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 – 2025

Introduction:

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

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

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

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

Concepts and terminology:

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

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

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

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

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

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

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

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

Academic Program Description Form

University Name: **Diyala University**

Faculty/Institute: **College of Administration and Economy**

Scientific Department: **Department of Public Administration**

Academic or Professional Program Name: **Bachelor of Public Administration**

Final Certificate Name: **Bachelor of Science in Public Administration**

Academic System: **semester**

Description Preparation Date: 1/9/2023

File Completion Date: 15/9/2023

Name of the	Name of the
Department Head:	Scientific Assistant
Prof. Mahmoud Hassan Jumaa	Prof. Alia Hussein Khalaf
Date: 1/9/2024	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: 22/9/2024

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	٥	16	13%	
College Requirements	4	12	10%	
Department Requirements	38	99	٧5%	

Summer Training	1	2	2%	
Other				

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

7. Program Description

Year/Level	Course Code	Course Name	Credit Hours	
			theoretical	Practical
First/ 1	UDPA 101	Principles of Public Administration	4	1
	UDPA 102	Principles of Accounting	٣	1
	UDPA 103	Principles of Economics	٣	1
	UDPA 104	Principles of mathematics	3	1
	UD11	Arabic Language	2	
	UD12	English language	٢	
First/ 2	UDPA 105	Public Administration	٤	1
	UDPA 106	Accounting	3	1
	UDPA 107	Principles of Statistics	3	1
	UDPA 108	Administrative readings	3	1
	UD13	Computer	1	2
	UD14	Human rights and democracy	2	

8. Expected learning outcomes of the program

Knowledge	
Learning Outcomes 1	– 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	– 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	– The ability to collect and analyze information about human resources management concepts and how to use them in managing organizations. – Statement of Learning Outcomes 3 Familiarity with administrative concepts appropriate for use in different fields
Ethics	
Learning Outcomes 4	– 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	– 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 applicable)**		**Number of the teaching staff**	
	General	**Special**			**Staff**	**Lecturer**
Professor		2			٢	
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
First/ 1	UDPA 101	Principles of public administration	Basic	√	√	√	√	√	√	√	√	√	√	√	√
	UDPA 103	Principles of Accounting	Basic	√	√	√	√	√	√	√	√	√	√	√	√
First/ 2	UDPA 105	public administration	Basic	√	√	√	√	√	√	√	√	√	√	√	√
	UDPA 107	Accounting	Basic	√	√	√	√	√	√	√	√	√	√	√	√

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

Department of Public Administration

The first year

Semester one

2024 - 2025

MODULE DESCRIPTION FORM

Module Information

Module Title	Principles of Public Administration	**Module Delivery**
Module Type	Core	☒ Theory
Module Code	UDPA 101	☒ Lecture
ECTS Credits	٨	☐ Lab
SWL (hr/sem)	٢٠٠	☐ Tutorial
		☐ Practical
		☐ Seminar

Module Level	١	**Semester of Delivery**	١
Administering Department	Public Administration	**College**	College of Administration and Economics
Module Leader	Hamza Hamid Yassin	**e-mail**	hamza@uodiyala.edu.iq
Module Leader's Acad. Title	Assistant professor	**Module Leader's Qualification**	PhD
Module Tutor	Name (if available)	**e-mail**	E-mail
Peer Reviewer Name	Name	**e-mail**	E-mail
Scientific Committee Approval Date	1-9-2024	**Version Number**	1.0

Relation with other Modules

Prerequisite module	None	**Semester**	
Co-requisites module	None	**Semester**	

Module Aims, Learning Outcomes and Indicative Contents

Module Objectives	Developing human minds and teaching them the basics and skills of management in general. Teaching students about the main and subsidiary functions of management
Module Learning Outcomes	Understanding and comprehending administrative functions

Indicative Contents	
	The student must follow all the components of the subject matter

Learning and Teaching Strategies

Strategies	Using contemporary methods such as brainstorming, problem solving, discussion and dialogue.

Student Workload (SWL)

Structured SWL (h/sem)	78	Structured SWL (h/w)	5.2
Unstructured SWL (h/sem)	122	Unstructured SWL (h/w)	8.1
Total SWL (h/sem)		200	

Module Evaluation

As		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment	Quizzes	2	20% (20)	6 and 12	LO #1 to #4 and #6 to #8
	Assignments	3	20% (20)	4, 7 and 10	LO #2, #3, #4, #5 and #7,#8,#9
	Projects / Lab.				
	Report				
Summative assessment	Midterm Exam	3 hr	10% (10)	9	LO #1 - #7
	Final Exam	3 hr	50% (50)	16	All

Total assessment	100% (100 Marks)		

Delivery Plan (Weekly Syllabus)

Week	Material Covered
Week 1	Definition of management and public administration
Week 2	The emergence of public administration and its historical development
Week 3	The nature of public administration, public administration and business administration
Week 4	The relationship of public administration with other sciences
Week 5	Classical management school
Week 6	School of Human Relations
Week 7	Modern School of Management
Week 8	Management in Contemporary Societies
Week 9	Exam
Week 10	Concept and importance of planning
Week 11	Planning foundations
Week 12	Elements of planning
Week 13	Types of planning
Week 14	Planning stages
Week 15	Steps for developing a plan
Week 16	Preparatory week before the final Exam

Delivery Plan (Weekly Lab. Syllabus)

Week	Material Covered
Week 1	

Week 2	
Week 3	
Week 4	

Learning and Teaching Resources

	Text	Available in the Library?
Required Texts	Principles of Public Administration / Prof. Dr. Jassim Mohammed Al-Dhahabi Prof. Dr. Najm Abdullah Al-Azzawi First Edition / Baghdad 2005	
recommended Texts	Principles of Modern Management Science / Prof. Mahmoud Hassan Juma Prof. Dr. Haider Shaker Nouri Assistant Professor Dr. Hamza Hamid Yassin	
Websites	

Grading Scheme

Group	Grade		Marks %	Definition
Success Group **(50 - 100)**	**A -** Excellent		90 – 100	Outstanding Performance
	B - Very Good		80 – 89	Above average with some errors
	C – Good		70 – 79	Sound work with notable errors
	D - Satisfactory		60 – 69	Fair but with major shortcomings
	E - Sufficient		50 – 59	Work meets minimum criteria
Fail Group **(0 – 49)**	**FX –** Fail		(45-49)	More work required but credit awarded
	F – Fail		(0-44)	Considerable amount of work required

Note: Marks Decimal places above or below 0.5 will be rounded to the higher or lower full mark (for example a mark of 54.5 will be rounded to 55, whereas a mark of 54.4 will be rounded to 54. The University has a policy NOT to condone "near-pass fails" so the only adjustment to marks awarded by the original marker(s) will be the automatic rounding outlined above.

MODULE DESCRIPTION FORM

Module Information

Module Title	Principles of Economics	Module Delivery
Module Type	B	☒ Theory
Module Code	UDPA 102	☒ Lecture
ECTS Credits	٦	☐ Lab
SWL (hr/sem)	١٥٠	☐ Tutorial
		☐ Practical
		☐ Seminar

Module Level	١	Semester of Delivery	١
Administering Department	Public Administration	College	College of Administration and Economics
Module Leader	Sanaa Star Ahmed	e-mail	sanaa@uodiyala.edu.iq
Module Leader's Acad. Title	Assistant professor	Module Leader's Qualification	Master's
Module Tutor	Name (if available)	e-mail	E-mail
Peer Reviewer Name	Name	e-mail	E-mail
Scientific Committee Approval Date	1-9-2024	Version Number	1.0

Relation with other Modules

Prerequisite module	None	Semester	
Co-requisites module	None	Semester	

Module Aims, Learning Outcomes and Indicative Contents

Module Objectives	Introducing the student to the basics and principles of economics
	Providing the student with various topics about economics so that he has a grasp of economics and its importance
	Clarifying the importance of economics and its role in analyzing economic data
Module Learning	The student's familiarity with economics, its importance, and knowledge of

Outcomes	.important economic concepts
Indicative Contents	.The student must be aware of economic bulletins

Learning and Teaching Strategies

Strategies	Providing the student with various topics about economics

Student Workload (SWL)

Structured SWL (h/sem)	63	Structured SWL (h/w)	4.2
Unstructured SWL (h/sem)	87	Unstructured SWL (h/w)	5.8
Total SWL (h/sem)	150		

Module Evaluation

As		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment	Quizzes	2	20% (20)	6 and 12	LO #1 to #4 and #6 to #8
	Assignments	3	20% (20)	4, 7 and 10	LO #2, #3, #4, #5 and #7,#8,#9
	Projects / Lab.				
	Report				
Summative assessment	Midterm Exam	2 hr	10% (10)	9	LO #1 - #7
	Final Exam	3 hr	50% (50)	16	All
Total assessment			100% (100 Marks)		

Delivery Plan (Weekly Syllabus)

Week	Material Covered
Week 1	Nature of the Economy
Week 2	Supply and Demand
Week 3	Study of Different Economic Curves
Week 4	Economic Theories
Week 5	Price Determination and Markets
Week 6	Data Analysis
Week 7	Exam
Week 8	Revenue
Week 9	Costs
Week 10	Revenue Curve
Week 11	Cost curve
Week 12	Inflation
Week 13	Types of inflation
Week 14	Theories of inflation
Week 15	Methods used
Week 16	**Preparatory week before the final Exam**

Delivery Plan (Weekly Lab. Syllabus)

Week	Material Covered
Week 1	
Week 2	

Week 3	

Learning and Teaching Resources

	Text	Available in the Library?
Required Texts	The Nature of Economics / Karim Mahdi Al-Hasnawi	Yes
Recommended Texts	Principles of Economics / Abdul Ghafour Ibrahim Ahmed	Yes
Websites		

Grading Scheme

Group	Grade		Marks %	Definition
Success Group **(50 - 100)**	**A - Excellent**		90 – 100	Outstanding Performance
	B - Very Good		80 – 89	Above average with some errors
	C – Good		70 – 79	Sound work with notable errors
	D - Satisfactory		60 – 69	Fair but with major shortcomings
	E - Sufficient		50 – 59	Work meets minimum criteria
Fail Group **(0 – 49)**	**FX – Fail**		(45-49)	More work required but credit awarded
	F – Fail		(0-44)	Considerable amount of work required

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MODULE DESCRIPTION FORM

Module Information

Module Title	Accounting principles	Module Delivery	
Module Type	B	☒ Theory	
Module Code	UDPA 103	☒ Lecture	
ECTS Credits	6	☒ Lab	
SWL (hr/sem)	١50	☐ Tutorial	
		☐ Practical	
		☐ Seminar	

Module Level	1	Semester of Delivery	1
Administering Department	Public Administration	College	College of Administration and Economics
Module Leader	Faisal Sarhan Aboud	e-mail	faisal@uodiyala.edu.iq
Module Leader's Acad. Title	Assistant professor	Module Leader's Qualification	Master's
Module Tutor	Name(if available)	e-mail	
Peer Reviewer Name	Name	e-mail	E-mail
Scientific Committee Approval Date	1-9-2024	Version Number	1.0

Relation with other Modules

Prerequisite module	None	Semester	
Co-requisites module	None	Semester	

Module Aims, Learning Outcomes and Indicative Contents

Module Objectives	Teaching students about accounting principles
Module Learning Outcomes	After completing the course, the student will be able to make accounting entries.

Indicative Contents	The student must apply the examples

Learning and Teaching Strategies

Strategies	Using contemporary methods such as brainstorming, problem solving, discussion and dialogue

Student Workload (SWL)

Structured SWL (h/sem)	63	Structured SWL (h/w)	4.2
Unstructured SWL (h/sem)	87	Unstructured SWL (h/w)	5.8
Total SWL (h/sem)		150	

Module Evaluation

As		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment	Quizzes	2	20% (10)	5 and 10	LO #1, #2 and #10, #11
	Assignments	2	10% (5)	2 and 12	LO #3, #4 and #6, #7
	Report	1	10% (10)	13	LO #5, #8 and #10
Summative assessment	Midterm Exam	2hr	10% (10)	7	LO #1 - #7
	Final Exam	3hr	50% (50)	16	All
Total assessment		100% (100 Marks)			

Delivery Plan (Weekly Syllabus)

Week	Material Covered
Week 1	History and development of accounting
Week 2	Accounting system
Week 3	Double entry theory
Week 4	Capital transactions
Week 5	Financial transactions
Week 6	Cash Transactions
Week 7	Accounting Treatment of Inventory
Week 8	Discounting of Commercial Papers
Week 9	Exam
Week 10	Trial Balance
Week 11	Fixed Assets
Week 12	Inventory Adjustments
Week 13	Error Correction
Week 14	Accounting Records
Week 15	Final Accounts
Week 16	**Preparatory week before the final Exam**

Delivery Plan (Weekly Lab. Syllabus)

Week	Material Covered
Week 1	

Week 2	
Week 3	

Learning and Teaching Resources

	Text	Available in the Library?
Required Texts	Principles of Financial Accounting / Safaa Ahmed Mohamed	
Recommended Texts	Accounting books in the college library	
Websites		

Grading Scheme

Group	Grade		Marks %	Definition
Success Group **(50 - 100)**	**A –** Excellent		90 – 100	Outstanding Performance
	B - Very Good		80 – 89	Above average with some errors
	C – Good		70 – 79	Sound work with notable errors
	D – Satisfactory		60 – 69	Fair but with major shortcomings
	E – Sufficient		50 – 59	Work meets minimum criteria
Fail Group **(0 – 49)**	**FX –** Fail		(45-49)	More work required but credit awarded
	F – Fail		(0-44)	Considerable amount of work required

Note: Marks Decimal places above or below 0.5 will be rounded to the higher or lower full mark (for example a mark of 54.5 will be rounded to 55, whereas a mark of 54.4 will be rounded to 54. The University has a policy NOT to condone "near-pass fails" so the only adjustment to marks awarded by the original marker(s) will be the automatic rounding outlined above.

MODULE DESCRIPTION FORM

Module Information

Module Title	Principles of mathematics	**Module Delivery**	
Module Type	B	☒ Theory	
Module Code	UDPA 105	☒ Lecture	
ECTS Credits	6	☒ Lab	
SWL (hr/sem)	150	☐ Tutorial	
		☐ Practical	
		☐ Seminar	

Module Level	1	**Semester of Delivery**	1
Administering Department	Public Administration	**College**	College of Administration and Economics
Module Leader	Sami Abdullah Abdul	**e-mail**	sami@uodiyala.edu.iq
Module Leader's Acad. Title	Assistant professor	**Module Leader's Qualification**	PhD
Module Tutor	Name(if available)	**e-mail**	E-mail
Peer Reviewer Name		**e-mail**	E-mail
Scientific Committee Approval Date	1-9-2024	**Version Number**	1.0

Relation with other Modules

Prerequisite module	None	**Semester**	
Co-requisites module	None	**Semester**	

Module Aims, Learning Outcomes and Indicative Contents

Module Objectives	Introducing the student to the basic concepts of mathematics and its administrative applications
Module Learning Outcomes	Knowing the practical applications of management on groups Knowing the concept of function, domain and range, types of functions and goals

Indicative Contents	Knowing the concept of continuity and administrative applications
	Knowing the concept of derivation and its laws and uses of the derivative in management and its applications
	The concept of integration and its types and explaining the basic formulas for integration
	Knowing the concept of linear equations and methods of solving linear equations
	Knowing matrices and their types and algebraic operations on matrices

Learning and Teaching Strategies

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

Student Workload (SWL)

Structured SWL (h/sem)	63	Structured SWL (h/w)	4.2
Unstructured SWL (h/sem)	87	Unstructured SWL (h/w)	5.8
Total SWL (h/sem)		60	

Module Evaluation

As	Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome

Formative assessment	**Quizzes**	2	20% (10)	5 and 10	LO #1, #2 and #10, #11
	Assignments	2	10% (5)	2 and 12	LO #3, #4 and #6, #7
	Report	1	10% (10)	13	LO #5, #8 and #10
Summative assessment	**Midterm Exam**	2hr	10% (10)	7	LO #1 - #7
	Final Exam	3hr	50% (50)	16	All
Total assessment			100% (100 Marks)		

Delivery Plan (Weekly Syllabus)	
Week	**Material Covered**
Week 1	Basic concepts of sets and algebraic operations on them
Week 2	Practical applications of management on groups
Week 3	The concept of function, domain and range with examples
Week 4	Concept of types of functions, goals with examples
Week 5	The concept of continuity
Week 6	Administrative applications
Week 7	Exam
Week 8	The concept of derivation, its laws and uses
Week 9	Uses of derivatives in management and their applications
Week 10	The concept of integration, its types, and an explanation of the basic formulas for integration with examples
Week 11	Integration applications to find areas
Week 12	Concept of linear equations with examples
Week 13	Methods of solving linear equations
Week 14	Matrixes and their types with examples
Week 15	Algebraic operations on matrices

Week 16	Preparatory week before the final Exam

Delivery Plan (Weekly Lab. Syllabus)

Week	Material Covered
Week 1	
Week 2	
Week 3	

Learning and Teaching Resources

	Text	Available in the Library?
Required Texts	Principles of Mathematics for Management Students - Dr. Dhafer Hussein Rashid	Yes
Recommended Texts	Mathematics and its Applications in Management Sciences - Dr. Mahmoud Mahdi Al-Bayati - Dr. Dalal Al-Qadi	Yes
Websites		

Grading Scheme

Group	Grade		Marks %	Definition
Success Group **(50 - 100)**	**A -** Excellent		90 – 100	Outstanding Performance
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MODULE DESCRIPTION FORM

Module Information

Module Title	**English language**	**Module Delivery**	
Module Type	**Basic learning activities**	☒ **Theory**	
Module Code	**UD11**	☒ **Lecture**	
ECTS Credits	**2**	☐ **Lab**	
SWL (hr/sem)	**50**	☐ **L Tutorial** ☐ **Practical** ☐ **Seminar**	

Module Level		**Semester (s) offered**	1
Administering Department	Public Administration	**College**	College of Administration and Economics
Module Leader	Baraa Rahim Yassin	**e-mail**	baraamang@uodiyala.edu.iq
Module Leader's Acad. Title	Assistant Lecturer	**Module Leader's Qualification**	Master's
Module Tutor		**e-mail**	
Peer Reviewer Name		**e-mail**	
Scientific Committee Approval Date	1-9-2024	**Version Number**	1.0

Relation with Other Modules

Prerequisite module	None	**Semester**	
Co-requisites module	None	**Semester**	

Module Aims, Learning Outcomes, Indicative Contents and Brief Description

Module Aims	The module aims to develop the students' English skills in reading, writing, listening and speaking.
Module Learning Outcomes	1. Read and understand simple texts in English. 2. Answer simple comprehension questions and match sentences about texts. 3. Reconstruct texts by reordering sentences. 4. Understand the main idea of a text. 5. Identify specific information in a text. 6. Writing and paraphrasing paragraphs.
Indicative Contents	Indicative content includes the following. i) Grammar has a core place in language teaching and learning.

	ii) A wide variety of practice tasks in all the four skills are essential to language learning. iii) Everyday expressions, particularly of spoken English, also need a place in the syllabus. These can be functional, social, situational or idiomatic.
Course Description	Each unit is organized to enhance students' basic knowledge of vocabulary and grammar through reading texts. The students will learn how to form simple sentences and use them in real life situations as well as in writing different assignments. By the end of the course, students will be able to produce basic sentences and communicate in simple real-life situations.

Learning and Teaching Strategies

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

Student Workload (SWL)

Structured SWL (h/sem) In class lectures 26 In class tests 5 Seminars 2	33	**Structured SWL (h/w)**	**2.2**
Unstructured SWL (h/sem) Library, dorm, home memorizing 5 Preparation for tests 8 Homework 4	17	**Unstructured SWL (h/w)**	**1.1**
Total SWL (h/sem)		**50**	

Module Evaluation

As		Time /Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessmen	**Quizzes**	2	10% (5)	5, 10, 12, 15	All
	Assignments	5	20% (4)	2, 4, 6, 8, 10	LO # 1, 3, 4 and 6

t	Seminars	2	10% (5)	Continuous	LO # 1-5
Summative assessment	Midterm Exam	2	10% (10)	7	LO # 1-3
	Final Exam	3	50% (50)	16	All
Total assessment			100% (100 Marks)		

Delivery Plan (Weekly Syllabus)	
Week	Material Covered
Week 1	GRAMMAR, READING , MAIN COURSE SPEAKING, LISTENING ,VOCABULARY am/is/are my/your This is... Introduction dialogues, Everyday English dialogues Introductions, Good morning! Practicing introduction dialogues. People meet each other and introduce someone else. How are you? What's this in English? Numbers 1-10 and plurals.
Week 2	He/she/they His/her. Questions Where are they from?, Two people are on holiday in New York. Students ask and answer questions about where people are from. Countries, Numbers 10-20 A set of cities and countries: Brazil, Spain... Adjectives: awful, really good, fantastic, beautiful Nouns: centre, hospital, building, park
Week 3	Verb to be is recycled and extended to include negative and question forms. We're in Las Vegas! Roleplay: in a band. An interview with the band Metro 5. Jobs: a nurse, a doctor.. Personal information: surname, first name, address, married ... Social expressions: I'm sorry, thanks, please...
Week 4	Possessive adjectives. Possessive 's. Has/ have Adjective + noun Irregular Plurals Paddy McNab and his family, My best friend. The alphabet, On the phone, Saying email addresses. Who are they? Listen and identify the people. The family: mother, son.. Describing a friend: very beautiful, really funny...
Week 5	Present Simple: I/you/we/they a/an Adjective + noun Colin Brodie from Dundee. Role play: At a party. Where is Colin? Who is he with? At a party: Flavia and Terry are at a party in London. The lexical set of sports/food/drinks. Languages and nationalities.
Week 6	Present Simple: He/she Question and negatives Adverbs of frequency Prepositions of time Lois Maddox Talking about daily routines, Asking and answering questions about daily routines, Lifestyle questionnaire Listening a phone conversation between Lois and Elliot. Days of the week. The time. Words that go together: watch TV, get up early...
Week 7	Question words Subject pronouns Object pronouns Possessive pronouns This and that A postcard from San Francisco, A holiday postcard. Describing lifestyles, preferences and places, Roleplay: conversations in town. Listening the requests with Can I........? Adjectives: lovely, terrible, comfortable, friendly... Opposite adjectives: new/old, big/small Places: chemist, post office
Week 8	There is /are Prepositions: in, on, under, next to Vancouver-the best city in the world, What to do and where to go. Talking and asking about rooms and furniture, Giving directions. My home town, Steve talks about living in Vancouver. Rooms and furniture: living room, bedroom ... In and out of town: beach, mountain, sailing,...

Week 9	Was/were born Past simple: irregular verbs It's a Jackson Pollock. Telling a story from pictures, Saying the dates in English. Magalie Dromand, Magalie dromand talks about her family. Saying years People and jobs Irregular verbs Have, do, go: have lunch, do homework, go shopping
Week 10	Past simple: regular and irregular Questions Negatives Ago Dialogues with simple past. Did you have a good weekend? Asking about holidays, A questionnaire, My last holiday, Roleplay: asking and giving directions. Angie and Rick are at work, Jack and Millie's holiday. Weekend activities: go to the cinema, have a meal... Time expressions: on Monday, last night... Sports and leisure: tennis, skiing, windsurfing... Play or go: play tennis, go skiing... Seasons: winter, summer...
Week 11	Can / can't, Adverbs, Adjective + noun Requests and offers The Internet, What can you do on the internet? Talking about what you can do, Talking about everyday problems, Five people talk about what they do on the internet. Verbs: draw, run, drive... Verb+noun: Listen to the radio, chat to friends Adjective+noun: fast car, busy city, dangerous sport Opposite adjectives: dangerous/ safe, old/modern, old/young.
Week 12	I'd like, You are what you eat, Discussion-what is a good diet? Conversation with Adam, Shopping: bread, milk, fruit, Please and thank you Some /any, Like and would like People from different parts of the world describe what they eat. Roleplay: Ordering a meal. Birthday wishes, What people want on their birthday. stamps, cheese, ham... Food: cereal, salad, pasta, fish... In a restaurant: menu, starter, desert, soup, salmon
Week 13	Present continuous, Present simple and present continuous. This week is different, Colin, a millionaire, gives money to homeless teenagers What's the matter? Why don't you ....? What is Nigel wearing? Nigel is on holiday, What's the matter. Colours: blue, red, green... Clothes: jacket, trousers, shoes and socks... Opposite verbs: buy/sell, love/hate, open/close...
Week 14	Future plans, Revision: question words, tenses. Seven countries in seven days, Life's big events: three people talk about their family, education, work and ambitions. A mini autobiography. Eddie is talking to a friend about his holiday plans, social expressions Transport: travel by bus, coach, motorbike, plane... Revision
Week 15	Irregular verbs, phonetic symbols, consonants and vowels.
Week 16	Preparatory week before the final Exam

Delivery Plan (Weekly Lab. Syllabus)

Week	Material Covered
Week 1	
Week 2	
Week 3	

Learning and Teaching Resources

	Text	Available in the Library?
Required Texts	New Headway Beginner, by lizand john soars	Yes
Websites	https://www.learnenglish.de/ https://www.englishgrammar.org/ https://www.phrasebank.manchester.ac.uk/	

GRADING SCHEME				
Group	**Grade**		**Marks (%)**	**Definition**
Success Group (50 - 100)	**A –** Excellent		90 – 100	Outstanding Performance
	B - Very Good		80 – 89	Above average with some errors
	C – Good		70 – 79	Sound work with notable errors
	D – Satisfactory		60 – 69	Fair but with major shortcomings
	E – Sufficient		50 – 59	Work meets minimum criteria
Fail Group (0 – 49)	**FX –** Fail		(45-49)	More work required but credit awarded
	F – Fail		(0-44)	Considerable amount of work required
	Note:			

NB Decimal places above or below 0.5 will be rounded to the higher or lower full mark (for example a mark of 54.5 will be rounded to 55, whereas a mark of 54.4 will be rounded to 54. The University has a policy NOT to condone "near-pass fails" so the only adjustment to marks awarded by the original marker(s) will be the automatic rounding outlined above.

MODULE DESCRIPTION FORM

Module Information

Module Title	**Arabic Language**	Module Delivery
Module Type	B	☒ Theory
Module Code	**UD12**	☒ Lecture
ECTS Credits	**2**	☒ Lab
		☐ Tutorial
SWL (hr/sem)	**50**	☐ Practical
		☐ Seminar

Module Level	1	Semester of Delivery	1
Administering Department	Public Administration	**College**	College of Administration and Economics
Module Leader	Marwa Mahdi Saleh	**e-mail**	mryamhademana@uodiyala.edu.iq
Module Leader's Acad. Title	Assistant Lecturer	**Module Leader's Qualification**	Master's
Module Tutor		**e-mail**	E-mail
Peer Reviewer Name	Name	**e-mail**	E-mail
Scientific Committee Approval Date	01/06/2023	**Version Number**	1.0

Relation with other Modules

Prerequisite module	None	**Semester**	
Co-requisites module	None	**Semester**	

Module Aims, Learning Outcomes and Indicative Contents

Module Objectives	1-Introducing students to the most important basic keys to dealing with fluent Arabic language free of any errors or mistakes, and how to learn in terms of literature, grammar, rhetoric, and Arabic spelling, all for non-specialists.
	2-Raising the student's expressive abilities, increasing their linguistic wealth, and helping them use the appropriate expression in a clear semantic way.

Module Learning Outcomes	1-Knows the methods of the Arabic language.
	2- Uses punctuation tools when writing.
	3- Practices how to analyze literary texts.
Indicative Contents	Explaining the importance of the Arabic language and its benefits for university students

Learning and Teaching Strategies

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

Student Workload (SWL)

Structured SWL (h/sem)	33	Structured SWL (h/w)	2.2
Unstructured SWL (h/sem)	17	Unstructured SWL (h/w)	1.1
Total SWL (h/sem)		60	

Module Evaluation

		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment	Quizzes	2	20% (10)	5 and 10	LO #1, #2 and #10, #11
	Assignments	2	10% (5)	2 and 12	LO #3, #4 and #6, #7
	Report	1	10% (10)	13	LO #5, #8 and #10
Summative	Midterm Exam	2hr	10% (10)	7	LO #1 - #7

assessment	Final Exam	3hr	50% (50)	16	All
Total assessment			100% (100 Marks)		

	Delivery Plan (Weekly Syllabus)

	Material Covered
Week 1	xplaining the importance of the Arabic language and its benefits for university students. Language, nterpretation and analysis of the first ten verses of Surat Al-Kahf, explaining the merits of the Surah, he reason for its name, and the most important rhetorical and grammatical aspects
Week 2	Language, interpretation and analysis of three verses from Surat Al-Hujurat, with an explanation of the merits of the surah, the reason for its name, and the most important rhetorical and grammatical aspects
Week 3	Literature, analysis of thirteen lines from the poem "The Book of Job" in free verse by the Iraqi poet Badr Shakir al-Sayyab, with the poet's life and the most important rhetorical and grammatical aspects in the poem
Week 4	Literature, analysis of eight verses in enthusiasm by the poet Abu Tayeb Al-Mutanabbi, with the poet's life and the most important rhetorical and grammatical aspects in the poem
Week 5	Arabic grammar rules and their importance Knowing the parts of speech (noun, verb, and particle) and their most important signs
Week 6	rabic grammar rules: indefinite and definite nouns, types of efinite nouns (proper nouns), explanation of the topic (proper nouns and compound nouns) with examples
Week 7	Arabic grammar rules, (pronouns), explanation of the topic (nominative, accusative and genitive pronouns) with examples
Week 8	anguage, interpretation and analysis of Surat Al-A'la, with an xplanation of the merits of the Surah, the reason for its name, and the most important rhetorical and grammatical aspects
Week 9	iterature, analysis of eight verses from the poem (Be a Balm) by the poet (Elia Abu Madi) with the oet's life and the most important grammatical and rhetorical cases
Week 10	Arabic grammar, explanation of the topic (demonstrative pronouns) with examples and cases of inflection, explanation of the topic (definite noun with addition) with examples and cases of inflection
Week 11	rabic grammar, explanation of the topic (state), knowing the state nd its owner, and what are the types of state with examples and cases of parsing
Week 12	Spelling in Arabic, punctuation marks and their importance in Arabic
Week 13	rabic grammar, explanation of the topic (number), knowing the istinction of numbers and what are the types of numbers with examples and cases of parsing
Week 14	pelling in the Arabic language, the rules of the hamza (hamzat al-wasl, hamzat al-qata', writing the hamza in the middle of the word

	Material Covered
Week 15	pelling in the Arabic language: rules for writing the closed and open taa, the extended and shortened alif
Week 16	reparatory week before the final Exam

Delivery Plan (Weekly Lab. Syllabus)

	Material Covered
Week 1	
Week 2	
Week 3	

Learning and Teaching Resources

	Text	Available in the Library?
Required Texts	1. The Holy Quran. 2. The Book of Rhetoric and Application. 3. The Book of Clear Dictation. 4. The Arabic Language Curriculum for Non-Specialists. 5. Correct Spelling Rules by Abdul Salam Muhammad Haroun	
Recommended Texts	1. Ibn Aqil's Explanation of Ibn Malik's Alfiyyah/ Ibn Aqil Abdullah bin Abdul Rahman. 2. Al-Maysar Book in Arabic Language for Non-Specialists/ Dr. Ziad Tariq Sholi 3. General Arabic Language Curriculum for Non-Specialists/ Abdul Qader Hassan Amin 4. Meanings of Grammar by Dr. Fadhel Al-Samarrai °. I'rab Al-Quran, its Interpretation and Explanation by Mahmoud Al-Darwish	
Websites	1- http://www.al-mostafa.com/index.htm 2- http://www.almeshkat.net/books/index.php 3- http://www.imamu.edu.sa/arabiyah ٤- http://pdfbooks.net/vb/login.php	

Grading Scheme

Group	Grade		Marks %	Definition
Success Group **(50 - 100)**	**A –** Excellent		90 – 100	Outstanding Performance
	B - Very Good		80 – 89	Above average with some errors
	C – Good		70 – 79	Sound work with notable errors
	D – Satisfactory		60 – 69	Fair but with major shortcomings
	E – Sufficient		50 – 59	Work meets minimum criteria
Fail Group **(0 – 49)**	**FX –** Fail		(45-49)	More work required but credit awarded
	F – Fail		(0-44)	Considerable amount of work required

Note: Marks Decimal places above or below 0.5 will be rounded to the higher or lower full mark (for example a mark of 54.5 will be rounded to 55, whereas a mark of 54.4 will be rounded to 54. The University has a policy NOT to condone "near-pass fails" so the only adjustment to marks awarded by the original marker(s) will be the automatic rounding outlined above.

Department of Public Administration
The first year
Semester two
2024 - 2025

MODULE DESCRIPTION FORM

Module Information

Module Title	Public Administration	**Module Delivery**	
Module Type	Core	☒ **Theory**	
Module Code	**UDPA 105**	☒ **Lecture**	
ECTS Credits	٨	☐ **Lab**	
SWL (hr/sem)	٢٠٠	☐ **Tutorial**	
		☐ **Practical**	
		☐ **Seminar**	

Module Level	١	**Semester of Delivery**	٢
Administering Department	Public Administration	**College**	College of Administration and Economics
Module Leader	Hamza Hamid Yassin	**e-mail**	hamza@uodiyala.edu.iq
Module Leader's Acad. Title	Assistant professor	**Module Leader's Qualification**	PhD
Module Tutor	Name (if available)	**e-mail**	E-mail
Peer Reviewer Name	Name	**e-mail**	E-mail
Scientific Committee Approval Date	٢٠٢٤ / ٩ / ١	**ersion Number**	1.0

Relation with other Modules

Prerequisite module	None	**Semester**	
Co-requisites module	None	**Semester**	

Module Aims, Learning Outcomes and Indicative Contents

Module Objectives	1- Defining public administration and its important role in the life of contemporary society. Public administration is a means that helps societies achieve their goals and objectives. 2- Study the development of administrative thought and study the various functions of public administration, such as planning, organization, administrative leadership and decision-making, and control. 3-Identifying some modern trends in public administration and its future.

Module Learning Outcomes	1- Knowing the administrative functions and the functions of the establishment in business organizations.
	2- Knowing how to determine future goals and how to plan and organize to achieve those goals. And in different work environments.
	3- Knowing how to prepare organizational structures and determine the chain of command and scope of supervision and how to determine powers and responsibilities.
	٤- Learning how to work in groups and work teams. 5- Learning how to monitor the implementation of the plan and identify deviations and address them.
Indicative Contents	.The student must follow all the components of the subject matter

Learning and Teaching Strategies

Strategies	Using contemporary methods such as brainstorming, problem solving, discussion and dialogue.

Student Workload (SWL)

Structured SWL (h/sem)	78	Structured SWL (h/w)	5.2
Unstructured SWL (h/sem)	122	Unstructured SWL (h/w)	8.1
Total SWL (h/sem)	200		

Module Evaluation

		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment	Quizzes	2	20% (20)	6 and 12	LO #1 to #4 and #6 to #8
	Assignments	3	20% (20)	4, 7 and 10	LO #2, #3, #4, #5 and #7,#8,#9
	Projects / Lab.				
	Report				

Summative assessment	Midterm Exam	3 hr	10% (10)	9	LO #1 - #7
	Final Exam	3 hr	50% (50)	16	All
Total assessment			100% (100 Marks)		

Delivery Plan (Weekly Syllabus)	
	Material Covered
Week 1	The concept of organization and its importance
Week 2	Principles of organization and foundations for grouping activities
Week 3	Types of organization and factors affecting organization
Week 4	Organizational structure and steps for designing the structure
Week 5	Authority and responsibility, centralization and decentralization
Week 6	The concept of decision-making
Week 7	Stages of decision-making and types of administrative decisions
Week 8	Quantitative methods in decision-making
Week 9	Exam
Week 10	Administrative leadership
Week 11	Leadership theories and leadership behavior patterns
Week 12	Leadership skills and characteristics of a successful administrative leader
Week 13	Training, its types, methods
Week 14	Control, its concept, principles
Week 15	Areas of control and its tools
Week 16	**Preparatory week before the final Exam**

Delivery Plan (Weekly Lab. Syllabus)	
	Material Covered
Week 1	
Week 2	
Week 3	
Week 4	
Week 5	
Week 6	

Week 7	

Learning and Teaching Resources		
	Text	**Available in the Library?**
Required Texts	Prof. Dr. Jassim Mohammed Al-Dhahabi Prof. Dr. Najm Abdullah Al-Azzawi First edition / Baghdad 2005	Yes
Recommended Texts	Principles of Public Administration books in the college library The subject professor's lectures are in the form of bindings	Yes
Websites	Research on the Iraqi academic journals Website.	

Grading Scheme			
Group	**Grade**	**Marks %**	**Definition**
Success Group (50 - 100)	**A –** Excellent	90 – 100	Outstanding Performance
	B - Very Good	80 – 89	Above average with some errors
	C – Good	70 – 79	Sound work with notable errors
	D – Satisfactory	60 – 69	Fair but with major shortcomings
	E – Sufficient	50 – 59	Work meets minimum criteria
Fail Group (0 – 49)	**FX –** Fail	(45-49)	More work required but credit awarded
	F – Fail	(0-44)	Considerable amount of work required

Note: Marks Decimal places above or below 0.5 will be rounded to the higher or lower full mark (for example a mark of 54.5 will be rounded to 55, whereas a mark of 54.4 will be rounded to 54. The University has a policy NOT to condone "near-pass fails" so the only adjustment to marks awarded by the original marker(s) will be the automatic rounding outlined above.

MODULE DESCRIPTION FORM

Module Information

Module Title	Principles of Statistics	**Module Delivery**	
Module Type	Bisc	☒ **Theory**	
Module Code	UDPA106	☒ **Lecture**	
ECTS Credits	٦	☐ **Lab**	
SWL (hr/sem)	١٥٠	☐ **Tutorial** ☐ **Practical** ☐ **Seminar**	

Module Level	١	**Semester of Delivery**	٢
Administering Department	Public Administration	**College**	College of Administration and Economics
Module Leader	Amal Hadi Rashid	**e-mail**	amal@uodiyala.edu.iq
Module Leader's Acad. Title	Assistant Lecturer	**Module Leader's Qualification**	Master's
Module Tutor	Name (if available)	**e-mail**	E-mail
Peer Reviewer Name	Name	**e-mail**	E-mail
Scientific Committee Approval Date	٢٠٢٤ / ٩ / ١	**ersion Number**	1.0

Relation with other Modules

Prerequisite module	None	**Semester**	
Co-requisites module	None	**Semester**	

Module Aims, Learning Outcomes and Indicative Contents

Module Objectives	**1. Introducing students to statistics and its importance:** Understanding the role of statistics in analyzing data and making scientific and practical decisions. **2. Developing data collection and classification skills:** Enabling students to use different data collection methods and classifying them accurately. **3. Teaching students how to review and tabulate data:** Enhancing students' skills in reviewing, classifying, and presenting data in an organized manner. **4. Teaching students how to calculate measures of central tendency:**

44

	Enabling students to calculate the arithmetic mean, mode, and median. **5. Teaching students tabular and geometric data presentation methods:** Developing students' ability to present data in tabular and geometric forms for ease of analysis. **6. Teaching students how to calculate partial measures:** Enabling them to calculate quartiles and deciles and interpret them in statistical analysis. **7. Understanding the relationship between measures of central tendency:** Teaching students how to link different measures of central tendency. **8. Preparing students to pass theoretical and practical exams:** Enabling students to prepare for exams by reviewing and applying basic concepts.
Module Learning Outcomes	**1. Understanding Statistics:** The student will be able to define statistics and understand its importance in data analysis. **2. Using Data Collection Methods:** The student will learn how to use data collection methods and avoid common data collection errors. **3. Tabulating and Classifying Data:** The student will be able to review and classify data according to their types. **4. Understanding Random Variables:** The student will be able to identify random variables and represent them in tabular and geometric presentation. **5. Calculating Measures of Central Tendency:** The student will be able to calculate the mean, median, and mode. **6. Applying Segmental Measures:** The student will learn how to calculate quartiles and deciles and use them in analysis. **7. Geometric Data Presentation:** The student will be able to present data using graphs and geometric diagrams. **8. Understanding the Relationship between Measures of Central Tendency:** The student will be able to relate the median, mode, and mean in analysis.
Indicative Contents	Part One - Basic Concepts in Statistics Definition of Statistics and its Importance: Study the concept of statistics and its development over time, and understand its importance in analyzing data and making scientific decisions. Data Collection Methods: Learn about data collection methods, and how to avoid common errors that may occur during data collection. Data Classification and Tabulation: Learn how to review, classify, and tabulate data in an organized manner to facilitate its analysis. Random Variables: Understand random variables and represent them in statistical tables. Part Two - Measures of Central Tendency and Dispersion Measures of Central Tendency: Learn how to calculate the arithmetic mean, median, and mode and use them in data analysis.

	Measures of Dispersion: Study measures of dispersion such as variance and standard deviation to understand the extent of data variation and distribution.
	Relationship between Measures of Central Tendency: Analyze the relationship between the arithmetic mean, median, and mode in interpreting data.
	Part Three - Data Presentation and Analysis
	Tabular Data Presentation: Study methods of tabular data presentation and how to use tables to interpret results.
	Geometric Data Presentation: Learn how to use graphs and geometric charts to present data in a visual and easy-to-understand way.
	Weighted, Geometric and Harmonic Means: Learn how to calculate and interpret different means.
	Deviations and Distributions: Understand and apply the concept of skewness and kurtosis to analyze data distributions.
	Review and Problem Solving
	Review Sessions: A comprehensive review of basic concepts and measures of central tendency and dispersion, as well as solving practical problems .related to data presentation and analysis

Learning and Teaching Strategies	
Strategies	1. Interactive Learning: Using group discussions and active participation between students and teachers to motivate students to think critically and apply theoretical concepts in practical contexts. 2. Problem-Based Learning: Presenting realistic issues that require students to analyze and apply acquired knowledge to solve them, which enhances analytical and creative thinking skills. 3. Collaborative Learning: Encouraging teamwork by forming small groups in which students participate to solve problems or implement projects, which enhances cooperation and communication skills. 4. Presentations: Assigning students to prepare and present topics related to the subject matter, which helps them develop research, presentation and communication skills. 5. Hands-on Learning: Giving students the opportunity for practical application through small experiments or projects related to the theoretical concepts they study, which contributes to enhancing deep understanding. 6. Self-Directed Learning

Student Workload (SWL)

Structured SWL (h/sem)	63	Structured SWL (h/w)	4.2
Unstructured SWL (h/sem)	87	Unstructured SWL (h/w)	5.8
Total SWL (h/sem)	200		

Module Evaluation

		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment	Quizzes	2	20% (10)	6 and 12	LO #1 to #4 and #6 to #8
	Assignments	10	10% (10)	4, 7 and 10	LO #2, #3, #4, #5 and #7,#8,#9
	Projects / Lab.				
	Report	1	10%(10)		
Summative assessment	Midterm Exam	3 hr	10% (10)	9	LO #1 - #7
	Final Exam	3 hr	50% (50)	16	All
Total assessment			100% (100 Marks)		

Delivery Plan (Weekly Syllabus)

	Material Covered
Week 1	Basic concepts of statistics
Week 2	Display and organize statistical data
Week 3	Descriptive statistical measures
Week 4	Measures of central tendency
Week 5	Dispersion measures
Week 6	Correlations and simple linear regression
Week 7	Application models for the uses of descriptive statistics
Week 8	Principles of Probability and Probability Distributions

Week 9	Discrete and continuous distributions
Week 10	(Mid-term Exam)
Week 11	Probability density function, probability mass function, and clustering function
Week 12	Normal distribution
Week 13	Statistical hypothesis tests
Week 14	Average test
Week 15	Analysis of variance
Week 16	Preparatory week before the final Exam

Delivery Plan (Weekly Lab. Syllabus)

	Material Covered
Week 1	
Week 2	
Week 3	
Week 4	
Week 5	
Week 6	
Week 7	

Learning and Teaching Resources

	Text	**Available in the Library?**
Required Texts	Mahmoud Al-Mashhadani, Amir Hanna Hormuz, Principles of Statistics, 1989 Al-Rawi, Khashe Mahmoud, Introduction to Statistics,1989	Yes
Recommended Texts	• **Main references (sources)** • **Recommended supporting books and** • **references (scientific journals, reports....)** • **Electronic references, Internet sites**	No
Websites		

Grading Scheme

Group	Grade	Marks %	Definition
Success Group	**A –** Excellent	90 – 100	Outstanding Performance

(50 - 100)	B - Very Good	80 – 89	Above average with some errors
	C – Good	70 – 79	Sound work with notable errors
	D – Satisfactory	60 – 69	Fair but with major shortcomings
	E – Sufficient	50 – 59	Work meets minimum criteria
Fail Group (0 – 49)	**FX** – Fail	(45-49)	More work required but credit awarded
	F – Fail	(0-44)	Considerable amount of work required

Note: Marks Decimal places above or below 0.5 will be rounded to the higher or lower full mark (for example a mark of 54.5 will be rounded to 55, whereas a mark of 54.4 will be rounded to 54. The University has a policy NOT to condone "near-pass fails" so the only adjustment to marks awarded by the original marker(s) will be the automatic rounding outlined above.

MODULE DESCRIPTION FORM

Module Information

Module Title	Accounting	**Module Delivery**	
Module Type	**Basic**	☒ **Theory**	
Module Code	UDPA 103	☒ **Lecture**	
ECTS Credits	6	☒ **Lab**	
SWL (hr/sem)	١50	☐ **Tutorial**	
		☐ **Practical**	
		☐ **Seminar**	

Module Level	1	**Semester of Delivery**	2
Administering Department	Public Administration	**College**	College of Administration and Economics
Module Leader	Faisal Sarhan Aboud	**e-mail**	faisal@uodiyala.edu.iq
Module Leader's Acad. Title	Assistant professor	**Module Leader's Qualification**	Master's
Module Tutor	Name(if available)	**e-mail**	
Peer Reviewer Name	Name	**e-mail**	E-mail
Scientific Committee Approval Date	1/9/2024	**Version Number**	1.0

Relation with other Modules

Prerequisite module	None	**Semester**	
Co-requisites module	None	**Semester**	

Module Aims, Learning Outcomes and Indicative Contents

Module Objectives	1- Knowing what financial accounting is and the methods of dealing in the market, such as buying and selling, how to discount, and calculating the cost of goods sold. 2- Knowing how to deal with personal withdrawals and how to process them, in addition to how to make accounting entries practically. ٣-Knowing how to analyze accounting operations through recording, transferring, balancing, and making financial statements.
Module Learning	1- Enabling the student to employ the skills acquired in the accounting work

Outcomes	environment, such as preparing financial statements, analyzing operations, and documenting sales and purchases. 2- Enabling the student to acquire accounting skills in analyzing all accounting operations and how to benefit from accounting information. 3- Enabling the student to think about ways to calculate loans, expenses, revenues, and discounts.
Indicative Contents	.The student must apply the examples

Learning and Teaching Strategies

Strategies	Using contemporary methods such as brainstorming, problem solving, discussion and dialogue.

Student Workload (SWL)

Structured SWL (h/sem)	63	Structured SWL (h/w)	4.2
Unstructured SWL (h/sem)	87	Unstructured SWL (h/w)	5.8
Total SWL (h/sem)		150	

Module Evaluation

		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment	Quizzes	2	20% (10)	5 and 10	LO #1, #2 and #10, #11
	Assignments	2	10% (5)	2 and 12	LO #3, #4 and #6, #7
	Report	1	10% (10)	13	LO #5, #8 and #10
Summative assessment	Midterm Exam	2hr	10% (10)	7	LO #1 - #7
	Final Exam	3hr	50% (50)	16	All
Total assessment			100% (100 Marks)		

Delivery Plan (Weekly Syllabus)

	Material Covered

Week 1	Introduction to Financial Accounting
Week 2	Elements of the Accounting System
Week 3	Fundamentals of Financial Transaction Analysis
Week 4	Determinants of the Trial Balance
Week 5	Capital Formation Operations
Week 6	Loan Registration Cases and Interest
Week 7	Goods Operations (Purchase and Sale)
Week 8	Transportation Expenses and Terms of Delivery of Goods
Week 9	Accounting Treatments for Checks
Week 10	Trial Balance
Week 11	Sale and Exchange of Assets
Week 12	Final Accounts and Financial Statements
Week 13	Trading Account, Profit and Loss and Balance Sheet
Week 14	Methods of Correcting Errors
Week 15	Advances, Accruals and Adjusted Trial Balance

Delivery Plan (Weekly Lab. Syllabus)

	Material Covered
Week 1	
Week 2	
Week 3	
Week 4	
Week 5	
Week 6	
Week 7	

Learning and Teaching Resources

	Text	**Available in the Library?**
Required Texts	Principles of Financial Accounting / Safaa Ahmed Mohamed	Yes
Recommended Texts	Accounting books in the college library	Yes
Websites		

Grading Scheme			
Group	**Grade**	**Marks %**	**Definition**
Success Group (50 - 100)	**A –** Excellent	90 – 100	Outstanding Performance
	B - Very Good	80 – 89	Above average with some errors
	C – Good	70 – 79	Sound work with notable errors
	D – Satisfactory	60 – 69	Fair but with major shortcomings
	E – Sufficient	50 – 59	Work meets minimum criteria
Fail Group (0 – 49)	**FX –** Fail	(45-49)	More work required but credit awarded
	F – Fail	(0-44)	Considerable amount of work required

Note: Marks Decimal places above or below 0.5 will be rounded to the higher or lower full mark (for example a mark of 54.5 will be rounded to 55, whereas a mark of 54.4 will be rounded to 54. The University has a policy NOT to condone "near-pass fails" so the only adjustment to marks awarded by the original marker(s) will be the automatic rounding outlined above.

MODULE DESCRIPTION FORM

Module Information

Module Title	ADMINISTRATIVE READINGS	Module Delivery
Module Type	Basic	☒ **Theory**
Module Code	**UDPA 108**	☒ **Lecture**
ECTS Credits	5	☐ **Lab**
		☐ **L Tutorial**
SWL (hr/sem)	125	☐ **Practical**
		☐ **Seminar**

Module Level	1	**Semester (s) offered**	2
Administering Department	Public Administration	**College**	College of Administration and Economics
Module Leader	Qusay Abdulkhaliq Fadel	**e-mail**	quseeymanag@uodiyala.edu.iq
Module Leader's Acad. Title	Assistant professor	**Module Leader's Qualification**	PhD
Module Tutor		**e-mail**	
Peer Reviewer Name		**e-mail**	
Scientific Committee Approval Date	1/9/2024	**Version Number**	1.0

Relation with Other Modules

Prerequisite module	None	**Semester**	
Co-requisites module	None	**Semester**	

Module Aims, Learning Outcomes, Indicative Contents and Brief Description

Module Aims	To enable the student to know administrative terms in order to facilitate the process of accessing sources in the English language.
Module Learning Outcomes	Knowledge of administrative terms in English Ability to define administrative functions in English Ability to translate the most important administrative terms
Indicative Contents	The necessity of guiding the student on how to understand administrative terms for correct use in correspondence.
Course Description	Each unit is organized to enhance students' basic knowledge of vocabulary and grammar through reading texts. The students will learn how to form simple

	sentences and use them in real life situations as well as in writing different assignments. By the end of the course, students will be able to produce basic sentences and communicate in simple real-life situations.

Learning and Teaching Strategies

Strategies	1. Interactive learning: Using group discussions and active participation between students and teachers to motivate students to think critically and apply theoretical concepts in practical contexts.
	2. Problem-based learning: Presenting realistic issues that require students to analyze and apply acquired knowledge to solve them, which enhances analytical skills and creative thinking.
	3. Cooperative learning: Encouraging teamwork by forming small groups in which students participate to solve problems or implement projects, which enhances cooperation and communication skills.
	Presentations: Assigning students to prepare and present topics related to the subject matter, which helps them develop research, presentation and . communication skills.٤
	5. Practical learning: Giving students the opportunity for practical application through small experiments or projects related to the theoretical concepts they are studying, which contributes to enhancing deep understanding.
	6. Self-directed learning

Student Workload (SWL)

Structured SWL (h/sem) In class lectures In class tests Seminars	77	Structured SWL (h/w)	5.1
Unstructured SWL (h/sem) Library, dorm, home memorizing Preparation for tests Homework	48	Unstructured SWL (h/w)	3.2
Total SWL (h/sem)	125		

Module Evaluation

		Time /Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment	Quizzes	2	10% (5)	5, 10, 12, 15	All
	Assignments	5	20% (4)	2, 4, 6, 8, 10	LO # 1, 3, 4 and 6
	Seminars	2	10% (5)	Continuous	LO # 1-5
Summativ	Midterm Exam	2	10% (10)	7	LO # 1-3

e assessment	Final Exam	3	50% (50)	16	All
Total assessment			100% (100 Marks)		

Delivery Plan (Weekly Syllabus)

	Material Covered
Week 1	Background of modern management: A-Nature and importance of management
Week 2	Planning organizing and staffing
Week 3	Directing controlling
Week 4	Development of managerial thought
Week 5	Schools of managerial thought
Week 6	The human relations & The Administrative theory
Week 7	The behavioral school management as a system
Week 8	The open system the business environment
Week 9	Planning A-Nature and purpose of planning
Week 10	Flexibility in planning steps in planning
Week 11	Management of objectives
Week 12	Organizing and staffing
Week 13	Commercial latters
Week 14	Inquiry latters
Week 15	Order latters

Delivery Plan (Weekly Lab. Syllabus)

	Material Covered
Week 1	

Week 2	
Week 3	
Week 4	
Week 5	
Week 6	

Learning and Teaching Resources		
	Text	**Available in the Library?**
Required Texts	New Headway Beginner, by lizand john soars	Yes
Websites	https://www.learnenglish.de/ https://www.englishgrammar.org/ https://www.phrasebank.manchester.ac.uk/	

GRADING SCHEME				
Group	**Grade**		**Marks (%)**	**Definition**
Success Group (50 - 100)	**A –** Excellent		90 – 100	Outstanding Performance
	B - Very Good		80 – 89	Above average with some errors
	C – Good		70 – 79	Sound work with notable errors
	D - Satisfactory		60 – 69	Fair but with major shortcomings
	E – Sufficient		50 – 59	Work meets minimum criteria
Fail Group (0 – 49)	**FX –** Fail		(45-49)	More work required but credit awarded
	F – Fail		(0-44)	Considerable amount of work required

Note:

NB Decimal places above or below 0.5 will be rounded to the higher or lower full mark (for example a mark of 54.5 will be rounded to 55, whereas a mark of 54.4 will be rounded to 54. The University has a policy NOT to condone "near-pass fails" so the only adjustment to marks awarded by the original marker(s) will be the automatic rounding outlined above.

MODULE DESCRIPTION FORM

Module Information			
Module Title	**Computer I**	**Module Delivery**	
Module Type	**Basic learning activities**	☒ **Theory**	
Module Code	**UD13**	☐ **Lecture** ☐ **Lab**	
ECTS Credits	**3**	☐ **L Tutorial**	
SWL (hr/sem)	**75**	☒ **Practical** ☐ **Seminar**	
Module Level	1	**Semester (s) offered**	2
Administering Department	Public Administration	**College**	All College of The University
Module Leader	Younis Kazim Hamid	**e-mail**	Younis@uodiyala.edu.iq
Module Leader's Acad. Title	Lecturer	**Module Leader's Qualification**	Master's
Module Tutor		**e-mail**	
Peer Reviewer Name		**e-mail**	
Scientific Committee Approval Date	1/9/2024	**Version Number**	1.0

Relation with Other Modules			
Prerequisite module	None	**Semester**	
Co-requisites module	None	**Semester**	

Module Aims, Learning Outcomes, Indicative Contents and Brief Description	
Module Aims	1. Training students on the basics of using the computer and providing them with the necessary skills to deal with the computer with high efficiency. 2. Assisting the student in distinguishing and developing his scientific and artistic abilities. 3. Enriching the student's skills to be able to deal with the computer with high efficiency. 4. Providing students with a way to use other modern technologies

	related to the educational process.
Module Learning Outcomes	7. Students will be able to describe the basic concepts functions and primary components of a computer. 8. Students will demonstrate the ability to set up a personal computer. 9. Students will be able to describe the function of an operating system and differentiate between various types. 10. Students will understand and utilize basic GUI elements such as windows, icons, and menus. 11. Students will apply Microsoft Office (Word, Excel, PowerPoint) features. 12. Students will understand how the internet works and effectively use web browsers to search for information. 13. Students will compose and manage emails professionally, including understanding attachments, signatures, and managing contacts. 14. Students will identify and resolve common computer issues related to hardware, and software.
Indicative Contents	Indicative content includes the following. 1. Course Introduction to Computer, Computer Components, and Personal Computer. 2. Working with Operating Systems and Graphical User Interface (GUI). 3. Microsoft Office Word, Excel, and PowerPoint. 4. Working with the Internet and Web browser 5. Working with E-mail and Computer troubleshooting
Course Description	Introduction to Computer: Concepts of Hardware and Software with their components; Concept of Computing, Data and Information; Applications of Information Electronics and Communication Technology (IECT); Connecting input/output devices, and peripherals to CPU. Computer Components: Computer Portions, Hardware Parts, I/O Units, Memory Types, Basic CPU Components, Computer Ports, Personal Computer, Personal Computer (Features and Types). Operating System and Graphical User Interface (GUI): Operating System; Basics of Common Operating Systems; The User Interface, Using Mouse Techniques; Use of Common Icons, Status Bar, Using Menu and Menu-selection, Concept of Folders and Directories, Opening and closing of different Windows; Creating Shortcuts. Word Processing: Word Processing Basics; Opening and Closing of documents; Text creation and Manipulation; Formatting of text; Table handling; Spell check, language setting, and thesaurus; Printing of word document. Spreadsheet: Basics of Spreadsheet; Manipulation of cells; Formulas and Functions; Editing of Spreadsheet, printing of Spreadsheet. Presentation Software: Basics of presentation software; Creating Presentation; Preparation and Presentation of Slides; Slide Show; Taking printouts of presentation/handouts. Introduction to Internet and Web Browsers: Computer networks Basic; LAN, WAN; Concept of Internet and its Applications; Connecting to Internet; World Wide Web; Web Browsing software's, Search Engines; Understanding URL; Domain name; IP Address.

		Communications and Emails: Basics of electronic mail; Getting an email account; Sending and receiving emails; Accessing sent emails; Using emails for document collaboration. Computer Troubleshooting: Identifying and solving common hardware and software problems; Basic troubleshooting techniques and tools for diagnosing and resolving issues.

Learning and Teaching Strategies

Strategies	• In this course, students are guided by: • Using different examples. • Using different styles of discussion that aim to connect the theoretical and practical sides. • Asking questions and giving exercises that require analysis and conclusions related to lectures. • Encourage students to participate in discussions and do practical work. • Encourage students to work in groups.

Student Workload (SWL)

Structured SWL (h/sem)	63	Structured SWL (h/w)	4.2
Unstructured SWL (h/sem)	12	Unstructured SWL (h/w)	0.8
Total SWL (h/sem)		75	

Module Evaluation

		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment	Quizzes	2	10% (5)	6 and 12	All
	Assignments	2	10% (5)	2 and 13	LO #1 to #8
	Projects / Lab.	1	10% (10)	Continuous	All
	Group Work	2	10% (5)	13	LO #2, #4 and #6
Summative assessment	Midterm Exam	1hr	10% (10)	9	LO #1 - #5
	Final Exam	3hr	50% (50)	16	All
Total assessment			100% (100 Marks)		

Delivery Plan (Weekly Syllabus)	
	Material Covered
Week 1	Introduction to Computer
Week 2	Computer Components
Week 3	Personal Computer
Week 4	Operating Systems
Week 5	Graphical User Interface (GUI)
Week 6	Microsoft Office- Word Introduction
Week 7	Microsoft Office- Word Practice
Week 8	Microsoft Office- Excel Introduction
Week 9	Microsoft Office- Excel Practice
Week 10	Microsoft Office- Power-Point Introduction
Week 11	Microsoft Office- Power-Point Practice
Week 12	Introduction to Internet
Week 13	Web Browser
Week 14	Communications and E-mail
Week 15	Computer Troubleshooting

Delivery Plan (Weekly Lab. Syllabus)	
	Material Covered
Week 1	Introduction to the lab and get started with use of computer
Week 2	Computer Components: Computer Portions, Hardware Parts, I/O Units, Memory Types, Basic CPU Components, Computer Ports,
Week 3	Personal Computer (Features and Types).
Week 4	Basic use of Windows operating system
Week 5	Graphical User Interface (GUI): The User Interface, Using Mouse Techniques; Use of Common Icons, Status Bar, Using Menu and Menu-selection.
Week 6	Microsoft Office Word: Getting Started with Word
Week 7	Microsoft Office Word: Editing a Document and Formatting Text and Paragraphs, Adding Tables and Inserting Graphic Objects, Controlling Page Appearance and Proofing a Document.
Week 8	Microsoft Office Excel: Getting Started with Excel
Week 9	Microsoft Office Excel: Sorting, Selecting and Subtotaling data, Microsoft Office Excel: Formulas and Functions, Worksheet Formatting and Presentation
Week 10	Microsoft Office PowerPoint: Getting Started with PowerPoint

Week 11	Microsoft Office PowerPoint: Developing a PowerPoint Presentation, Adding Graphical Elements to Your Presentation and Modifying Objects in Your Presentation, Adding Graphical Elements, tables and charts to Your Presentation and Modifying Objects in Your Presentation, Prepare to deliver your presentation
Week 12	Introduction to Internet: Computer networks Basic; LAN, WAN; Concept of the Internet and its Applications; Connecting to the Internet;
Week 13	Learn Web Browsers: World Wide Web; Web Browsing software, Search Engines; Understanding URL; Domain name; IP Address.
Week 14	Communications and Emails: Basics of electronic mail; Getting an email account; Sending and receiving emails; Accessing sent emails; Using emails for document collaboration.
Week 15	Computer Troubleshooting: Identifying and solving common hardware and software problems; Basic troubleshooting techniques and tools for diagnosing and resolving issues.

Learning and Teaching Resources		
	Text	**Available in the Library?**
Required Texts	• Joan Lambert and Steve Lambert, Windows 10 step by step, 1st Edition 2015. • Joan Lambert and Curtis Frye, Microsoft Office 2016 step by step, 1st Edition 2015.	Yes
Recommended Texts	• Michael Miller, ABSOLUTE BEGINNER'S GUIDE TO COMPUTER BASICS, 5th EDITION, QUE Indianapolis, Indiana 46240, 2010. • Paul McFedries, TEACH YOURSELF VISUALLY MICROSOFT WINDOWS 10, ANNIVERSARY	
Websites	Microsoft Help, https://support.microsoft.com/en-us/products Learn Microsoft Office, https://www.goskills.com/Microsoft-Office	

GRADING SCHEME			
Group	**Grade**	**Marks (%)**	**Definition**
Success Group (50 - 100)	**A –** Excellent	90 – 100	Outstanding Performance
	B - Very Good	80 – 89	Above average with some errors
	C – Good	70 – 79	Sound work with notable errors
	D – Satisfactory	60 – 69	Fair but with major shortcomings
	E – Sufficient	50 – 59	Work meets minimum criteria
Fail Group (0 – 49)	**FX –** Fail	(45-49)	More work required but credit awarded
	F – Fail	(0-44)	Considerable amount of work required
Note:			

NB Decimal places above or below 0.5 will be rounded to the higher or lower full mark (for example a mark of 54.5 will be rounded to 55, whereas a mark of 54.4 will be rounded to 54. The University has a policy NOT to condone "near-pass fails" so the only adjustment to marks awarded by the original marker(s) will be the automatic rounding outlined above.

MODULE DESCRIPTION FORM

Module Information

Module Title	**Human Rights and Democracy**	Module Delivery	
Module Type	**Basic learning activities**	☒ **Theory**	
Module Code	**UD14**	☒ **Lecture**	
ECTS Credits	**2**	☐ **Lab**	
SWL (hr/sem)	**50**	☐ **L Tutorial**	
		☐ **Practical**	
		☐ **Seminar**	
Module Level		**Semester of Delivery**	
Administering Department	Public Administration	**College**	College of Administration and Economics
Module Leader	Omar Habbar Ahmed	**e-mail**	omarjabar@uodiyala.edu.iq
Module Leader's Acad. Title	Lecturer	**Module Leader's Qualification**	PhD
Module Tutor		**e-mail**	
Peer Reviewer Name		**e-mail**	
Scientific Committee Approval Date	1/9/2024	**Version Number**	1.0

Relation with other Modules

Prerequisite module	None	**Semester**	
Co-requisites module	None	**Semester**	

Module Aims, Learning Outcomes and Indicative Contents

Module Objectives	1. During the academic year, the student learns the basics of human rights and democracy, what his rights are, how to defend them through legal means, and what are their internal and international guarantees. 2. Acquire knowledge in the field of democracy, its types of systems, and its

	impact on human rights. 3. Develop the student's personality and enhance their awareness of democratic political systems, their details, and how to apply them on the ground, and the importance of being effective in society by respecting the rights of others and knowing that rights and freedoms end where their rights and freedoms begin, and performing his duties instead of just acquiring rights. .Promoting a culture of peace based on justice and equality
Module Learning Outcomes	1. Enabling the student to know the basics of defending his rights and the rights of others after knowing them and knowing their importance to him and to society in general, and also knowing each person's limits of his rights and freedom. 2. Enabling the student to participate politically by knowing the importance of his participation in the elections and the impact of this participation on the course of the elections and the formation of authority later. 3. The student knows the guarantees of his rights and freedoms and what their sources are. 4. Knowing the difference between rights and freedoms. 5. Enabling the student to know what is the scientific concept of democracy and what are its roots, types and forms. 6. The student learns how the democratic system affects human rights and what is the relationship between them. 7. The student realizes the necessity of being an active citizen in society, also knowing the conditions of the voter and the conditions of the candidate for the elections. 8. Knowing the electoral systems and which is better. 9.The student understands international human rights law and also has a brief knowledge of international organizations and their work mechanism such as the United Nations, the Red Cross and others.
Indicative Contents	Part One - Definition of Human Rights and Human Rights in Ancient Civilizations (Definition of right and definition of human and knowledge of the importance of human rights for the human and society also study of human rights in civilizations such as the Egyptian, Iraqi, Greek and Roman civilizations) (4 hours) Part Two Definition of Human Rights in the Heavenly Religions, the Most Important of which is Islam (2 hours) Sources of Human Rights include (international sources such as the Universal Declaration of Human Rights and the two international covenants and regional sources that include regional agreements such as the European and American Convention and the Constitution) (2 hours) Human Rights Guarantees (such as constitutional and legal guarantees) (2 hours) International and regional human rights agreements (2 hours) Public freedoms and their types and comparison between them (2 hours) The future of human rights, globalization and human rights (2 hours)

	Definition, history and types of democracy (study of the definition, origin and development of democracy, its principles and types such as direct and indirect democracy, presidential and parliamentary systems) (6 hours) Definition of elections and their conditions and types of electoral systems and definition of the House of Representatives

Learning and Teaching Strategies

Strategies	Increasing the student's awareness of the importance of knowing his rights and duties towards society and the relationship between human rights and the democratic system. General culture in a group of fields, including the legal, political and social fields, and raising the student's self-confidence by linking theoretical material to practical reality.

Student Workload (SWL)

Structured SWL (h/sem)	33	Structured SWL (h/w)	2
Unstructured SWL (h/sem)	17	Unstructured SWL (h/w)	1.1
Total SWL (h/sem)	50		

Module Evaluation

		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment	Quizzes	2	15% (7.5)	5 and 10	LO #1, #2 #,3,and #6 #7#8
	Assignments	2	10% (5)	2 and 12	LO #3, #4 and #6, #7
	Projects / Lab.				
	Report	1	15% (15)	13	LO #5, #8 and #9
Summative assessment	Midterm Exam	2hr	10% (10)	7	LO #1 - #7
	Final Exam	3hr	50% (50)	16	All
Total assessment			100% (100 Marks)		

Delivery Plan (Weekly Syllabus)

	Material Covered
Week 1	An introductory lecture about the subject and its importance.

Week 2	Definition of right, human, human rights, and the importance of human rights, human rights in the Islamic religion and ancient civilizations.
Week 3	International, regional and local human rights sources.
Week 4	Constitutional and legal human rights guarantees and human rights guarantees at the international level.
Week5	Human rights guarantees in Islam
Week 6	The role of regional organizations in protecting human rights.
Week 7	Characteristics of human rights, definition of public freedoms and their types, and comparison between them and rights. International human rights law, international humanitarian law, and the Red Cross.
Week 8	The future of human rights and ways to develop them.
Week 9	Globalization and human rights.
Week 10	Definition of democracy, its historical development and principles. Forms of democracy / direct democracy. Democracy between universality and particularity.
Week 11	Semi-direct democracy and representative democracy / Pillars of the representative system / Forms of the representative system.
Week 12	The parliament and its types / Election and its conditions / Electoral body.
Week 13	Organizing the election process / Determining electoral districts / Electoral lists / Candidates / Electoral campaign / Voting.
Week 14	Electoral systems.
Week 15	The relationship between democracy and human rights and how to influence and be influenced by each other.
Week 16	Final exam

Learning and Teaching Resources

	Text	Available in the Library?
Required Texts	Human Rights, Children and Democracy / Written by Maher Saleh Allawi, Riad Aziz Hadi, Ali Abdul Razzaq Muhammad and others / Al-Atik / Beirut / 2009	Yes
Recommended Texts	Abbas Al-Dulaimi / Human Rights Thought and Practice Fakhri Rashid, Salah Yassin / International Organizations / Al-Atik for Book Industry / Baghdad Issam Al-Attiyah / Public International Law / Legal Library / Baghdad / 2012	Yes

Websites	

Grading Scheme			
Group	**Grade**	**Marks %**	**Definition**
Success Group **(50 - 100)**	**A** – Excellent	90 – 100	Outstanding Performance
	B - Very Good	80 – 89	Above average with some errors
	C – Good	70 – 79	Sound work with notable errors
	D – Satisfactory	60 – 69	Fair but with major shortcomings
	E – Sufficient	50 – 59	Work meets minimum criteria
Fail Group **(0 – 49)**	**FX** – Fail	(45-49)	More work required but credit awarded
	F – Fail	(0-44)	Considerable amount of work required

Note: Marks Decimal places above or below 0.5 will be rounded to the higher or lower full mark (for example a mark of 54.5 will be rounded to 55, whereas a mark of 54.4 will be rounded to 54. The University has a policy NOT to condone "near-pass fails" so the only adjustment to marks awarded by the original marker(s) will be the automatic rounding outlined above.