplies		
5	2 hours	Theoretical steps	Types of information systems		
	1 hour	Realistic applications	The concept of human resource in IT		
6	2 hours	Monthly test	First month exam		
	1 hour	Key concepts	Types of human resources		
7	2 hours	Key concepts	IT relationship with organizations		
	1 hour	Understanding Relationships	The impact of IT and its importance in organizations		
8	2 hours	Realistic applications	Devices used in IT		
	1 hour	Key concepts	Physical computer components		
9	2 hours	Realistic applications	Computer characteristics and specifications		
	1 hour	Key concepts			
10	2 hours	Realistic applications	Software concept and types		
	1 hour	Foundations and concepts	Windows operating system		
11	2 hours	Monthly test	Second month exam		
	1 hour	Definitions and Concepts	General application software		
12	2 hours	Theoretical steps		Tabular data	
	1 hour	Realistic applications			
13	2 hours	Practical exercises	Electronic data processing		
	1 hour	Key concepts	Its importance and its working mechanism		
14	2 hours	Key concepts	Database		
	1 hour	Theoretical exercises	Electronic communications		
15	2 hours	Foundations and concepts	Networks and the Internet		
	1 hour	Key concepts	The most important Internet applications		

11. Course Evaluation

Distribution of the grade out of 40 according to the tasks assigned to the student, such as daily preparation, daily, oral, monthly, and written exams, reports, and homework assignments....

12. Learning and Teaching Resources

Required textbooks (curricular books, if any)	Information technology book a. Dr.. Haider Shaker Nouri a. Dr. Hassan Jaafar Al-Taie
Main references (sources)	Information technology books in the college library
Recommended books and references (scientific journals, reports...)	The subject professor's lectures are in the form of bindings
Electronic References, Websites	Research on the Iraqi academic journals Website.

Course Description Form

1. Course Name:	
Government contracts management	
2. Course Code:	
3. Semester / Year:	
Second / Third	
4. Description Preparation Date:	
1-9-2024	
5. Available Attendance Forms:	
Attendance	
6. Number of Credit Hours (Total) / Number of Units (Total)	
45 / 45	
7. Course administrator's name (mention all, if more than one name)	
Name: Omar jabaar Ahmed Email: omarjabar@uodiyala.edu.iq	
8. Course Objectives	
Course Objectives	Teaching and understanding students about the administrative contract, its elements and types, procedures and methods of contract management, the rights of management and the contractor, and the end of the administrative contract.
9. Teaching and Learning Strategies	
Strategy	Enhancing the student's basic concepts by knowing the mechanism of concluding a contract, its pillars, methods of administration in contracting procedures, and the means followed by administration that precedes or follows the contracting stage, and enhancing the concepts of the rights of contractors, the rights of administration in the contract, and the end of the administrative contract.

10.

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1	2 hours	Definitions and Concepts	The concept of administrative contract	Self-assessment, peer assessment, oral exams, monthly and daily assignments and tests	Lecture, discussion and interrogation And enrichment
	1 hour	Fundamentals of operations	The basic principles of the administrative contract		
2	2 hours	Understanding relationships	Elements of the administrative contract		
	1 hour	Key concepts	Administrative contract		
3	2 hours	Realistic applications	Procedures for concluding an administrative contract		
	1 hour	Key concepts	Administrative electronics in managing its contracts		
4	2 hours	Key concepts	Now the first		
	1 hour	Key concepts	The fuel that is not on the administration before its contracting procedures		
5	2 hours	Theoretical steps	The restrictions you want to contract with Obligations and rights are absolute in contracts		
	1 hour	Realistic applications	The financial balance of the contract and the principle of compensation		
6	2 hours	Monthly test			
	1 hour	Key concepts	Securing the management system in accordance with the provisions of the administrative contracts system		
7	2 hours	Key concepts	Management procedures before and after announcing the contract		
	1 hour	Understanding relationships	The role of the administrative judiciary in protecting the parties to the contract		
8	2 hours	Realistic applications	End of administrative contracts		
	1 hour	Key concepts	And the second		
9	2 hours	Realistic applications	The concept of administrative contract		
	1 hour	Key concepts	The basic principles of the administrative contract		
10	2 hours	Realistic applications	Elements of the administrative contract		
	1 hour	Foundations and concepts	Administrative contract Procedures for concluding an administrative contract		
11	2 hours	Monthly test			
	1 hour	Definitions and Concepts	Administrative electronics in managing its contracts		
12	2 hours	Theoretical steps	Now the first		
	1 hour	Realistic applications	The fuel that is not on the administration before its contracting procedures		
13	2 hours	Practical exercises	The restrictions you want to contract with		
	1 hour	Key concepts	Obligations and rights are absolute in contracts		
14	2 hours	Key concepts	The financial balance of the contract and the principle of compensation		

	1 hour	Theoretical exercises	Securing the management system in accordance with the provisions of the administrative contracts system		
15	2 hours	Foundations and concepts	Management procedures before and after announcing the contract		
	1 hour	Key concepts	The role of the administrative judiciary in protecting the parties to the contract		

11. Course Evaluation

Distribution of the grade out of 40 according to the tasks assigned to the student, such as daily preparation, daily, oral, monthly, and written exams, reports, and homework assignments....

12. Learning and Teaching Resources

Required textbooks (curricular books, if any)	Nothing
Main references (sources)	<p>1- General principles in administrative contracts - Dr. Suleiman Muhammad Al-Tamawi</p> <p>2- Al-Wajeez in Administrative Law, Dr. Mazen Lilo Radi</p> <p>3- Principles and provisions of administrative law, Dr. Issam Abdel Wahab Al-Barzanji and others</p> <p>3- Legal legislation in force related to</p>
Recommended books and references (scientific journals, reports...)	<p>government contracts</p> <p>Iraqi academic journals</p>
Electronic References, Websites	The official website of the Iraqi legislation base, the official website of the Iraqi State Council and the Supreme Judicial Council.

Course Description Form

1. Course Name:	
Project Management	
2. Course Code:	
3. Semester / Year:	
Second / Third	
4. Description Preparation Date:	
1/ 9/ 2024	
5. Available Attendance Forms:	
Attendance	
6. Number of Credit Hours (Total) / Number of Units (Total)	
30/ 30	
7. Course administrator's name (mention all, if more than one name)	
Name: Hussam Hamid Sultan Email: dr.hasammanag@uodiyala.edu.iq	
8. Course Objectives	
Course Objectives	<ul style="list-style-type: none">• Introducing the student to project management• Provide the student with topics different from the project life cycle.• Clarify the most important duties and responsibilities of the manager and influencers in project management
9. Teaching and Learning Strategies	
Strategy	Providing the student with different topics from project management so that he has knowledge of projects in general and their importance and knowledge of the important concepts associated with them .

10.					
Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1	2	Definitions and Concepts	Conceptual Introduction to Project Management	Self-assessment, peer assessment, oral exams, monthly and daily assignments and tests	Lecture, discussion and interrogation And enrichment
2	2	Administrative Theories	Methodologies used		
3	2	Understanding Relationships	Management in a Changing Environment		
4	2	Key Concepts	Project Lifecycle		
5	2	Theoretical steps	Studying the experiences of other countries		
6	2	Real-life applications	Reporting		
7	2	Discussion	Conclusions		
8	2	Monthly Quiz	Month 1		
9	2	Practical exercises.	Problems & Difficulties		
10	2	Key Concepts	Program Planning		
11	2	Theories	Types of organization		
12	2	Key Concepts	Pros and Cons of Types of Organizations		
13	2	Understanding Relationships	What's different about them?"		
14	2	Key Concepts	Examples		
15	2	Monthly Quiz	Second Month Examination		

11. Course Evaluation

Distribution of the grade out of 40 according to the tasks assigned to the student, such as daily preparation, daily, oral, monthly, and written exams, reports, and homework assignments....

12. Learning and Teaching Resources

Required textbooks (curricular books, if any)	Dr. Ali Al-Sehoud Al-Sudani
Main references (sources)	Management books in the college library
Recommended books and references (scientific journals, reports...)	The subject professor's lectures are in the form of bindings
Electronic References, Websites	Research on the Iraqi academic journals Website.

Course Description Form

1. Course Name:	
Environment Management	
2. Course Code:	
3. Semester / Year:	
Second / Third	
4. Description Preparation Date:	
۱/ ۹/ 202۴	
5. Available Attendance Forms:	
Attendance	
6. Number of Credit Hours (Total) / Number of Units (Total)	
۳۰ / ۳۰	
7. Course administrator's name (mention all, if more than one name)	
Name: Muhammad Ibrahim Tayeh Email: msلمohammed3@gmail.com	
8. Course Objectives	
Course Objectives	<ul style="list-style-type: none"> 1- Preparing qualified scientific cadres to work in state governmental institutions. 2- Raise the level of his practical contribution and enhance his participation in professional life. 3- Raising him to solve problems with his peers in a team spirit. 4- Introducing the student to the foundations and motives for adopting environmental management systems. 5- Explaining the development of environmental management systems and the historical sequence of their issuance 6- Providing the student with various topics on environmental management that form a knowledge base for him in applying and adopting environmental management systems and their application areas in governmental organizations.
9. Teaching and Learning Strategies	
Strategy	Enhance lectures with discussion and dialogue, enrichment questions, and direct questioning, as well as reports and homework assignments.

10.

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1	1 hours	Definitions and Concepts	The emergence and development of environmental management systems	Self-assessment, peer assessment, oral exams, monthly and daily assignments and tests	Lecture, discussion and interrogation And enrichment
	1 hour	Fundamentals of operations			
2	1 hours	Understanding relationships	Individual ecology/collective ecology		
	1 hour	Key concepts			
3	1 hours	Realistic applications	environmental system		
	1 hour	Key concepts			
4	1 hours	Key concepts	Environment patterns		
	1 hour	Key concepts			
5	1 hours	Theoretical steps	Elements and dimensions of the environmental management system		
	1 hour	Realistic applications			
6	1 hours	Theoretical steps	Environmental impact assessment / Reasons for carrying out the environmental impact assessment process / Basic steps of the environmental impact assessment process		
	1 hour	Key concepts			
7	1 hours	Monthly test	First month exam		
	1 hour				
8	1 hours	Realistic applications	Motives, reasons, and areas that lead organizations to adopt an environmental management system		
	1 hour	Key concepts			
9	2 hours	Realistic applications	Benefits of obtaining a registration certificate		
	1 hour	Key concepts			
10	1 hours	Realistic applications	Requirements for the success and sustainability of environmental management		
	1 hour	Monthly test			
11	1 hours	Foundations and conce	Areas of application of environmental management systems		
	1 hour	Definitions and Concepts			
12	1 hours	Theoretical steps	Benefits of obtaining a registration certificate		
	1 hour	Realistic applications			
13	1 hours	Practical exercises	Methods and methods of environmental impact assessment		
	1 hour	Key concepts			
14	1 hours	Key concepts	The most prominent environmental problems		
	1 hour	Theoretical exercises			
15	1 hours	Monthly test	Second month exam		
	1 hour				

11. Course Evaluation

Distribution of the grade out of 40 according to the tasks assigned to the student, such as daily preparation, daily, oral, monthly, and written exams, reports, and homework assignments...

12. Learning and Teaching Resources

Required textbooks (curricular books, if any)

The methodological book approved by the Sectorial Committee (Environmental

	Management(
Main references (sources)	Environmental management books in the college library
Recommended books and references (scientific journals, reports...)	The subject professor's lectures are in the form of bindings
Electronic References, Websites	Research on the Iraqi academic journals Website.

**Department of
Public
Administration
The fourth stage
Semester one
2024 - 2025**

Course Description Form

1. Course Name:	
Production and operations management	
2. Course Code:	
POM	
3. Semester / Year:	
First / Fourth	
4. Description Preparation Date:	
١/ ٩/ 202٤	
5. Available Attendance Forms:	
Attendance	
6. Number of Credit Hours (Total) / Number of Units (Total)	
45 / 45	
7. Course administrator's name (mention all, if more than one name)	
Name: Hayder Sh. Noory Email: hayder@uodiyala.edu.iq	
8. Course Objectives	
Course Objectives	A1- To know the most important decisions of production and operations management. A2- To determine the main functions of production and operations management. A3- To explain the concepts of strategic and operational decisions for production and operations management. A4- To understand applications of the concept of production and operations management in organizations. A5- To analyze the main components that make up the main functions of production and operations management. A6- To explain his opinion on the concepts of production and operations management.
9. Teaching and Learning Strategies	
Strategy	Enhance lectures with discussion and dialogue, enrichment questions, and direct questioning, as well as reports and homework assignments.

10.

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1	2 hours	Definitions and concepts	Introduction to the development of production and operations management	Self-assessment, peer assessment, oral exams, monthly and daily assignments and tests	Lecture, discussion and interrogation And enrichment
	1 hour	Fundamentals of operations	Statement of the main decisions of		
2	2 hours	Understanding relationships	production and operations management		
	1 hour	Key concepts	The concept of production and productivity		
3	2 hours	Realistic applications	Measuring productivity		
	1 hour	Key concepts	Concept of concurrent engineering technology		
4	2 hours	Key concepts	Concept of quality function propagation technique		
	1 hour	Key concepts	The concept of value engineering		
5	2 hours	Theoretical steps	Forecasting concept		
	1 hour	Realistic applications	Forecasting methods		
6	2 hours	Monthly test	First month exam		
	1 hour	Key concepts	Production planning concept		
7	2 hours	Key concepts	Operations planning concept		
	1 hour	Understanding relationships	Production and operations planning relationship		
8	2 hours	Realistic applications	Practical examples of production planning		
	1 hour	Key concepts	The concept of production capacities		
9	2 hours	Realistic applications	Types of production capacities		
	1 hour	Key concepts	Practical examples of energy planning		
10	2 hours	Realistic applications	Second month exam		
	1 hour	Foundations and concepts	Site selection decision		
11	2 hours	Monthly test	Factors affecting site selection		
	1 hour	Definitions and concepts	Sports applications for site selection		
12	2 hours	Theoretical steps	Practical methods for choosing a site		
	1 hour	Realistic applications	Internal arrangement decision		
13	2 hours	Practical exercises	Internal arrangement methods		
	1 hour	Key concepts			
14	2 hours	Key concepts	Mathematical problems about internal arrangement		
	1 hour	Theoretical exercises			
15	2 hours	Foundations and concepts	Overall planning decision Overall planning policies		
	1 hour	Key concepts			

11. Course Evaluation

Distribution of the grade out of 40 according to the tasks assigned to the student, such as daily preparation, daily, oral, monthly, and written exams, reports, and homework assignments...

13. Learning and Teaching Resources

Required textbooks (curricular books, if any)	Production and operations management a. Dr.. Sabah Majeed Al-Najjar, b. Prof. Dr. Mohsen Abdel Karim
Main references (sources)	Production and operations management books in the college library
Recommended books and references (scientific journals, reports...)	Obligated to teach the subject
Electronic References, Websites	Research on the Iraqi academic journals Website.

Course Description Form

1. Course Name:	
Administrative development1	
2. Course Code:	
3. Semester / Year:	
First / Fourth	
4. Description Preparation Date:	
1/ 9/ 2024	
5. Available Attendance Forms:	
Attendance	
6. Number of Credit Hours (Total) / Number of Units (Total)	
45 / 45	
7. Course administrator's name (mention all, if more than one name)	
Name: Mahmood Hasan Jumaah Email: mahmood@uodiyala.edu.iq	
8. Course Objectives	
Course Objectives	<ul style="list-style-type: none"> 1- Introducing the student to the concept of administrative development. 2- Introducing the student to the importance of administrative development. 3- Statement of the most important theories of administrative development. 4- Clarifying administrative development strategies.
9. Teaching and Learning Strategies	
Strategy	Enhance lectures with discussion and dialogue, enrichment questions, and direct questioning, as well as reports and homework assignments.

10.					
Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1	1 hours	Definitions and Concepts	Administrative backwardness	Self-assessment, peer assessment, oral exams, monthly and daily assignments and tests	Lecture, discussion and interrogation And enrichment
	1 hour	Fundamentals of operations			
2	1 hours	Understanding relationships	Manifestations of administrative backwardness		
	1 hour	Key concepts			
3	1 hours	Realistic applications	Causes of administrative backwardness		
	1 hour	Key concepts			
4	1 hours	Key concepts	Administrative development: its philosophy, concept, and importance		
	1 hour	Key concepts			
5	1 hours	Theoretical steps	Traditional management development theories Modern administrative development theories		
	1 hour	Realistic applications			
6	1 hours	Monthly test	First month exam		
	1 hour	Key concepts			
7	1 hours	Key concepts	Micro planning strategy		
	1 hour	Understanding Relationships			
8	1 hours	Realistic applications	Introductions to administrative development		
	1 hour	Key concepts			
9	1 hours	Realistic applications	Administrative development strategies according to the degree of comprehensiveness		
	1 hour	Key concepts			
10	1 hours	Realistic applications	Administrative development strategies according to the degree of comprehensiveness		
	1 hour	Foundations and concepts			
11	2 hours	Monthly test	Crisis Management		
	1 hour	Definitions and Concepts			
12	1 hours	Theoretical steps	Methods of resolving and dealing with crises		
	1 hour	Realistic applications			
13	1 hours	Practical exercises	Technical aspects of the research book		
	1 hour	Key concepts			
14	1 hours	Key concepts	Quotation, margins, footnotes, and marginalia		
	1 hour	Theoretical exercises			
15	1 hours	Foundations and concepts	Case studiesuse		
	1 hour	Key concepts			

11. Course Evaluation

Distribution of the grade out of 40 according to the tasks assigned to the student, such as daily preparation, daily, oral, monthly, and written exams, reports, and homework assignments....

12. Learning and Teaching Resources

Required textbooks (curricular books, if any)	Administrative Development / Jassi Mohammed Al-Dhahabi
Main references (sources)	Administrative development books in the college library
Recommended books and references (scientific journals, reports...)	The subject professor's lectures are in the form of bindings
Electronic References, Websites	Research on the Iraqi academic journals Website.

Course Description Form

1. Course Name:	
Strategic Management: (1)	
2. Course Code:	
3. Semester / Year:	
First / Fourth	
4. Description Preparation Date:	
٠١/٠٩/202٤	
5. Available Attendance Forms:	
Attendance	
6. Number of Credit Hours (Total) / Number of Units (Total)	
45 / 45	
7. Course administrator's name (mention all, if more than one name)	
Name: Ahmad Sameer Nayyef Email: ahmad@uodiyala.edu.iq	
8. Course Objectives	
Special objectives	<ol style="list-style-type: none"> 1. Providing students with the concept of strategic management, its stages and importance, internal and external environmental factors, and industry environment factors. 2. Providing the student with scientific knowledge of everything related to the stages of analyzing internal and external factors, SWOT matrix analysis, and business portfolio models. 3. Providing the student with knowledge of Porter's model and the value chain analysis model
Behavioral objectives	<p>At the end of the course, the student is able to:</p> <ol style="list-style-type: none"> 1. Objective reminder: Defines the concept of strategic management. 2. Understanding objective: Knows the stages of strategic management in his own style. 3. Application objective: State a model for analyzing internal and external environmental factors that was not mentioned in the lecture. 4. Analysis objective: Compare business portfolio models (Boston Consulting (BCG), McKinsey (GE), Hofer) 5. Synthesis objective: Linking the SWOT matrix model to the business portfolio models. 6. Evaluation objective: To diagnose or criticize weaknesses in business portfolio models for analyzing the internal and external environment.
9. Teaching and Learning Strategies: Using a variety of facilitation strategies and teaching methods, including:	

First: The facilitation strategies adopted	<ol style="list-style-type: none"> 1. Strategy brainstorming 2. Training strategy 3. Web Survey Strategy (WQS): Daily lecture vocabulary assignments and prompts to provide the answer in the next lecture. 4. Modeling strategy: By presenting a specific model (shape) to the students and discussing this model with them. 5. Knowledge journey strategy: Prepare a presentation for each topic and adopt a journey design that allows the student to move between the knowledge contained in this presentation. 6. Flipped classroom strategy: Introducing one of the students to take the role of professor of the subject and present the scientific material.
Second: teaching methods	<ol style="list-style-type: none"> 1. Educational technologies (blackboard, pens, and display screen) 2. Cognitive content: Preparing cognitive content using PowerPoint. 3. Joint projects (supervision of research) 4. Discussion method (asking a question and demanding an answer from everyone) 5. Electronic communication (using the electronic classroom, to raise the cognitive content, and to conduct quizzes). 6. Questions and exercises

10. Course Structure

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1	3	The ability to recognize the concept and importance of strategic management	The concept and importance of strategic management	Blackboard, pens and display	Homework
2	3	The student should differentiate between the three levels of strategic management	Levels and components of strategic management	(PowerPoint) using (Data Show)	Work (Quiz)
3	3	The ability to be familiar with the characteristics of the vision, mission, goals and objectives	Strategic orientation (vision, mission, strategic objectives, and values)	Cognitive content using the cognitive journeys strategy	A case study of a local or Arab organization
4	3	The student must be able to formulate strategic direction (vision, mission, and objectives)	Formulating the vision, mission and objectives	Blackboard and pens	Homework
5	3	The ability to distinguish between external environmental factors and the industry environment	Strategic analysis of external environment factors	Blackboard and pens	Electronic quiz work
6	3	Ability to use Porter's five forces of competition model	Strategic analysis of industry environment factors	Show illustrative examples	Mini report
7	3	The student must be able to answer the questions and understand the style of the questions	First month exam	Paper and pen	Answer the questions and achieve a passing score
8	3	The student must be able to know and understand environmental factors.	Strategic analysis of internal environmental factors	(PowerPoint) using (Data Show)	Asking oral questions
9	3	Ability to analyze major and	Value chain analysis	(PowerPoint)	Case Study

		secondary factors, using the (value chain analysis) model.		using (Data Show)	
10	3	The student must be able to distinguish and know (strengths, weaknesses), (elements of opportunities, and threats)	Determine the strategic position	Presenting cognitive content to students in the electronic class	Show illustrative examples
11	3	The ability to determine the organization's position and choose the appropriate strategy	Matrix analysis (SWOT)	Use the blackboard and pens	Homework
12	3	The ability to understand and realize the concept of strategic choice	Strategic choice	Use of cognitive content	Electronic quiz work
13	3	The ability to use portfolio analysis models to determine the location of organizations	Portfolio analysis models 1. Boston Consulting Group (BCG) Model 2. McKinsey Matrix Model (GE) 3. Hofer matrix model	Blackboard and pens	Case Study
14	3	Understanding ways to make a strategic choice successful	Factors determining and influencing the success of strategic choice	(PowerPoint) using (Data Show)	Homework
15	3	The student must be able to answer the questions, understand the style of the questions, and prepare for the final exam	Second month exam	Paper and pen	Answer the questions and achieve a passing score

11. Course Evaluation

1. Objective questions: include (multiple choice, true and false, filling in the blanks, ratios of terms, and enumeration)
2. Essay questions: They include explanation questions with a drawing
3. Analytical questions: This includes case studies and mathematical questions
4. Daily assignments: Asking the student to do homework
5. Self-evaluation: This includes daily participation in the lecture

6. Daily exam: It includes the electronic Quiz
7. Estimated exams: These include exams (monthly, semester, and final).

12. Learning and Teaching Resources

Required textbooks (curricular books, if any)	Strategic Management Book "Concepts, Processes, and Case Studies" Author: Dr. Zakaria Mutlaq Al-Douri Fourth edition: 2017
Main references (sources)	book STRATEGIC MANAGEMENT: Competitiveness Globalization Concepts and Cases Authors: Michael A. Hitt, R. Duane Ireland, and, Robert E. Hoskisson
Electronic References, Websites	Iraqi Academy website: https://www.iasj.net/

Course Description Form

1. Course Name:	
Comparative public administration	
2. Course Code:	
3. Semester / Year:	
First / Fourth	
4. Description Preparation Date:	
١/ ٩/ 202٤	
5. Available Attendance Forms:	
Attendance	
6. Number of Credit Hours (Total) / Number of Units (Total)	
45 / 45	
7. Course administrator's name (mention all, if more than one name)	
Name: Ahmed Mohammed Jassim Email: ahmedem@uodiyala.edu.iq	
8. Course Objectives	
Course Objectives	<ul style="list-style-type: none"> • Learn to formulate comparative studies between countries' systems. • Knowing the administrative problems facing countries and knowing the best appropriate solutions in different environments
9. Teaching and Learning Strategies	
Strategy	Enhance lectures with discussion and dialogue, enrichment questions, and direct questioning, as well as reports and homework assignments.

10.

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1	1 hours	Definitions and Concepts	The nature and definitions of comparative public administration	Self-assessment, peer assessment, oral exams, monthly and daily assignments and tests	Lecture, discussion and interrogation And enrichment
	2 hour	Fundamentals of operations			
2	1 hours	Understanding relationships	Objectives of comparative public administration and their importance		
	2 hour	Key concepts			
3	1 hours	Realistic applications	Factors in the development of comparative public administration		
	2 hour	Key concepts			
4	1 hours	Key concepts	Comparative public administration strategies and approaches		
	2 hour	Key concepts			
5	1 hours	Theoretical steps	Problems of comparative public administration and its prospects		
	2 hour	Realistic applications			
6	1 hours	Theoretical steps	Autonomy in Iraq/Legislative Council, Executive Council		
	2 hour	Key concepts			
7	1 hours	Monthly test	First exam		
	2 hour				
8	1 hours	Realistic applications	Political characteristics of systems and division of powers		
	2 hour	Key concepts			
9	2 hours	Realistic applications	Characteristics of comparative administration of local government and central government		
	1 hour	Key concepts			
10	1 hours	Realistic applications	Characteristics and advantages of administrative schools		
	2 hour	Monthly test			
11	1 hours	Foundations and concepts	Control characteristics of comparative public administration		
	2 hour	Definitions and Concepts			
12	1 hours	Theoretical steps	Development and Development Department		
	2 hour	Realistic applications			
13	1 hours	Practical exercises	The role of public relations in comparative public administration		
	2 hour	Key concepts			
14	1 hours	Key concepts	The role of comparative analysis in comparative public administration The modern face of comparative public administration		
	2 hour	Theoretical exercises			
15	1 hours	Monthly test	Second exam		
	2 hour				

11. Course Evaluation

Distribution of the grade out of 40 according to the tasks assigned to the student, such as daily preparation, daily, oral, monthly, and written exams, reports, and homework assignments....

12. Learning and Teaching Resources

Required textbooks (curricular books, if any)	Local administration a comparative study
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	Modern comparative management Professor Dr. Muhammad Qasim Al-Qaryouti.
Main references (sources)	Comparative public administration books in the college library
Recommended books and references (scientific journals, reports...)	The subject professor's lectures are in the form of bindings
Electronic References, Websites	Research on the Iraqi academic journals Website.

Course Description Form

1. Course Name:	
Methods and Ethics of Scientific Research	
2. Course Code:	
3. Semester / Year:	
First / Fourth	
4. Description Preparation Date:	
١/ ٩/ 202٤	
5. Available Attendance Forms:	
Attendance	
6. Number of Credit Hours (Total) / Number of Units (Total)	
30 / 30	
7. Course administrator's name (mention all, if more than one name)	
Name: Mahmoud Shukr Mohammed Email: Dr.mahmoudshukr@uodiyala.edu.iq	
8. Course Objectives	
Course Objectives	1 - Introducing the student to the most important foundations and principles of scientific research. 2- Introducing the student to scientific research methods. 3- Statement of the development of scientific research. 4- Explaining the importance of scientific research in scientific development. 5 - Providing the student with topics different from scientific research that form a knowledge base for him.
9. Teaching and Learning Strategies	
Strategy	Enhance lectures with discussion and dialogue, enrichment questions, and direct questioning, as well as reports and homework assignments.

10.

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1	1 hours	Definitions and concepts	The concept and importance of scientific research methodology	Self-assessment, peer assessment, oral exams, monthly and daily assignments and tests	Lecture, discussion and interrogation And enrichment
	1 hour	Fundamentals of operations	Motivations, foundations and components of writing scientific research		
2	1 hours	Understanding relationships	Motivations, foundations and components of writing scientific research		
	1 hour	Key concepts			
3	1 hours	Realistic applications	General outline of scientific research topics		
	1 hour	Key concepts	Introductions to the research and presentation of its contents		
4	1 hours	Key concepts	Title page, abstract, table of contents, list of tab and list of figures		
	1 hour	Key concepts	The general framework of the research		
5	1 hours	Theoretical steps	Research hypotheses and plan (model)		
	1 hour	Realistic applications	Choosing a research field and defining its probl objectives, and importance of the research		
6	1 hours	Monthly test	First month exam		
	1 hour	Key concepts	Search procedures		
7	1 hours	Key concepts	Research methodology, selection of its population, and description of its sample		
	1 hour	Understanding relationships	Research methodology, selection of its population, and description of its sample		
8	1 hours	Realistic applications	Methods of collecting data and information (research tool): questionnaire, observation, and interview		
	1 hour	Key concepts			
9	1 hours	Realistic applications	Research limits, fields, main terms, and statistical methods used		
	1 hour	Key concepts			
10	1 hours	Realistic applications	Theoretical framework for the research		
	1 hour	Foundations and concepts	Previous studies, their benefits and importance		
11	2 hours	Monthly test	Second month exam		
	1 hour	Definitions and concepts	Analytical (applied) framework for the research		
12	1 hours	Theoretical steps	The final framework of the research		
	1 hour	Realistic applications			
13	1 hours	Practical exercises	Technical aspects of the research book		
	1 hour	Key concepts			
14	1 hours	Key concepts	Quotation, margins, footnotes, and marginalia		
	1 hour	Theoretical exercises	And the use of signs and signals in research		
15	1 hours	Foundations and concepts			
	1 hour	Key concepts	Notes for writing sources and references in research		

11. Course Evaluation

Distribution of the grade out of 40 according to the tasks assigned to the student, such as daily preparation, daily, oral, monthly, and written exams, reports, and homework assignments....

12. Learning and Teaching Resources

Required textbooks (curricular books, if any)	<p>1- Muhammad Saeed Abu Talib, Research Methodology</p> <p>2 - Muwafaq Al-Hamdani and others; Scientific Research Methods: Basics Scientific Research</p> <p>- ʻOmar Nasrallah, Basics of Scientific Research Methods and Their Applications</p>
Main references (sources)	Scientific research methodology books in the college library
Recommended books and references (scientific journals, reports...)	The subject professor's lectures are in the form of bindings
Electronic References, Websites	Research on the Iraqi academic journals Website.

Course Description Form

1. Course Name:	
Operations Research	
2. Course Code:	
.	
3. Semester / Year:	
First / Fourth	
4. Description Preparation Date:	
1/ 9/ 2024	
5. Available Attendance Forms:	
Attendance	
6. Number of Credit Hours (Total) / Number of Units (Total)	
30 / 30	
7. Course administrator's name (mention all, if more than one name)	
Name: kareem kasem Email: kareem@uodiyala.edu.iq	
8. Course Objectives	
Course Objectives	<p>Course Objectives:</p> <ul style="list-style-type: none"> • Introducing the student to the most important foundations and principles of programming and making statistical and quantitative decisions • Clarifying the concept of programming mathematical problems • Highlighting the importance of mathematical concepts and solution methods • This course aims to develop the ability to write computer programs
9. Teaching and Learning Strategies	
Strategy	<p>Course outcomes and teaching, learning and evaluation methods</p> <p>1- Cognitive objectives: - Make the student able to...</p> <p>2- -To know the most important principles and basic concepts in sports programming and decision-making</p> <p>3- To determine the types of functions and relationships to functions</p>

- 4- To become familiar with programming tools
 - 5- To express his opinion on the concepts of mathematics and programming
 - 6- To apply mathematics concepts with realistic examples and case studies
- Course-specific skills objectives
- 1- -Interactive skills: Possessing the ability to communicate with the subject professor and colleagues
 - 2- -Diagnostic skills: the ability to build programs and their real-world applications
 - 3- Scientific reports.

10. Course Structure

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1	3	Students should be Able to understand some concepts Basic programming, mathematics, operations research, programming, and computers, giving examples	Introduction to OR	Board and interactive whiteboard	Discussion and written test And practical application -
2	3	Learn about the linear mathematical model, linear programming, and operations research	Introduction to linear programming	Board and interactive whiteboard	Discussion and written test And practical application

3	3	Methods for solving linear programs	Method of solving linear programming		Discussion and written test And practical application
4	3	Drawing method as a method for solving a linear program	Graphical method	Board and interactive whiteboard	Discussion and written test And practical application -
5	3	The optimal solution method using simplex	Simplex method	Board and interactive whiteboard	Discussion and written test And practical application
6	3	First test and evaluation	First exam	Board and interactive whiteboard	Monthly exams
7	3	Duality and the corresponding model	Dual model	Board and interactive whiteboard	Discussion and written test And practical application
8		The relationship between models	Primal and Dual model	Board and interactive whiteboard	Discussion and written test And practical application
9	3	The dual simplex and its	Dual simplex	Board and interactive whiteboard	Discussion and

		usefulness in the solution			written test And practical application
10	३	The concept of sensitivity analysis and the changes that occur	Sensitivity Analysis	Board and interactive whiteboard	Discussion and written test And practical application
11	३	Second test and evaluation	Second exam	Board and interactive whiteboard	practical application
12	3	The concept of transportation models and solution methods	Transportation models	Board and interactive whiteboard	Discussion and written test And practical application
13	3	The concept of the allocation problem and methods of solution	Assignment problems	Board and interactive whiteboard	Discussion and written test And practical application
14	3	Business Analysis The benefits of this method of analysis for projects	Network analysis	Board and interactive whiteboard	Discussion and written test And practical application
15	3	The concept of competition and the theory of profit	Game theory .	Board and interactive whiteboard	Discussion and written test

		and loss			And practical application
		The final test	Final exam		-

11. Course Evaluation

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

1- 60 marks for the final written exam.

1. 40 marks for coursework divided into:

- a) 5 marks for attendance.
- b) 5-10 marks for assignments.
- c) 15 marks for written exam.
- d) 5 marks for oral exam.

12. Learning and Teaching Resources

Required textbooks (curricular books, if any)	
Main references (sources)	Books , Principle of OR
Recommended books and references (scientific journals, reports...)	Gupta . Er . Prem kumar , 2019 “ Proplems in operations Research Principles and Solutions “ Tribunals and Fouums of New Delhi . India ,ISBN : 978-81-219-0968-6 .
Electronic References, Websites	Internet sources

**Department of
Public
Administration
The fourth stage
Semester two
2024 - 2025**

Course Description Form

1. Course Name:	
Administrative development2	
2. Course Code:	
3. Semester / Year:	
Second/Fourth	
4. Description Preparation Date:	
١/ ٩/ 202٤	
5. Available Attendance Forms:	
Attendance	
6. Number of Credit Hours (Total) / Number of Units (Total)	
45 / 45	
7. Course administrator's name (mention all, if more than one name)	
Name: Mahmood Hasan Jumaah Email: Mahmood@uodiyala.edu.iq	
8. Course Objectives	
Course Objectives	<ol style="list-style-type: none"> 1. Introducing the student to the concept of administrative development. 2. Introducing the student to the importance of administrative development. 3. Statement of the most important theories of administrative development. 4. Clarifying administrative development strategies.
9. Teaching and Learning Strategies	
Strategy	Enhance lectures with discussion and dialogue, enrichment questions, and direct questioning, as well as reports and homework assignments.

10.					
Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1	1 hours	Definitions and Concepts	Concepts of administrative corruption	Self-assessment, peer assessment, oral exams, monthly and daily assignments and tests	Lecture, discussion and interrogation And enrichment
	1 hour	Fundamentals of operations			
2	1 hours	Understanding relationships	Forms of administrative corruption		
	1 hour	Key concepts			
3	1 hours	Realistic applications	Causes of administrative corruption		
	1 hour	Key concepts			
4	1 hours	Key concepts	Administrative corruption outlets		
	1 hour	Key concepts			
5	1 hours	Theoretical steps	Effects of administrative corruption Means of confronting and treating corruption		
	1 hour	Realistic applications			
6	1 hours	Monthly test	First month exam		
	1 hour	Key concepts			
7	1 hours	Key concepts	Administrative change		
	1 hour	Understanding Relationships			
8	1 hours	Realistic applications	Resistance to administrative change		
	1 hour	Key concepts			
9	1 hours	Realistic applications	Methods of addressing and containing resistance to change		
	1 hour	Key concepts			
10	1 hours	Realistic applications	Conditions for addressing and containing resistance to change		
	1 hour	Foundations and concepts			
11	2 hours	Monthly test	Time management and administrative Development		
	1 hour	Definitions and Concepts			
12	1 hours	Theoretical steps	Creativity and creativity in administrative development		
	1 hour	Realistic applications			
13	1 hours	Practical exercises	Globalization, public administration and administrative development		
	1 hour	Key concepts			
14	1 hours	Key concepts	Public administration ethics and administrative development		
	1 hour	Theoretical exercises			
15	1 hours	Foundations and concepts	Case studies		
	1 hour	Key concepts			

11. Course Evaluation

Distribution of the grade out of 40 according to the tasks assigned to the student, such as daily preparation, daily, oral, monthly, and written exams, reports, and homework assignments....

12. Learning and Teaching Resources

Required textbooks (curricular books, if any)

Administrative Development / Jassim Mohammed Al-Dhahabi

Main references (sources)	Administrative development books in the college library
Recommended books and references (scientific journals, reports...)	The subject professor's lectures are in the form of bindings
Electronic References, Websites	Research on the Iraqi academic journals Website.

Course Description Form

1. Course Name:

Strategic Management 2

2. Course Code:

3. Semester / Year:

Second / Fourth

4. Description Preparation Date:

1/9/2024

5. Available Attendance Forms:

Attendance

6. Number of Credit Hours (Total) / Number of Units (Total)

45 / 45

7. Course administrator's name (mention all, if more than one name)

Name: Ahmad Sameer Nayyef

Email: ahmad@uodiyala.edu.iq

8. Course Objectives

Special objectives

1. Providing students with the concept of strategic alternatives and knowing their types according to organizational levels.
2. Providing the student with knowledge of the concept of strategic implementation, knowledge of the components of implementation, and the mechanism of using the McKinsey model for strategic implementation.
3. Providing the student with knowledge of the concept of strategic control and auditing, identifying the steps of strategic auditing, and understanding the most important problems of strategic control and auditing.

Behavioral objectives

At the end of the course, the student is able to:

1. Objective reminder: Know the concept of strategic alternatives, their implementation, control and auditing.
2. Understanding Objective: Knows the stages of strategic control and auditing in his own style.
3. Application objective: Mention the McKinsey model of strategic implementation and distinguish between its elements.
4. Analysis objective: To compare the strategic alternatives at the organization level, the strategic alternatives at the business unit level, and the functional strategic alternatives, as well as the comparison between strategic control and regular control.
5. Installation objective: Linking strategic control, strategic auditing, and strategic evaluation.
6. Evaluation goal: To evaluate the selected company models according to the presented case studies.

9. Teaching and Learning Strategies: Using a variety of facilitation strategies and teaching methods, including:

First: The facilitation strategies adopted	<ol style="list-style-type: none"> 7. Strategy brainstorming 8. Training strategy 9. Web Survey Strategy (WQS): Daily lecture vocabulary assignments and prompts to provide the answer in the next lecture. 10. Modeling strategy: By presenting a specific model (shape) to the students and discussing this model with them. 11. Knowledge journey strategy: Prepare a presentation for each topic and adopt a journey design that allows the student to move between the knowledge contained in this presentation. 12. Flipped classroom strategy: Introducing one of the students to take the role of professor of the subject and present the scientific material.
Second: teaching methods	<ol style="list-style-type: none"> 7. Educational technologies (blackboard, pens, and display screen) 8. Cognitive content: Preparing cognitive content using PowerPoint. 9. Joint projects (supervision of research) 10. Discussion method (asking a question and demanding an answer from everyone) 11. Electronic communication (using the electronic classroom, to raise the cognitive content, and to conduct quizzes). 12. Questions and exercises

10. Course Structure

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1	3	The student should be able to recognize the concept of strategic alternatives and the factors affecting them	The concept of strategic alternatives and the factors influencing their identification	Video knowledge content	Homework
2	3	The student should differentiate between strategic alternatives at the level of the organization as a whole	Strategic alternatives at the level of the organization as a whole	(PowerPoint) using (Data Show)	Work (Quiz)
3	3	The student must be familiar with strategic alternatives at the business unit level	Strategic alternatives at the business unit level	Knowledge journey strategy	Case study of an organization
4	3	The student should be able to distinguish between strategies according to the stages of the industry life cycle	General strategies and industry life cycle	Blackboard and pens, with a practical example	Electronic quiz work
5	3	The student should be able to distinguish between purchasing and materials management strategy, production management strategy, and financing strategy	Functional strategies (1)	(PowerPoint) using (Data Show)	Homework
6	3	The student should be able to distinguish between research and development strategy, human resources strategy, marketing strategy.	Functional strategies (2)	(PowerPoint) using (Data Show)	Homework
7	3	The student must be able to answer the questions and understand the	First month exam	Paper and pen	Answer the questions and

		style of the questions			achieve a passing score
8	3	The student should know and understand the concept of strategic implementation and its determinants	The concept of strategic implementation, its importance, and the determinants of its implementation	Presenting cognitive content in the electronic classroom, and using the blackboard and pens	Conduct the test by asking oral questions
9	3	The student should be able to know and understand the components of the McKinsey model	McKinsey model in strategy implementation	(PowerPoint) using (Data Show)	Case study of a company
10	3	The student should be able to understand strategic control and its implementation plan	The concept of strategic control, its importance, and the requirements for its implementation	Use the blackboard and pens	Homework
11	3	The student should be able to understand the concept and stages of strategic auditing	Strategic audit	(PowerPoint) using (Data Show)	Conduct a strategic audit of a proposed organization
12	3	The student should be able to understand strategic evaluation and the role of feedback	Strategic calendar	Use cognitive content and the whiteboard	Electronic quiz work
13	3	The ability to identify problems facing the strategic control and audit process	Problems of strategic control and auditing	(PowerPoint) using (Data Show)	Asking oral questions
14	3	The student should be able to conduct an analysis of the proposed case studies	Case study analysis	Use the blackboard and pens	Homework
15	3	The student must be able to answer the questions, understand the style of the questions, and prepare for the final exam	Second month exam	Paper and pen	Answer the questions and achieve a passing score

14. Course Evaluation

8. Objective questions: include (multiple choice, true and false, filling in the blanks, ratios of terms, and enumeration)
9. Essay questions: They include explanation questions with a drawing
10. Analytical questions: This includes case studies and mathematical questions
11. Daily assignments: Asking the student to do homework
12. Self-evaluation: This includes daily participation in the lecture
13. Daily exam: It includes the electronic Quiz

14. Estimated exams: These include exams (monthly, semester, and final).

15. Learning and Teaching Resources

Required textbooks (curricular books, if any)	Strategic Management Book "Concepts, Processes, and Case Studies" Author: Dr. Zakaria Mutlaq Al-Douri Fourth edition: 2017
Main references (sources)	book STRATEGIC MANAGEMENT: Competitiveness Globalization Concepts and Cases Authors: Michael A. Hitt, R. Duane Ireland, and, Robert E. Hoskisson
Electronic References, Websites	Iraqi Academy website: https://www.iasj.net/

Course Description Form

1. Course Name:	
International Organizations Management	
2. Course Code:	
3. Semester / Year:	
Second / Fourth	
4. Description Preparation Date:	
1 / 9 / 2024	
5. Available Attendance Forms:	
Attendance	
6. Number of Credit Hours (Total) / Number of Units (Total)	
45 / 45	
7. Course administrator's name (mention all, if more than one name)	
Name: Ahmed Mohammed Jassim Email: ahmedem@uodiyala.edu.iq	
8. Course Objectives	
Course Objectives	1- Study of international organization and the general theory of international organizations. 2- Introducing the legal personality of international organizations and membership in them. 3- Study the bodies of international organizations and international employees, their immunities, and methods of financing 4- Study of international organizations 5- Study of regional organizations
9. Teaching and Learning Strategies	
Strategy	Enhance lectures with discussion and dialogue, enrichment questions, and direct questioning, as well as reports and homework assignments.

10.					
Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1	2 hours	Definitions and concepts	Definition of international organizations	Self-assessment, peer assessment, oral exams, monthly and daily assignments and tests	Lecture, discussion and interrogation And enrichment
	1 hour	Fundamentals of operations	Basic elements in international organizations		
2	2 hours	Understanding relationships	Classification of international organizations		
	1 hour	Key concepts	Types of international organizations		
3	2 hours	Realistic applications	Global organizations		
	1 hour	Key concepts			
4	2 hours	Key concepts	Regional organizations		
	1 hour	Key concepts	Its legal personality and membership in it		
5	2 hours	Theoretical steps	International employee		
	1 hour	Realistic applications	Immunities and privileges		
6	2 hours	Monthly test	First month exam		
	1 hour	Key concepts	Financing international organizations		
7	2 hours	Key concepts	The World Bank		
	1 hour	Understanding relationships	International Monetary Fund		
8	2 hours	Realistic applications	WTO		
	1 hour	Key concepts	United nations		
9	2 hours	Realistic applications	United Nations organs and authorities		
	1 hour	Key concepts			
10	2 hours	Realistic applications	General Assembly		
	1 hour	Foundations and concepts			
11	2 hours	Monthly test	First month exam		
	1 hour	Definitions and concepts	Security Council		
12	2 hours	Theoretical steps	Economic and Social Council		
	1 hour	Realistic applications	Trusteeship Council		
13	2 hours	Practical exercises	International Court of Justice		
	1 hour	Key concepts	General Secretariat		
14	2 hours	Key concepts	The League of Nations		
	1 hour	Theoretical exercises	International and regional agreements		
15	2 hours	Foundations and concepts	Review of the most prominent international and regional agreements		
	1 hour	Key concepts			

11. Course Evaluation

Distribution of the grade out of 40 according to the tasks assigned to the student, such as daily preparation, daily, oral, monthly, and written exams, reports, and homework assignments....

12. Learning and Teaching Resources

Required textbooks (curricular books, if any)	Dr.. Hadi Naeem Al-Maliki/International
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	organizations
Main references (sources)	All private sources
Recommended books and references (scientific journals, reports...)	The subject professor's lectures are in the form of bindings
Electronic References, Websites	Research on the Iraqi academic journals Website.

Course Description Form

1. Course Name:	
Public policies	
2. Course Code:	
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3. Semester / Year:	
Second / Fourth	
4. Description Preparation Date:	
١/ ٩/ 2024	
5. Available Attendance Forms:	
Attendance	
6. Number of Credit Hours (Total) / Number of Units (Total)	
45 / 45	
7. Course administrator's name (mention all, if more than one name)	
Name: Hayder Sh. Noory Email: hayder@uodiyala.edu.iq	
8. Course Objectives	
Course Objectives	<p>A1- To know public policies, their objectives, importance and characteristics.</p> <p>A2- To identify models that influence the formulation of public policies.</p> <p>A3- To explain the process of drawing up public policies.</p> <p>A4- To identify and understand the official and unofficial bodies influencing public policies.</p> <p>A5- To analyze strategies for influencing public policy making.</p> <p>A6- To explain the mechanism for analyzing, implementing and evaluating public policies.</p>
9. Teaching and Learning Strategies	
Strategy	Enhance lectures with discussion and dialogue, enrichment questions, and direct questioning, as well as reports and homework assignments.

10.

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1	2 hours	Definitions and concepts	Introduction to public policies	Self-assessment, peer assessment, oral exams, monthly and daily assignments and tests	Lecture, discussion, dialogue and interrogation And enrichment
	1 hour	Fundamentals of operations	Theories in public policy		
2	2 hours	Understanding relationships	The importance of public policies and their objectives		
	1 hour	Key concepts	Characteristics of public policies		
3	2 hours	Realistic applications	Public policy elements		
	1 hour	Key concepts	Public policy models		
4	2 hours	Key concepts	Differences between models		
	1 hour	Key concepts	Public policy making process		
5	2 hours	Theoretical steps	Public policy problems		
	1 hour	Realistic applications	First month exam		
6	2 hours	Monthly test	Public policy levels		
	1 hour	Key concepts	The environment affecting public policy making		
7	2 hours	Key concepts	Official bodies influencing public policies		
	1 hour	Understanding relationships	Informal bodies influencing public policies		
8	2 hours	Realistic applications	Strategies to influence public policies		
	1 hour	Key concepts	Second month exam		
9	2 hours	Realistic applications	Differences between strategies		
	1 hour	Key concepts	Public policy analysis		
10	2 hours	Realistic applications	Importance, characteristics and steps		
	1 hour	Foundations and concepts	Implementing public policies		
11	2 hours	Monthly test	Principles of public policy implementation		
	1 hour	Definitions and concepts			
12	2 hours	Theoretical steps	Implementation steps and obstacles		
	1 hour	Realistic applications	Public policy evaluation		
13	2 hours	Practical exercises	Objectives, types and standards		
	1 hour	Key concepts			
14	2 hours	Key concepts	Evaluating the effects of public policies		
	1 hour	Theoretical exercises			
15	2 hours	Foundations and concepts	Soft powers		
	1 hour	Key concepts			

11. Course Evaluation

Distribution of the grade out of 40 according to the tasks assigned to the student, such as daily preparation, daily, oral, monthly, and written exams, reports, and homework assignments....

12. Learning and Teaching Resources

Required textbooks (curricular books, if any)	Public policy book a. Dr.. Hayder Shaker Noory a. Dr.. Fahmi Khalifa Al-Fahdawi a. Dr.. Amer Khudair Al Kubaisi a. Dr.. Wissal Najib Al-Azzawi a. Dr.. Abbas Hussein Jawad and Abdel Sayed Razouki
Main references (sources)	Public policy books in the college library
Recommended books and references (scientific journals, reports...)	The subject professor's lectures are in the form of bindings
Electronic References, Websites	Research on the Iraqi academic journals Website.

Course Description Form

1. Course Name:	
Quantitative System Applications and Analysis for Business (QSB)	
2. Course Code:	
3. Semester / Year:	
Second / Fourth	
4. Description Preparation Date:	
1 / 9 / 2024	
5. Available Attendance Forms:	
Attendance	
6. Number of Credit Hours (Total) / Number of Units (Total)	
45 / 45	
7. Course administrator's name (mention all, if more than one name)	
Name: kareem kasem Email: kareem@uodiyala.edu.iq	
8. Course Objectives	
Course Objectives	Developing learners to use ready-made applications in management - network analysis - quantitative analysis - mathematical models - linear programming - project management - mathematical methods - decision making - computer applications
9. Teaching and Learning Strategies	
Strategy	Enhance lectures with discussion and dialogue, enrichment questions, and direct questioning, as well as reports and homework assignments.

10.

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1	1 hours	Definitions and Concepts	Network analysis	Self-assessment, peer assessment, oral exams, monthly and daily assignments and tests	Lecture, discussion, dialogue and interrogation And enrichment
	2 hour	Fundamentals of operations			
2	1 hours	Understanding relationships	Critical path method		
	2 hour	Key concepts			
3	1 hours	Realistic applications	Burt's style		
	2 hour	Key concepts			
4	1 hours	Key concepts	Markov chains		
	2 hour	Key concepts			
5	1 hours	Theoretical steps	Addressing the issue of waiting lines		
	2 hour	Realistic applications			
6	1 hours	Theoretical steps	Nonlinear programming		
	2 hour	Key concepts			
7	1 hours	Monthly test	First exam		
	2 hour				
8	1 hours	Realistic applications	Addressing the issue of nonlinear programming		
	2 hour	Key concepts			
9	2 hours	Realistic applications	Storage system and theory		
	1 hour	Key concepts			
10	1 hours	Realistic applications	Addressing the storage issue		
	2 hour	Monthly test			
11	1 hours	Foundations and concepts	Forecasting and linear regression		
	2 hour	Definitions and Concepts			
12	1 hours	Theoretical steps	Addressing the issue of nonlinear programming		
	2 hour	Realistic applications			
13	1 hours	Practical exercises	Nonlinear programming		
	2 hour	Key concepts			
14	1 hours	Key concepts	Forecasting methods - linear regression		
	2 hour	Theoretical exercises			
15	1 hours	Monthly test	Second exam		
	2 hour				

11. Course Evaluation

Distribution of the grade out of 40 according to the tasks assigned to the student, such as daily preparation, daily, oral, monthly, and written exams, reports, and homework assignments...

12. Learning and Teaching Resources

Required textbooks (curricular books, if any)	Applications and Analysis of the Quantitative System for Business (WINQSB) Curriculum of the Ministry of Higher Education and Scientific Research by Dr. (Professor Dr. Khaled Dhari Al-Taie, Marwan Abdel Hamid Al-Obaidi, Omar Muhammad Nasser Al-Ashari 2009) Memory Library Baghdad - Adhamiya
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Main references (sources)	Al-Najjar, Dhafer Hussein Rashid and others, (2007) Quantitative Methods, Baghdad. Al-Kubaisi, Muwaffaq Muhammad (2000) Operations Research, Applications and Algorithms of the Hashemite Kingdom, Dar Hamed Shafa Badran.
Recommended books and references (scientific journals, reports...)	The subject professor's lectures are in the form of bindings
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