

Ministry of Higher Education and Scientific Research

Scientific Supervision and Evaluation Authority

Quality assurance and academic accreditation

Accreditation Department

Guide to Academic Program and Course Descriptions

2025 –2026

University Name: University of Diyala

College/Institute: College of Management and Economics

Academic Department: Department of Public Administration

Academic or professional program name: Bachelor of Public Administration

Final degree title: Bachelor of Science in Administrative Sciences

Study system: Bologna

Description prepared on : 17/9/2025

Date the file was filled out :17/9/2025



Scientific Assistant

Name: Dr. Alia Hussein Khalaf

Date:17/9/2025



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Date: 17/9/2025

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Name of Director of the Quality Assurance and University Performance Division

M.M. Amal Hadi Rashid :



Dean's approval

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17/9/2025



University of Diyala
College of Management and
Economics

Bachelor's – Public Administration Sciences



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1. Mission and Vision Statement Mission & Vision Statement

Vision Statement

To achieve leadership and excellence in education and scientific research in the field of public administration, and to supply the public and private sectors with high-quality professional personnel

Mission statement

Graduating students with a high level of scientific knowledge that keeps pace with global administrative developments , and instilling a spirit of teamwork and leadership in the field. Their specialization is through fostering a continuous national spirit in providing scientific advice for making sound decisions in various scientific

fields

2. Program specifications Program Specification

programming code	Bachelor of Public Administration	European Credit Transfer System (ECTS)	240
period	Four levels, eight semesters	How to attend	Full-time

This program typically provides students with a solid foundation in management science and modern administration and aims to prepare them for careers in diverse fields. At the first level, students study the principles of public administration, accounting, statistics, and economics. The program also usually includes general coursework in areas such as English and human rights.

This program provides students with a comprehensive education that qualifies them to assume leadership positions in various fields and industries.

3. Program Objectives Program Goals

1. Number of graduates who are scientifically and practically qualified (1)
2. Promoting scientific research in the fields of public administration and administrative development (2)
3. Contributing to the development of the local community through consulting and training (3)
4. Supporting and developing the capabilities of the teaching and administrative staff (4)
5. Developing study plans to keep pace with changes in the local and international environment (5)

4. Student Learning Outcomes Student learning outcomes .

The college is committed to working according to a scientific methodology and institutional efforts within clear plans to achieve lofty goals in the academic and training fields, in accordance with the requirements of quality assurance and academic accreditation, so that its outputs in the field of public administration are more competitive and ambitious by providing knowledge, information and skills.

5.Staff Academic

T	the name	Scientific title	Certificate	General specialization	Specialization
1	Mahmoud Hassan Jumaa Rahim	Mr	Master's	Business Administration	Human Resources Management
2	Haider Shaker Nouri Ali	Mr	PhD	Industrial Management	Production, Operations and Quality Management
3	Ahmed Samir Nayef Naaman	assistant professor	PhD	Business Administration	Strategic Management and Marketing Management
4	Karim Sayhoud Karam	assistant professor	PhD	Business Administration	Human Resources Management
5	Hamza Hamid Yassin	assistant professor	PhD	General Administration	Organizational theory and organizational behavior
6	Ahmed Mohammed Jassim	assistant professor	PhD	Commercial teachers	Financial and Credit Management
7	Mahmoud Shukr Muhammad	assistant professor	PhD	business management	Organization and organizational behavior
8	Rahman Mahmoud Shahada	assistant professor	PhD	Business Administration	Financial and Banking Management
9	Sanaa Sattar Ahmed Khammas	assistant professor	Master's	Commercial teachers	taxes
10	Mohamed Ibrahim Tayeh Stadium	assistant professor	Master's	Business Administration	Finance/Insurance
11	Firas Ali Muhammad	assistant professor	Master's	Business Administration	Finance/Insurance
12	Omar Jabbar Ahmed	teacher	PhD	General law	Administrative Law
13	Mohamed Tarek Abdel Ali	Assistant teacher	Master's	General law	Human rights and public freedoms
14	Baraa Rahim Yassin Faleh	Assistant teacher	Master's	English language	linguistics

6. Credits and GPA

Thanks and appreciation

The .(ECTS) The Bologna Process uses the European Credit Transfer System credits awarded per 30 with ‘ ECTS credits 240 program comprises a total of hours of coursework, including both 25 credit is equivalent to ECTS One . semester . structured and unstructured teaching hours

Evaluation

. pass and fail : Before the assessment, the results are divided into two subgroups The . Therefore, the results are independent of students who failed the course : assessment system is defined as follows

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

Note:

Note: Decimals equal to or greater than 0.5 are rounded up to the next higher whole mark, while those less than 0.5 are rounded down to the next lower whole mark (e.g. , 54.5 is rounded up to 55 while 54.4 is rounded up to 54). The university has a ‘zero - tolerance policy for near-failures ; therefore , the only adjustment made to the marks awarded by the original examiner (s) is the automatic rounding process described above.

(CGPA) Calculating the Cumulative Grade Point Average

1. The cumulative grade point average is calculated by summing the grades of each course unit multiplied by its European course units, and then dividing all . of that by the total European course units for the program

: The cumulative grade point average (GPA) for a four-year bachelor's degree

$$+ (\text{Units} \times \text{Units}) + (\text{2nd Unit Grade ECTS} \times \text{1st Unit Grade})] = \text{Cumulative GPA} \\ 240 / [\dots]$$

7 — Study units Curricula Modules /Curriculum

. Hours 25 = Credit Unit 1 | Credit Units 30 | Level 1: First Semester

T	The symbol	Material	SSWL	USSWL	European Credit Transfer System (ECTS)	Type	Pre-request
1	PU1101	Principles of Public Administration	78	122	8	C	
2	PU1102	Principles of Economics	63	87	6	B	
3	PU1103	Principles of Accounting	63	87	6	B	
4	PU1104	Principles of Mathematics	63	87	6	B	
5	UN115	English language	33	17	2	S	
6	UN 116	Arabic	33	17	2	S	

. Hours 25 = Credit Unit 1 | Credit Units 30 | Second Semester : Level 1

J	The symbol	Material	SSWL	USSWL	European Credit Transfer System (ECTS)	Type	Pre-request
1	PU2301	General Administration	78	122	8	C	
2	PU2302	Principles of Statistics	63	87	8	B	
3	PU2303	accounting	63	87	6	B	
4	PU2304	Administrative Readings	48	77	5	B	
5	UN235	Computer Science Fundamentals	48	27	3	S	
6	UN236	Democracy and human rights	33	17	2	S	

. Hours 25 = Credit Unit 1 | Credit Units 30 | Level Two: First Semester

T	The symbol	Material	SSWL	USSWL	European Credit Transfer (ECTS) System	Type	Pre-request
1	PU2301	Public Relations	48	102	6	C	
2	PU2302	Human Resources Management in the Public Sector	78	72	6	C	
3	PU2303	Intermediate Accounting	63	87	6	B	
4	PU2304	The evolution of organizational thought	63	87	6	C	

5	PU2305	Quantitative methods and SPSS applications	63	37	4	B	
6	UN236	Crimes of the defunct Ba'ath Party	33	17	2	S	

. Hours 25 = Credit Unit 1 | Credit Units 30 | Second Semester : Level Two

J	The symbol	Material	SSWL	USSWL	European Credit Transfer System(ECTS)	Type	Pre-request
1	PU2401	Civil Service System	63	137	8	C	
2	PU2402	Government accounting	78	97	7	B	
3	PU2403	Administrative Law	63	112	7	B	
4	UN244	Computer Science Fundamentals	48	52	4	S	
5	UN245	English language	33	17	2	S	
6	U246	Arabic	33	17	2	S	

8 . Responsible

: Department Manager

PhD | Strategic Management Assistant Professor | PhD in Business Administration | Ahmed Samir Nayef

Ahmed@uodiyala.edu.iq : Email

..... 07723080727 : Mobile number

: Department Head

Professor Doctor | Administrative Law | PhD in Public Law | Omar Jabbar Ahmed

: Emailuodiyala.edu.iqomarjabar@

07710068452 : Mobile phone number

**Department of Public
Administration
The first year
Semester one
2025-2026**

MODULE DESCRIPTION FORM

Module Information					
Module Title	Principles of Public Administration		Module Delivery		
Module Type	Core		☒ Theory ☒ Lecture ☐ Lab ☐ Tutorial ☐ Practical ☐ Seminar		
Module Code	UDPA 101				
ECTS Credits	8				
SWL (hr/sem)	200				
Module Level		1			Semester of Delivery
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		11-9-2025	Version Number		1.0

Relation with other Modules			
Prerequisite module	None		Semester
Co-requisites module	None		Semester

Module Aims, Learning Outcomes and Indicative Contents
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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 ☒ Lecture ☐ Lab ☐ Tutorial ☐ Practical ☐ Seminar		
Module Code	UDPA 102				
ECTS Credits	6				
SWL (hr/sem)	150				
Module Level		1	Semester of Delivery		1
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		11-9-2025	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 Outcomes	The student's familiarity with economics, its importance, and knowledge of .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
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 principles		Module Delivery
Module Type	B		☒ Theory ☒ Lecture ☒ Lab ☐ Tutorial ☐ Practical ☐ Seminar
Module Code	UDPA 103		
ECTS Credits	6		
SWL (hr/sem)	150		
Module Level	1	Semester of Delivery	1
Administering Department	Public Administration	College	Administration and Economics College of
Module Leader	Saleh mahdy humady	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	11-9-2025	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
	Midterm Exam	2hr	10% (10)	7	LO #1 - #7

Summative assessment	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				

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 ☒ Lecture ☒ Lab ☐ Tutorial ☐ Practical ☐ Seminar
Module Code	UDPA 105		
ECTS Credits	6		
SWL (hr/sem)	150		
Module Level	1	Semester of Delivery	1
Administering Department	Public Administration	College	Administration and Economics College of
Module Leader	Inas hasan abed	e-mail	
Module Leader's Acad. Title	Assistant professor	Module Leader's Qualification	
Module Tutor	Name(if available)	e-mail	E-mail
Peer Reviewer Name		e-mail	E-mail
Scientific Committee Approval Date	11-9-2025	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 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
Indicative Contents	

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
	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	English language		Module Delivery		
Module Type	Basic learning activities		☒ Theory ☒ Lecture ☐ Lab ☐ L Tutorial ☐ Practical ☐ Seminar		
Module Code	UD11				
ECTS Credits	2				
SWL (hr/sem)	50				
Module Level			Semester (s) offered		1
Administering Department		Public Administration	College	Administration and College of 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		11-9-2025	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)	33	Structured SWL (h/w)	2.2

6In class lectures 2 In class tests 5 2Seminars			
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 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
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	MAIN COURSE SPEAKING, LISTENING , VOCABULARY GRAMMAR, READING , 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

Learning and Teaching Resources		
	Text	Available in the Library?
Required Texts	New Headway Beginner, by Liz and 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 ☒ Lecture ☒ Lab ☐ Tutorial ☐ Practical ☐ Seminar		
Module Code	UD12				
ECTS Credits	2				
SWL (hr/sem)	50				
Module Level		U	Semester of Delivery		1
Administering Department		Public Administration	College	Administration and Economics College of	
Module Leader	Babia mahdy hussen		e-mail		
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 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	Explaining the importance of the Arabic language and its benefits for university students. Language, interpretation and analysis of the first ten verses of Surat Al-Kahf, explaining the merits of the Surah, the 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	Arabic grammar rules: indefinite and definite nouns, types of definite 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	Language, interpretation and analysis of Surat Al-A'la, with an explanation of the merits of the Surah, the reason for its name, and the most important rhetorical and grammatical aspects
Week 9	Literature, analysis of eight verses from the poem (Be a Balm) by the poet (Elia Abu Madi) with the poet'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	Arabic grammar, explanation of the topic (state), knowing the state and 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	Arabic grammar, explanation of the topic (number), knowing the distinction of numbers and what are the types of numbers with examples and cases of parsing
Week 14	Spelling in the Arabic language, the rules of the hamza (hamzat al-wasl, hamzat al-qata', writing the hamza in the middle of the word
Week 15	Spelling 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 5. 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 - http://pdfbooks.net/vb/login.php 4	

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
2025-2026**

MODULE DESCRIPTION FORM

Module Information					
Module Title	Public Administration		Module Delivery		
Module Type	Core		☒ Theory ☒ Lecture ☐ Lab ☐ Tutorial ☐ Practical ☐ Seminar		
Module Code	UDPA 105				
ECTS Credits	8				
SWL (hr/sem)	200				
Module Level		1	Semester of Delivery		2
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		9-11-2025	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. - Learning how to work in groups and work teams. 5- Learning how to monitor 4 .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

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 ☒ Lecture ☐ Lab ☐ Tutorial ☐ Practical ☐ Seminar		
Module Code	UDPA106				
ECTS Credits	6				
SWL (hr/sem)	150				
Module Level		1			Semester of Delivery
Administering Department		Public Administration	College	College of Administration and Economics	
Module Leader	Gaidaa shehaab ahmed		e-mail		
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		9-11-2025	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: 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. Self-Directed Learning 6.

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 (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	Accounting		Module Delivery		
Module Type	Basic		☒ Theory ☒ Lecture ☒ Lab ☐ Tutorial ☐ Practical ☐ Seminar		
Module Code	UDPA 103				
ECTS Credits	6				
SWL (hr/sem)	150				
Module Level		U			Semester of Delivery
Administering Department		Public Administration	College	Administration and Economics College of	
Module Leader	Saleh mahdy humady		e-mail		
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		9-11-2025	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. Knowing how to analyze accounting operations through recording, transferring, 3- .balancing, and making financial statements
Module Learning Outcomes	1- Enabling the student to employ the skills acquired in the accounting work 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
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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 ☒ Lecture ☐ Lab ☐ L Tutorial ☐ Practical ☐ Seminar	
Module Code	UDPA 108			
ECTS Credits	5			
SWL (hr/sem)	125			
Module Level	1	Semester (s) offered		
Administering Department	Public Administration	College	Administration and College of Economics	
Module Leader	Qusay Abdulkhaliq Fadel		e-mail	guseeymanag@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	9-11-2025		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 . 4.communication skills. 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
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)	
	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

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 ☐ Lecture ☐ Lab ☐ L Tutorial ☒ Practical ☐ Seminar	
Module Code	UD13			
ECTS Credits	3			
SWL (hr/sem)	75			
Module Level	1	Semester (s) offered		
Administering Department	Public Administration	College	All College of The University	
Module Leader	Sara amer hasan		e-mail	
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	9-11-2025	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. Enriching the student's skills to be able to deal with the computer with 3. high efficiency. Providing students with a way to use other modern technologies 4. 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.
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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		

Delivery Plan (Weekly Syllabus)	
Week	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

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 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
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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:	
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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 ☒ Lecture ☐ Lab ☐ L Tutorial ☐ Practical ☐ Seminar	
Module Code	UD14			
ECTS Credits	2			
SWL (hr/sem)	50			
Module Level		Semester of Delivery		
Administering Department	Public Administration	College	Administration and Economics College of	
Module Leader	Omar jabbar 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	9-11-2025	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
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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.
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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	,3,and #6 #LO #1, #2 #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-Attayah / 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
	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 second year
Semester one
2025-2026**

MODULE DESCRIPTION FORM

Module Information			
Module Title	Development of Organization Thought		Module Delivery
Module Type	C		☒ Theory ☒ Lecture ☒ Lab ☐ Tutorial ☐ Practical ☐ Seminar
Module Code	PU2304		
ECTS Credits	6		
SWL (hr/sem)	150		
Module Level	2	Semester of Delivery	
Administering Department		College	College of Management and Economics
Module Leader	Firas Ali Mohammed	e-mail	firas@uodiyala.edu.iq
Module Leader's Acad. Title	Assistant Professor	Module Leader's Qualification	Master's
Module Tutor	Firas Ali Mohammed	e-mail	firas@uodiyala.edu.iq
Peer Reviewer Name	Name	e-mail	E-mail
Scientific Committee Approval Date	17-9-2025	Version Number	

Relation with other Modules

Prerequisite module	None	Semester	
Co-requisites module	None	Semester	

Module Aims, Learning Outcomes and Indicative Contents

Module Aims	• To introduce students to management in ancient civilizations • To introduce students to classical and traditional management schools and their theories, as well as modern schools and their theories • To introduce students to the pioneers and scholars of management schools of thought and their most important contributions to the development of management and organizational thought • To explain the importance of the development of management and organizational thought and its implications for contemporary organizations • To provide students with up-to-date topics on the development of management and organizational thought to form a knowledge base for them regarding management and its modern applications in contemporary organizations
Module Learning Outcomes	1- Students will learn about traditional and contemporary schools of thought in management and their theories 2- Students will identify the most important scholars who have contributed to the development of management and organizational thought 3- Students will understand the fundamental management concepts of both classical and modern management and organizational thought 4- Students will apply management concepts through real-world examples and case studies 5- Students will analyze the validity of management theories in practical applications 6- Students will express their opinions on management and organizational thought concepts and their modern applications in organizations.

Indicative Contents	: The guiding framework includes the following Chapter One: Management in Ancient Civilizations Section One (Management in Egyptian, Greek, and Mesopotamian Civilizations), Section Two (Management in the Islamic Era), Section Three (Management in the . Transitional Period – the Renaissance) Chapter Two: The Classical School (Traditional) and its Theories Section One (Introduction to the Classical School), Section Two (The Theory of Scientific Management), Section Three (The Theory of Administrative Divisions), .) Section Four (The Bureaucratic Theory) Chapter Three: The Humanistic-Behavioral School and its Theories Section One (The Theory of Human Relations), Section Two (The Theory of Behavioral Sciences), Section Three (The Theory of Motivation), Section Four (The Theory of Leadership). Chapter Four: The Quantitative School (Operations Research) and its Theories Part One (The Quantitative School (Management Section Two (Decision Theory). (Science Chapter Five: The Modern (Contemporary) School and its Theories Section One (Systems Theory). Section Two (Management by Objectives Theory). Section Three (Contingency Theory). Section Four (Japanese Theory). Chapter Six: Modern Management Thought Section Two (Total (Section One (Information Management and its Systems Quality Management). Section Three (Time Management). Section Four (Knowledge Management). Section Six (Learning (Section Five (Management, Business, and E-Government (Organization). Chapter Seven: Modern Intellectual Extensions of Previous Schools of Thought (Section One (Some Modern Intellectual Concepts Related to the Classical School

	Section Two (Some Modern Intellectual Concepts Related to the Humanistic Section Three (Some Modern Intellectual Concepts Related to the (School Modern Schoo)). Chapter Eight: Current Management Thought (The Age of Digital Transformations Section One (Introduction to the Age of Digital Transformation) Digital transformation (Section Two) (Artificial Intelligence).
Learning and Teaching Strategies	
Strategies	:Learning Strategies Interactive Skills: The ability to communicate effectively with the instructor 1- and peers 2-Programming Skills: The ability to analyze management theories and their practical applications Analytical Skills: The ability to analyze management concepts and their 3- components

	:Teaching Strategies .Lecture 1- .Discussion and Dialogue 2- .Enrichment Questions 3- 4- Thorough Questioning.
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Student Workload (SWL)					
Structured SWL (h/sem)		63	Structured SWL (h/w)		
Unstructured SWL (h/sem)		87	Unstructured SWL (h/w)		
Total SWL (h/sem)		150			
Module Evaluation					
As		Time/Num ber	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative Assessment	Quizzes	5	25% (25)	3, ,10	LO #1,3
	Assignments (HW)	2	5% (5)	2, 12	LO # 2,5
	Report				
	Activities	1	4% (4)		
	Lab	1	6% (6)	All	All
	Midterm Exam	2 hr	10% (10)	8	All LO # 1,2,3

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

Delivery Plan (Weekly Syllabus)

Week	Material Covered
Week 1	Administration in ancient civilizations – Administration in Islamic times – Administration in the transitional period (Renaissance era)
Week 2	Introduction to the Classical School and its Theories - Scientific Management Theory
Week 3	Theory of Administrative Divisions - Bureaucratic Theory
Week 4	Human Relations Theory – Behavioral Science Theory
Week 5	Motivation theory - Leadership theory
Week 6	Quantitative School (Management Science)
Week 7	Decision theory - Systems theory
Week 8	Management by Objectives Theory - Situational Theory
Week 9	Japanese Theory - Information Management and Systems
Week 10	Total Quality Management - Time Management
Week 11	Knowledge Management - Management, Business, and E-Government

Week 12	Learning Organizations - Some Modern Intellectual Concepts Related to the Classical School
Week 13	Some modern intellectual concepts related to the humanistic school - Some modern intellectual concepts related to the modern school
Week 14	An Introduction to the Digital Transformation Era
Week 15	Artificial Intelligence – Importance – Purpose – Some Applications
Week 16	One week of review before the final exam

Delivery Plan (Weekly Lab. Syllabus)	
Week	Material Covered
Week 1,2	None
Week 3,4	None
Week 5,6	None
Week 7,8	None
Week 9,10	None
Week 11,12	None
Week 13,14	None

Learning and Teaching Resources

	Text	Available in the Library?
Required Texts	Saeed et al. (2026). "The Evolution of Administrative and Organizational Thought".	yes
Recommended Texts	Mohsen, Dr. Saleh Mahdi, and Mansour, Taher Mohsen. (2008). "Management and Business": Second Edition, Amman, Jordan	No

Grading Scheme

Group	Grade	التقدير	Marks (%)	Definition
Success Group (50 - 100)	A - Excellent	امتياز	90 - 100	Outstanding Performance
	B - Very Good	جيد جدا	80 - 89	Above average with some errors
	C - Good	جيد	70 - 79	Sound work with notable errors
	D - Satisfactory	متوسط	60 - 69	Fair but with major shortcomings
	E - Sufficient	مقبول	50 - 59	Work meets minimum criteria
Fail Group (0 – 49)	FX – Fail	راسب (قيد المعالجة)	(45-49)	More work required but credit awarded
	F – Fail	راسب	(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	Public Relations		Module Delivery
Module Type	C		☒ Theory ☒ Lecture ☒ Lab ☐ Tutorial ☐ Practical ☐ Seminar
Module Code	PU2301		
ECTS Credits	6		
SWL (hr/sem)	150		
Module Level	2	Semester of Delivery	
Administering Department		College	College of Management and Economics
Module Leader	Rahmaan Mahmood Shehadeh	e-mail	rahman@uodiyala.edu.iq
Module Leader's Acad. Title	Assistant Professor	Module Leader's Qualification	Doctor
Module Tutor	Rahmaan Mahmood Shehadeh	e-mail	rahman@uodiyala.edu.iq
Peer Reviewer Name	Name	e-mail	E-mail
Scientific Committee Approval Date	2025-9-17	Version Number	

Relation with other Modules			
Prerequisite module	None	Semester	
Co-requisites module	None	Semester	

Module Aims, Learning Outcomes and Indicative Contents

Module Aims	. The Public Relations course description, based on the Bologna Process, 1 focuses on Skills and Knowledge-Based Learning Outcomes (ECTS), aiming to equip students with strategic planning skills, reputation management abilities, and digital communication skills. The description includes a course load (SWL) distributed across lectures, seminars, and applied projects, ensuring graduates are well-prepared for the job market.
Module Learning Outcomes	Students will learn about traditional and contemporary schools of thought 1- .in management and their theories Students will identify the most important scholars who have contributed to 2- .the development of management and organizational thought Students will understand the fundamental management concepts of both 3- .classical and modern management and organizational thought 4-Students will apply management concepts through real-world examples and .case studies Students will analyze the validity of management theories in practical 5- .applications 6- Students will express their opinions on management and organizational thought concepts and their modern applications in organizations.

Indicative Contents	: The guiding framework includes the following Chapter One: Management in Ancient Civilizations Section One (Management in Egyptian, Greek, and Mesopotamian Civilizations), Section Two (Management in the Islamic Era), Section Three (Management in the Transitional Period – the Renaissance) Chapter Two: The Classical School (Traditional) and its Theories Section One (Introduction to the Classical School), Section Two (The Theory of Scientific Management), Section Three (The Theory of Administrative Divisions), Section Four (The Bureaucratic Theory) Chapter Three: The Humanistic-Behavioral School and its Theories Section One (The Theory of Human Relations), Section Two (The Theory of Behavioral Sciences), Section Three (The Theory of Motivation), Section Four (The Theory of Leadership). Chapter Four: The Quantitative School (Operations Research) and its Theories Part One (The Quantitative School (Management Section Two (Decision Theory).(Science Chapter Five: The Modern (Contemporary) School and its Theories Section One (Systems Theory). Section Two (Management by Objectives Theory). Section Three (Contingency Theory). Section Four (Japanese Theory). Chapter Six: Modern Management Thought Section Two (Total (Section One (Information Management and its Systems Quality Management). Section Three (Time Management). Section Four (Knowledge Management). Section Six (Learning (Section Five (Management, Business, and E-Government (Organization). Chapter Seven: Modern Intellectual Extensions of Previous Schools of Thought (Section One (Some Modern Intellectual Concepts Related to the Classical School

	Section Two (Some Modern Intellectual Concepts Related to the Humanistic Section Three (Some Modern Intellectual Concepts Related to the (School Modern Schoo)). Chapter Eight: Current Management Thought (The Age of Digital Transformations Section One (Introduction to the Age of Digital Transformation) Digital transformation (Section Two) (Artificial Intelligence).
Learning and Teaching Strategies	
Strategies	:Learning Strategies Interactive Skills: The ability to communicate effectively with the instructor 1- and peers 2-Programming Skills: The ability to analyze management theories and their practical applications Analytical Skills: The ability to analyze management concepts and their 3- components

	:Teaching Strategies .Lecture 1- .Discussion and Dialogue 2- .Enrichment Questions 3- 4- Thorough Questioning.
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Student Workload (SWL)

Structured SWL (h/sem)	48	Structured SWL (h/w)	
Unstructured SWL (h/sem)	102	Unstructured SWL (h/w)	
Total SWL (h/sem)	150		

Module Evaluation

As		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative Assessment	Quizzes	5	25% (25)	3, ,10	LO #1,3
	Assignments (HW)	2	5% (5)	2, 12	LO # 2,5
	Report				
	Activities	1	4% (4)		
	Lab	1	6% (6)	All	All
	Midterm Exam	2 hr	10% (10)	8	All LO # 1,2,3

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

Delivery Plan (Weekly Syllabus)

Week	Material Covered
Week 1	The Concept and Importance of Public Relations
Week 2	Organizing Public Relations
Week 3	Public Relations Research
Week 4	Planning in Public Relations
Week 5	Communication in Public Relations
Week 6	Media of Communication in Public Relations
Week 7	Relations with the Organization's Audiences
Week 8	Relations with the Organization's Audiences
Week 9	Crisis Management
Week 10	Evaluation in Public Relations
Week 11	Public Opinion and Trends

Week 12	Public Relations in Government Agencies
Week 13	Diplomatic and Social Protocol
Week 14	Public Relations Online
Week 15	Public Relations Information Systems
Week 16	International Relations

Delivery Plan (Weekly Lab. Syllabus)		
Week	Material Covered	
Week 1,2		None
Week 3,4		None
Week 5,6		None
Week 7,8		None
Week 9,10		None
Week 11,12		None
Week 13,14		None

Learning and Teaching Resources		
	Text	Available in the Library?
Required Texts	). "The Evolution of 2026Saeed et al. (."Administrative and Organizational Thought	Yes

Recommended Texts	Mohsen, Dr. Saleh Mahdi, and Mansour, Taher Mohsen. (2008). "Management and Business": .Second Edition, Amman, Jordan	No
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Grading Scheme

Group	Grade	التقدير	Marks (%)	Definition
Success Group (50 - 100)	A - Excellent	امتياز	90 - 100	Outstanding Performance
	B - Very Good	جيد جدا	80 - 89	Above average with some errors
	C - Good	جيد	70 - 79	Sound work with notable errors
	D - Satisfactory	متوسط	60 - 69	Fair but with major shortcomings
	E - Sufficient	مقبول	50 - 59	Work meets minimum criteria
Fail Group (0 – 49)	FX – Fail	راسب (قيد المعالجة)	(45-49)	More work required but credit awarded
	F – Fail	راسب	(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	Crimes of the defunct Baath Party		Module Delivery	
Module Type	c		☒ Theory ☒ Lecture ☒ Lab ☐ Tutorial ☐ Practical ☐ Seminar	
Module Code	UN236			
ECTS Credits	2			
SWL (hr/sem)	2			
Module Level	2	Semester of Delivery	first	
Statistics Department		College	College of Administration and Economics, University of Diyala	
Module Leader	Omar Jabaar Ahmed	e-mail	omarjabar@uodiyala.edu.iq	
Module Leader's Acad. Title	Lecturer	Module Leader's Qualification	Doctorate in Public Law	
Module Tutor		e-mail		
Peer Reviewer Name		e-mail		
Scientific Committee Approval Date	2025/9/1	Version Number	0.1	

Relation with other Modules			
Prerequisite module	None	Semester	
Co-requisites module	None	Semester	

Module Aims, Learning Outcomes and Indicative Contents	
Module Aims	1. To familiarize the student with the crimes committed by the Ba'ath regime during its rule. 2. To help the student understand the difference between a dictatorship and a democracy. 3. To familiarize the student with the crimes committed and their impact on society and the lives of individuals.
Module Learning Outcomes	To understand and comprehend these crimes and the human rights violations perpetrated by the Ba'ath regime.
Indicative Contents	Students are required to complete all course material.
Learning and Teaching Strategies	
Strategies	.

Student Workload (SWL)			
Structured SWL (h/sem)	78	Structured SWL (h/w)	5.2
Unstructured SWL (h/sem)	72	Unstructured SWL (h/w)	4.8

Total SWL (h/sem)		150			
Module Evaluation					
As		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative Assessment	Quizzes	5	25% (25)	3, ,10	LO #1,3
	Assignments (HW)	2	5% (5)	2, 12	LO # 2,5
	Report				
	Activities	1	4% (4)		
	Lab	1	6% (6)	All	All
Summative Assessment	Midterm Exam	2 hr	10% (10)	8	All LO # 1,2,3
	Final Exam	3 hr	50%	16	All
Total assessment			100% (100 Marks)		

Delivery Plan (Weekly Syllabus)

Week	Material Covered
Week 1	The Concept of Crime and its Categories
Week 2	Types of International Crimes
Week 3	Decisions of the Supreme Criminal Court
Week 4	Psychological Crimes
Week 5	Mechanisms of Psychological Crimes

Week 6	Effects of Psychological Crimes
Week 7	First Exam
Week 8	Social Crimes
Week 9	The Regime's Stance on Religion
Week 10	Violations of Iraqi Laws
Week 11	Images of violations and crimes committed by the authorities
Week 12	Prisons and detention centers
Week 13	Environmental crimes such as wartime and radioactive pollution
Week 14	Crimes of draining the marshes and destroying orchards, farms, and palm groves
Week 15	Crimes of mass graves
Week 16	And their chronological classification

Delivery Plan (Weekly Lab. Syllabus)	
Week	Material Covered
Week 1,2	None
Week 3,4	None
Week 5,6	None
Week 7,8	None
Week 9,10	None
Week 11,12	None
Week 13,14	None

Learning and Teaching Resources

	Text	Available in the Library?
Required Texts		
Recommended Texts		

Grading Scheme

Group	Grade	التقدير	Marks (%)	Definition
Success Group (50 - 100)	A - Excellent	امتياز	90 - 100	Outstanding Performance
	B - Very Good	جيد جدا	80 - 89	Above average with some errors
	C - Good	جيد	70 - 79	Sound work with notable errors
	D - Satisfactory	متوسط	60 - 69	Fair but with major shortcomings
	E - Sufficient	مقبول	50 - 59	Work meets minimum criteria
Fail Group (0 – 49)	FX – Fail	راسب (قيد المعالجة)	(45-49)	More work required but credit awarded
	F – Fail	راسب	(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	Quantitative methods		Module Delivery	
Module Type	B		☒ Theory ☒ Lecture ☒ Lab ☐ Tutorial ☐ Practical ☐ Seminar	
Module Code	PU2305			
ECTS Credits	4			
SWL (hr/sem)	100			
Module Level	second	Semester of Delivery	2025	
Statistics Department	Public administration	College	Administration and economics	
Module Leader	D .KAREEM . K	e-mail	KA1973REEM@gmail .com	
Module Leader's Acad. Title	lecture	Module Leader's Qualification	Phd of OR	
Module Tutor	D .KAREEM . K	e-mail	KA1973REEM@gmail .com	
Peer Reviewer Name	D .KAREEM . K	e-mail	KA1973REEM@gmail .com	
Scientific Committee Approval Date	2025\8\20	Version Number		

Relation with other Modules

Prerequisite module	Math	Semester	first
Co-requisites module	Operation research	Semester	forth

Module Aims, Learning Outcomes and Indicative Contents

Module Aims	1- Application to actual data / Assigning students to read the topic in advance from several scientific sources relevant to the course and lecture 2- After teaching the subject, the researcher can help researchers in various different scientific applications 3- Being able to analyze data and draw conclusions that lead to making a sound quantitative and scientific decision 4- Students prepare brief reports on some course topics and discuss them in the lecture 5- Practical exercises
Module Learning Outcomes	1- How to measure the levels of (the topic) according to the available data and how to interpret the results 2- How to use quantitative programs such as SPSS, MINTAB, and QSB 3- Graduating the student with knowledge of this important applied subject in all research fields

Indicative Contents	<u>Theoretical and practical</u>
Learning and Teaching Strategies	
Strategies	.

Student Workload (SWL)					
Structured SWL (h/sem)		63	Structured SWL (h/w)		5.2
Unstructured SWL (h/sem)		37	Unstructured SWL (h/w)		4.8
Total SWL (h/sem)		100			
Module Evaluation					
As		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative Assessment	Quizzes	5	25% (25)	3, ,10	LO #1,3
	Assignments (HW)	2	5% (5)	2, 12	LO # 2,5
	Report				

	Activities	1	4% (4)		
	Lab	1	6% (6)	All	All
Summative Assessment	Midterm Exam	2 hr	10% (10)	8	All LO # 1,2,3
	Final Exam	3 hr	50%	16	All
Total assessment			100% (100 Marks)		

Delivery Plan (Weekly Syllabus)

Week	Material Covered
Week 1	Introduction to probability and its application
Week 2	Events
Week 3	permutation
Week 4	combination
Week 5	Study case
Week 6	First exam
Week 7	Probability definition
Week 8	Probabilities laws
Week 9	Random variables(continues/Discrete) and probability Distributions
Week 10	Binomial /Poisson/normal distribution
Week 11	Second exam
Week 12	Tests of Hypotheses
Week 13	Test –mean/test between two means
Week 14	ANOVA\ spss

Week 15	Time series \ spss
Week 16	Final exam

Delivery Plan (Weekly Lab. Syllabus)	
Week	Material Covered
Week 1,2	Spss definition
Week 3,4	Spss applications
Week 5,6	Spss applications
Week 7,8	
Week 9,10	
Week 11,12	
Week 13,14	

Learning and Teaching Resources		
	Text	Available in the Library?
Required Texts	QSB analysis text	Diebold ,f,s,(1998) “Elements of forecasting” Westren publishing .com Hamburg , M , and Margaret Y (1993) “statistical Analysis for Decision Making “ 6 th ed, Harcourt Brace &co.
Recommended Texts	Quantities management	

Grading Scheme				
Group	Grade	التقدير	Marks (%)	Definition
Success Group (50 - 100)	A - Excellent	امتياز	90 - 100	Outstanding Performance
	B - Very Good	جيد جدا	80 - 89	Above average with some errors
	C - Good	جيد	70 - 79	Sound work with notable errors
	D - Satisfactory	متوسط	60 - 69	Fair but with major shortcomings
	E - Sufficient	مقبول	50 - 59	Work meets minimum criteria
Fail Group (0 – 49)	FX – Fail	راسب (قيد المعالجة)	(45-49)	More work required but credit awarded
	F – Fail	راسب	(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	<u>Human Resources Management in public sector</u>		Module Delivery	
Module Type	<u>C</u>		☒ Theory ☒ Lecture ☐ Lab ☐ Tutorial ☐ Practical ☐ Seminar	
Module Code	<u>PU2302</u>			
ECTS Credits	<u>6</u>			
SWL (hr/sem)	<u>150</u>			
Module Level	<u>2</u>	Semester of Delivery		
Administering Department	Public Administration	College	Administration and Economics	
Module Leader	Mahmood H. Jumaah		e-mail	mahmood@uodiyalal.edu.iq
Module Leader's Acad. Title	Prof	Module Leader's Qualification	Master	
Module Tutor	Name (if available)	e-mail	E-mail	
Peer Reviewer Name	Name	e-mail	E-mail	
Scientific Committee Approval Date	2025 / 9 /17	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. To introduce the student to the concept of human resource management.
- . To familiarize the student with the stages of development of human resource management.
- . To explain the importance and objectives of human resource management.
- . To clarify the main functions of human resource management.
- To explain how to retain human resources within the organization and provide them with a suitable work environment.

Module Learning Outcomes

- This course will enable the student to:**
- Understand the importance of human resource management in all organizations.
 - Identify the factors that have contributed to the development of human resource management.
 - Explain the concept of job analysis and design.
 - Understand the difference between development and training.
 - Understand the sequential steps of the employee recruitment, selection, and appointment process.
 - Comprehend the conditions that must be met for an employee to receive their entitlements, such as bonuses and promotions.

Indicative Contents

The student must follow all the topics covered in the course material.

Learning and Teaching Strategies

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

Student Workload (SWL)			
محسوب لـ ١٥ اسبوعا			
Structured SWL (h/sem)	78	Structured SWL (h/w)	5.2
Unstructured SWL (h/sem)	72	Unstructured SWL (h/w)	4.8
Total SWL (h/sem)	150		

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				
	Midterm Exam	3 hr	10% (10)	9	LO #1 - #7

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

Delivery Plan (Weekly Syllabus)	
	Material Covered
Week 1	Human Resources Management and Alternative Terminology
Week 2	Public service: its advantages and disadvantages
Week 3	Civil servant duties and rights
Week 4	Human Resources Management (Concepts, Objectives, Importance, Functions)
Week 5	First month exam
Week 6	Recruitment (attraction, selection, appointment)
Week 7	Job analysis and design
Week 8	Mid Exam
Week 9	Human resource needs planning
Week 10	Employee performance appraisal
Week 11	Human Resources Training and Development
Week 12	Job evaluation and determination of salary structures
Week 13	Bonus, promotion, dismissal
Week 14	Maintaining and preserving the public employee
Week 15	Second month exam

Week 16	Preparatory week before the final Exam
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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	Human Resources Department / Mu'ayyad Saeed Al-Salem, Adel Harhoush	Yes
Recommended Texts	Human Resources Management – An Integrated Strategic Approach Muayyad Saeed Al-Salem	Yes

Websites	
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Grading Scheme				
Group	Grade	التقدير	Marks %	Definition
Success Group (50 - 100)	A - Excellent	امتياز	90 - 100	Outstanding Performance
	B - Very Good	جيد جدا	80 – 89	Above average with some errors
	C - Good	جيد	70 – 79	Sound work with notable errors
	D - Satisfactory	متوسط	60 – 69	Fair but with major shortcomings
	E - Sufficient	مقبول	50 – 59	Work meets minimum criteria
Fail Group (0 – 49)	FX – Fail	راسب (قيد المعالجة)	(45-49)	More work required but credit awarded
	F – Fail	راسب	(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	Intermediate Accounting		Module Delivery	
Module Type	B		☒ Theory ☒ Lecture ☒ Lab ☐ Tutorial ☐ Practical ☐ Seminar	
Module Code	PU2303			
ECTS Credits	6			
SWL (hr/sem)	150			
Module Level		Semester of Delivery		
Administering Department		College	College of Management and Economics	
Module Leader	Faisal Sarhan Abboud		e-mail	faisal@uodiyala.edu.iq
Module Leader's Acad. Title	Assistant .Professor Dr		Module Leader's Qualification	Module Leader's Qualification
Module Tutor	Faisal Sarhan Abboud		e-mail	faisal@uodiyala.edu.iq
Peer Reviewer Name	Intermediate Accounting		e-mail	
Scientific Committee Approval Date	2025/9/17		Version Number	

Relation with other Modules

Prerequisite module	None	Semester	
Co-requisites module	None	Semester	

Module Aims, Learning Outcomes and Indicative Contents

Module Aims	a. To prepare qualified scientific personnel to work in governmental .and non-governmental institutions b. To raise the level of their practical contribution and enhance their .participation in professional life c. To cultivate in them the ability to solve problems with their peers .in a spirit of teamwork d. To introduce the student to the fundamentals of intermediate .accounting e. To explain the development and historical progression of .accounting standards f. To provide the student with diverse topics in intermediate accounting that will form a knowledge base and enable their .application in governmental and non-governmental institutions
Module Learning Outcomes	.a. To understand accounting and describe its basic characteristics .b. To identify the basic financial statements .c. To define the objectives of the financial reporting process .d. To describe the financial accounting environment .e. To explain the need for accounting standards f. To identify the main entities responsible for formulating accounting policies and their role in the accounting standards .process g. To explain the meaning of generally accepted accounting .(principles (GAAP .d. To describe the benefits of a theoretical framework e. To describe the efforts of the Financial Accounting Standards Board (FASB) in developing the theoretical framework for .accounting .f. To understand the objectives of financial reporting

	g. To identify the qualitative characteristics of accounting information .h. To identify the basic elements of financial statements .i. To describe the fundamental assumptions of accounting .j. To explain how to apply basic accounting principles k. To describe the impact of certain constraints on the financial reporting process
Indicative Contents	The guiding framework includes the following: Chapter 1: The Theoretical Framework of Financial Accounting: The nature, importance, and content of the intellectual and theoretical framework of accounting and its components. Chapter 2: Journal Adjustments. Prepaid expenses and prepaid revenues, accrued liabilities or expenses, and adjusting entries for bad debts. Chapter 3: Preparing the Income Statement. Understanding the content and format of the income statement and classifying expenses by nature or function. Chapter 4: Bank Reconciliation Statement. Bank statement and its reconciliation, and methods of reconciling bank statements. Chapter 5: Accounts Receivable and its Disclosure in the Balance Sheet The concept of accounts receivable, their types, and the allowance for doubtful debts. Chapter 6: Accounting for Inventory. Methods of inventory counting and inventory valuation. Chapter 7: Accounting for Fixed Assets. Methods of purchasing fixed assets.

	Chapter 8: Replacing or Disposing of Fixed Assets and the Accumulated Depreciation Allowance.
Learning and Teaching Strategies	
Strategies	:Learning Strategies 1. Interactive Skills: The ability to communicate effectively with the instructor and peers. 2. Programming Skills: The ability to analyze management theories and their practical applications 3. .Analytical Skills: The ability to analyze management concepts and their components. :Teaching Strategies 1. Lectures. 2. Discussion and Dialogue. 3. Enrichment Questions. 4. Thorough Questioning.

Student Workload (SWL)

Structured SWL (h/sem)	78	Structured SWL (h/w)	5.2
Unstructured SWL (h/sem)	72	Unstructured SWL (h/w)	4.8
Total SWL (h/sem)	150		

Module Evaluation

As		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative Assessment	Quizzes	5	25% (25)	3, ,10	LO #1,3
	Assignments (HW)	2	5% (5)	2, 12	LO # 2,5
	Report				
	Activities	1	4% (4)		
	Lab	1	6% (6)	All	All
Summative Assessment	Midterm Exam	2 hr	10% (10)	8	All LO # 1,2,3
	Final Exam	3 hr	50%	16	All
Total assessment			100% (100 Marks)		

Delivery Plan (Weekly Syllabus)			
Week	Material Covered		
Week 1	The nature, importance, and content of the conceptual and theoretical framework of accounting and its components.		
Week 2			
Week 3	Prepaid expenses and prepaid revenues.		
Week 4	Accountable liabilities or expenses and adjusting entries for bad debts.		
Week 5	Understanding the content and format of the income statement and classifying expenses by nature or function.		
Week 6	Bank account and reconciliation.		
Week 7	Bank statement and its reconciliation, and methods of reconciling bank statements.		
Week 8	Accounts receivable and its disclosure in the balance sheet:		
Week 9	Midterm exam (first semester).		
Week 10	Types of debtors and the allowance for doubtful debts.		
Week 11	Inventory accounting:		
Week 12	Inventory counting methods.		
Week 13	Inventory pricing methods.		
Week 14	Methods of purchasing fixed assets.		
Week 15	Replacement or disposal of fixed assets and the accumulated depreciation allowance.		
Week 16	Second month exam (first semester).		

Learning and Teaching Resources

	Text	Available in the Library?
Required Texts	Books related to intermediate accounting.	Yes
Recommended Texts	Intermediate Accounting: Part 1, Dolnad Kieso, 1999, translated by Prof. Dr. Ahmed Hamed Hajjaj; Part 1, Dr. Basma Faleh Al-Nuaimi, 2010; Asst. Prof. Dr. Sumaya Amin Ali Dr. Mohamed Abdel-Azim, 2021.	No

Grading Scheme

Group	Grade	التقدير	Marks (%)	Definition
Success Group (50 - 100)	A - Excellent	امتياز	90 - 100	Outstanding Performance
	B - Very Good	جيد جدا	80 - 89	Above average with some errors
	C - Good	جيد	70 - 79	Sound work with notable errors
	D - Satisfactory	متوسط	60 - 69	Fair but with major shortcomings
	E - Sufficient	مقبول	50 - 59	Work meets minimum criteria
Fail Group (0 – 49)	FX – Fail	راسب (قيد المعالجة)	(45-49)	More work required but credit awarded
	F – Fail	راسب	(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 second year
Semester two
2025-2026**

MODULE DESCRIPTION FORM

Module Information					
Module Title	Civil Service System			Module Delivery	
Module Type	C			☒ Theory ☒ Lecture ☒ Lab ☐ Tutorial ☐ Practical ☐ Seminar	
Module Code	a lecture				
ECTS Credits	8				
SWL (hr/sem)	200				
Module Level	Phase Two	Semester of Delivery		the second	
Statistics Department	General Administration	College	Management and Economics		
Module Leader	Dr. Hussam Hamid Sultan	e-mail	dr.hasammanag@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	2025-9-17	Version Number			

Relation with other Modules

Prerequisite module	None	Semester	
Co-requisites module	None	Semester	

Module Aims, Learning Outcomes and Indicative Contents	
Module Aims	Teaching and making students understand the most important legal legislations related to appointment, public service, the employee and his legal status, rights and duties, in addition to holding the employee accountable and the laws of some professions and ministries.
Module Learning Outcomes	Knowledge Skills Values
Indicative Contents	
Learning and Teaching Strategies	
Strategies	∴ Learning Strategies Interactive Skills: The ability to communicate effectively with the .1 -instructor and peers

	Programming Skills: The ability to analyze management theories and .2 .their practical applications
	Analytical Skills: The ability to analyze management concepts and .3 .their components
	:Teaching Strategies
	.Lectures .1
	.Discussion and Dialogue .2
	.Enrichment Questions .3
	. Thorough Questioning.4

Student Workload (SWL)

Student Workload (SWL)			
Structured SWL (h/sem)	78	Structured SWL (h/w)	5.2
Unstructured SWL (h/sem)	72	Unstructured SWL (h/w)	4.8
Total SWL (h/sem)	150		

Module Evaluation					
As		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative Assessment	Quizzes	5	25% (25)	3, ,10	LO #1,3
	Assignments (HW)	2	5% (5)	2, 12	LO # 2,5
	Report				
	Activities	1	4% (4)		
	Lab	1	6% (6)	All	All
Summative Assessment	Midterm Exam	2 hr	10% (10)	8	All LO # 1,2,3
	Final Exam	3 hr	50%	16	All
Total assessment			100% (100 Marks)		

Delivery Plan (Weekly Syllabus)	
Week	Material Covered
Week 1	An introduction to public service
Week 2	Civil Service Law No. 103 of 1931
Week 3	Civil Service Law No. 64 of 1939
Week 4	Civil Service Law No. 24 of 1960
Week 5	Civil Service Law No. 24 of 1960
Week 6	Civil Service Law No. 24 of 1960
Week 7	exam

Week 8	Federal Civil Service Council Law No. 4 of 2009
Week 9	State and Public Sector Employees Discipline Law No. 14 of 1991
Week 10	State and Public Sector Employees Discipline Law No. 14 of 1991
Week 11	State Employees Salaries Law No. 22 of 2008 and the Role of the Ministry of Finance in the Civil Service
Week 12	Unified Retirement Law No. 9 of 2014
Week 13	University Service Law No. 23 of 2008
Week 14	Provinces Not Organized into a Region Law No. 21 of 2008
Week 15	Specialized Civil Service Laws for Medical and Engineering Sectors and the Ministry of Foreign Affairs Law
Week 16	exam

Delivery Plan (Weekly Lab. Syllabus)	
Week	Material Covered
Week 1,2	None
Week 3,4	None
Week 5,6	None
Week 7,8	None
Week 9,10	None
Week 11,12	None
Week 13,14	None

Learning and Teaching Resources

	Text	Available in the Library?
Required Texts	A Concise Guide to Administrative Law, Dr. Mazen 1. Lilo Radi Principles and Provisions of Administrative Law, Dr. 2. Essam Abdel Wahab Al-Barzanji and others 3. Current Legal Legislation Related to Public Service	
Recommended Texts		

Grading Scheme

Group	Grade	التقدير	Marks (%)	Definition
Success Group (50 - 100)	A - Excellent	Excellent	90 - 100	Outstanding Performance
	B - Very Good	Very Good	80 - 89	Above average with some errors
	C - Good	Good	70 - 79	Sound work with notable errors
	D - Satisfactory	Average	60 - 69	Fair but with major shortcomings
	E - Sufficient	Acceptable	50 - 59	Work meets minimum criteria
Fail Group (0 – 49)	FX – Fail	Fail (Under review)	(45-49)	More work required but credit awarded
	F – Fail	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	Computer Fundamentals		Module Delivery
Module Type	S	☒ Theory ☒ Lecture ☒ Lab ☐ Tutorial ☐ Practical ☐ Seminar	
Module Code	UN244		
ECTS Credits	4		
SWL (hr/sem)	100		
Module Level	Second	Semester of Delivery	Second
Administering Department	General administering	College	College of Administration and Economics
Module Leader	Assit.lect sarah amer	e-mail	Sarah.amir@uodiyala.edu.iq
Module Leader's Acad. Title	Assistant lecturer	Module Leader's Qualification	MSc.
Module Tutor		e-mail	
Peer Reviewer Name		e-mail	
Scientific Committee Approval Date	2025-9-17	Version Number	

Relation with other Modules

Prerequisite module	First stage :computers fundamentals	Semester	second
Co-requisites module	None	Semester	

Module Aims, Learning Outcomes and Indicative Contents	
Module Aims	Teaching students the skills of working on computers and using ready-made applications and the Internet in their field of specialization.
Module Learning Outcomes	The student is able to work with the Excel environment.
Indicative Contents	
Learning and Teaching Strategies	
Strategies	1- Activities 2- Lectures 3- Discussion sessions

Student Workload (SWL)			
Structured SWL (h/sem)	48	Structured SWL (h/w)	5.2
Unstructured SWL (h/sem)	52	Unstructured SWL (h/w)	4.8
Total SWL (h/sem)	100		

Module Evaluation					
As		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative Assessment	Quizzes	5	10%	3, ,10	
	Assignments (HW)	2	5%	2, 12	
	Report	1	10%		
	Activities	1	5%		
	Lab	1	10%	All	All
Summative Assessment	Midterm Exam	2 hr	10%	8	All
	Final Exam	3 hr	50%	16	All
Total assessment			100% (100 Marks)		

Delivery Plan (Weekly Syllabus)	
Week	Material Covered
Week 1	Introduction to Microsoft Excel (interface, ribbons, data entry, deleting data, opening a new file, saving a file, opening an existing file, copy, paste, formatting cells, formatting data).
Week 2	Using mathematical functions, using statistical functions, inserting charts.
Week 3	Data sorting, filtering, hyperlinks, linking multiple worksheets together, data security.
Week 4	Creating a payroll calculation program using Excel, preparing a trial balance, and creating a ledger.
Week 5	Database system (Access): definition of a database, features of Excel program, opening and running the program, Excel objects, table definition, opening an existing database, preview.

Week 6	Defining data types entered into the system (text, numbers, date, currency, logical data “Yes/No”), creating a database in a simple way, using the wizard to create a new database.
Week 7	Formatting data tables, formatting columns and rows, freezing columns, setting column headings.
Week 8	Importing external data into the database, importing data from Excel files.
Week 9	Exporting information to other programs, exporting data to Excel files with (XML) extension.
Week 10	Queries: query definition, query writing method, functions used in queries.
Week 11	Forms: form definition, data entry using forms.
Week 12	Creating forms using the wizard.
Week 13	Adding controls to forms, basic sections of a form (form header, detail, form footer).
Week 14	Data sorting, ascending and descending sorting of records, filtering data in tables.
Week 15	Creating queries with filtering preview, performing calculations in queries (MIN – SUM – MAX – AVG – COUNT – VAR).
Week 16	Reports: report definition and purpose of the report.

Delivery Plan (Weekly Lab. Syllabus)

Week	Material Covered
Week 1,2	Introduction to the Excel working environment.
Week 3,4	Creating data tables and learning how to sort them.
Week 5,6	Working with functions and applying them to data tables.
Week 7,8	Opening and previewing existing data.
Week 9,10	Applying functions and working with queries.
Week 11,12	Applying queries with filtering preview.
Week 13,14	Representing data using charts and practical examples.

Learning and Teaching Resources		
	Text	Available in the Library?
Required Texts	Fundamentals of Computer and Office Applications Book	YES
Recommended Texts		

Grading Scheme				
Group	Grade	التقدير	Marks (%)	Definition
Success Group (50 - 100)	A - Excellent	امتياز	90 - 100	Outstanding Performance
	B - Very Good	جيد جدا	80 - 89	Above average with some errors
	C - Good	جيد	70 - 79	Sound work with notable errors
	D - Satisfactory	متوسط	60 - 69	Fair but with major shortcomings
	E - Sufficient	مقبول	50 - 59	Work meets minimum criteria
Fail Group (0 – 49)	FX – Fail	راسب (قيد المعالجة)	(45-49)	More work required but credit awarded
	F – Fail	راسب	(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	<u>Arabic language</u>		Module Delivery	
Module Type	<u>S</u>		☒ Theory ☒ Lecture ☒ Lab ☐ Tutorial ☐ Practical ☐ Seminar	
Module Code	<u>UN246</u>			
ECTS Credits	<u>2</u>			
SWL (hr/sem)	<u>50</u>			
Module Level	2	Semester of Delivery	2	
Administering Department	Public Administration Department	College	College of Administration and Economics	
Module Leader	Marwa Mahdi Saleh	e-mail	mryamhademana@uodiyala.edu.iq	
Module Leader's Acad. Title	Lecturer, PhD	Module Leader's Qualification	PhD Degree	
Module Tutor	Name (if available)	e-mail		
Peer Reviewer Name	Name	e-mail		
Scientific Committee Approval Date	2025-9-17	Version Number		

Relation with other Modules

Prerequisite module	None	Semester	
Co-requisites module	None	Semester	

Module Aims, Learning Outcomes and Indicative Contents

Module Aims	.Raising the overall level of linguistic proficiency among students Refining the vocabulary and expressions commonly used by students.
Module Learning Outcomes	
Indicative Contents	
Learning and Teaching Strategies	
Strategies	Lecture delivery method Discussion and dialogue method

Student Workload (SWL)

Structured SWL (h/sem)		Structured SWL (h/w)	
Unstructured SWL (h/sem)		Unstructured SWL (h/w)	
Total SWL (h/sem)			

Module Evaluation

As		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative Assessment	Quizzes	1	(5) %5	Third	
	Assignments (HW)	1	(5) %5	Fifth	
	Report				
	Activities	1		Seventh	
	Lab		Not available		
Summative Assessment	Midterm Exam	1 hr	10% (10)	Ninth	
	Final Exam	3 hr	50%	Sixteenth	
Total assessment			100% (100 Marks)		

Delivery Plan (Weekly Syllabus)

Week	
Week 1	Al-Isra) – Linguistic and Social Analysis
Week 2	The Holy Qur'an
Week 3	The Noble Prophetic Hadith
Week 4	Al-Mutanabbi His Life and Poetry
Week 5	Ibn al-Fāriḍ His Life and Poetry
Week 6	Mustafa Jamal al-Din His Life and Poetry
Week 7	Muhammad Mahdi al-Jawahiri (His Life and Poetry)
Week 8	(Noun Inflection (Declension of Nouns
Week 9	Numbers
Week 10	(Dependents (Grammatical Modifiers
Week 11	(Dictionaries (Lexicons
Week 12	'The School's Curriculum: Al-Maqāyīs wa al-Ṣiḥāḥ
Week 13	(The Science of Badī' (Rhetoric) / Paronomasia (Tawriya) and Antithesis (Tibāq

Week 14	Parallelism (Muqābala) / Affirming Praise through What Resembles Blame
Week 15	Husn al-Taʿlīl (Rhetorical Justification) / Comparison between the Arts of Badīʿ
Week 16	Common Linguistic Errors

Delivery Plan (Weekly Lab. Syllabus)	
Week	Material Covered
Week 1,2	
Week 3,4	
Week 5,6	
Week 7,8	
Week 9,10	
Week 11,12	
Week 13,14	

Grading Scheme

Group	Grade	التقدير	Marks (%)	Definition
Success Group (50 - 100)	A – Excellent	امتياز	90 - 100	Outstanding Performance
	B - Very Good	جيد جدا	80 - 89	Above average with some errors
	C – Good	جيد	70 - 79	Sound work with notable errors
	D – Satisfactory	متوسط	60 - 69	Fair but with major shortcomings
	E – Sufficient	مقبول	50 - 59	Work meets minimum criteria
Fail Group (0 – 49)	FX – Fail	راسب (قيد المعالجة)	(45-49)	More work required but credit awarded
	F – Fail	راسب	(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	English Language		Module Delivery	
Module Type	S		☒ Theory ☒ Lecture ☒ Lab ☐ Tutorial ☐ Practical ☐ Seminar	
Module Code	UN245			
ECTS Credits	2			
SWL (hr/sem)	50			
Module Level	second	Semester of Delivery		
Administering Department	Economic and Public Administration	College	Administration and Economic	
Module Leader	Baraa Rahim Yasin	e-mail	Baraa9q@gmail.com	
Module Leader's Acad. Title	Assist. Lecture	Module Leader's Qualification		
Module Tutor		e-mail	Baraa9q@gmail.com	
Peer Reviewer Name		e-mail		
Scientific Committee Approval Date	2025-9-17	Version Number		

Relation with other Modules

Prerequisite module	None	Semester	
Co-requisites module	None	Semester	

Module Aims, Learning Outcomes and Indicative Contents	
Module Aims	To understand the value of learning languages including English Language -1 To develop the four skills :Listening , Reading, Speaking, and Writing -2 To understand the structure of the sentence -3 To know how to use the Grammar -4
Module Learning Outcomes	Mastering Grammar .1 Learning more vocabularies .2 Ability to speak .3 Ability to understand the listening videos .4 Ability to Read the passages .5
Indicative Contents	Thematic Sets: Vocabulary grouped by topic (e.g., The Environment, Technology, Family, Business) Keep going with AI, and other APPS Distinguishing between the Tenses and how to use them clearly Listening: Dialogues, interviews, radio broadcasts, and "street" interviews with various accents Writing: Guided tasks like formal letters, narrative stories, reviews, and social media posts
Learning and Teaching Strategies	
Strategies	:Learning Strategies Interactive Skills: The ability to communicate effectively with the material .1 and peers Programming Skills: The ability to program administrative concepts and their .2 practical applications Analytical Skills: The ability to analyze administrative concepts and their .3 components :Teaching

	.Lectures .1 .Discussions and Dialogues .2 .Lead Questions .3 .Questioning .4
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Student Workload (SWL)					
Structured SWL (h/sem)		78	Structured SWL (h/w)		5.2
Unstructured SWL (h/sem)		72	Unstructured SWL (h/w)		4.8
Total SWL (h/sem)		150			
Module Evaluation					
As		Time/Num ber	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative Assessment	Quizzes	5	25% (25)	3, ,10	LO #1,3
	Assignments (HW)	2	5% (5)	2, 12	LO # 2,5

	Report				
	Activities	1	4% (4)		
	Lab	1	6% (6)	All	All
Summative Assessment	Midterm Exam	2 hr	10% (10)	8	All LO # 1,2,3
	Final Exam	3 hr	50%	16	All
Total assessment			100% (100 Marks)		

Delivery Plan (Weekly Syllabus)

Week	Material Covered
Week 1	Discovery and invention
Week 2	DNA and GOOGLE
Week 3	Hot verbs (bring, take, come, ,go) ,must and should (practice)
Week 4	How to write an academic essay giving examples with practice
Week 5	Past simple and past perfect
Week 6	Phobia : its definition , and the types
Week 7	The sinking ship and megalopolis :listening and reading passages
Week 8	Conjunction tools : after , before, while, as soon as, until , and, and when
Week 9	Words that go together, used to
Week 10	If conditions :examples and practice
Week 11	Word formation :vocabulary
Week 12	Phrasal verbs :examples and practice

Week 13	Social expressions :enhancing conversation
Week 14	Exam first month
Week 15	Mid exam
Week 16	Second Exam

Delivery Plan (Weekly Lab. Syllabus)		
Week	Material Covered	
Week 1,2		None
Week 3,4		None
Week 5,6		None
Week 7,8		None
Week 9,10		None
Week 11,12		None
Week 13,14		None

Learning and Teaching Resources

	Text	Available in the Library?
Required Texts	Headway Plus	Yes

Grading Scheme

Group	Grade	التقدير	Marks (%)	Definition
Success Group (50 - 100)	A - Excellent	امتياز	90 - 100	Outstanding Performance
	B - Very Good	جيد جدا	80 - 89	Above average with some errors
	C - Good	جيد	70 - 79	Sound work with notable errors
	D - Satisfactory	متوسط	60 - 69	Fair but with major shortcomings
	E - Sufficient	مقبول	50 - 59	Work meets minimum criteria
Fail Group (0 – 49)	FX – Fail	راسب (قيد المعالجة)	(45-49)	More work required but credit awarded
	F – Fail	راسب	(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	Government Accounting		Module Delivery
Module Type	B		☒ Theory ☒ Lecture ☒ Lab ☐ Tutorial ☐ Practical ☐ Seminar
Module Code	PU2402		
ECTS Credits	7		
SWL (hr/sem)	175		
Module Level	second	Semester of Delivery	
Administering Department	Economic and Public Administration	College	Administration and Economic
Module Leader	Ammar Ghazi Ibrahim	e-mail	ammar.ezzi82@uodiyala.edu.iq
Module Leader's Acad. Title	Assistant Professor	Module Leader's Qualification	Doctor
Module Tutor		e-mail	Baraa9q@gmail.com
Peer Reviewer Name	ammar.ezzi82@uodiyala.edu.iq	e-mail	
Scientific Committee Approval Date	2025-9-17	Version Number	

Relation with other Modules

Prerequisite module	None	Semester	
Co-requisites module	None	Semester	

Module Aims, Learning Outcomes and Indicative Contents

Module Aims	Teaching the student the methods of the government accounting system and informing him about the mechanism for preparing the state's general budget, its divisions and types, and the treatment of expenditures and revenues according to the government accounting system and the mechanism for financing treasuries.
Module Learning Outcomes	
Indicative Contents	
Learning and Teaching Strategies	
Strategies	:Learning Strategies Interactive Skills: The ability to communicate effectively with the material .1 ·and peers Programming Skills: The ability to program administrative concepts and their .2 ·practical applications Analytical Skills: The ability to analyze administrative concepts and their .3 ·components :Teaching .Lectures .1

	.Discussions and Dialogues .2 .Lead Questions .3 .Questioning .4
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Student Workload (SWL)					
Structured SWL (h/sem)		78	Structured SWL (h/w)	5.2	
Unstructured SWL (h/sem)		72	Unstructured SWL (h/w)	4.8	
Total SWL (h/sem)		150			
Module Evaluation					
As		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative Assessment	Quizzes	5	25% (25)	3, ,10	LO #1,3
	Assignments (HW)	2	5% (5)	2, 12	LO # 2,5
	Report				
	Activities	1	4% (4)		

	Lab	1	6% (6)	All	All
Summative Assessment	Midterm Exam	2 hr	10% (10)	8	All LO # 1,2,3
	Final Exam	3 hr	50%	16	All
Total assessment			100% (100 Marks)		

Delivery Plan (Weekly Syllabus)

Week	Material Covered
Week 1	Theoretical Framework of Government Accounting
Week 2	Accounting Theories
Week 3	The State Budget
Week 4	Types of the State Budget and Stages of Preparation
Week 5	The Relationship Between the State Budget and the Government Accounting System
Week 6	First Monthly Exam
Week 7	The State Treasury
Week 8	Methods of Financing Treasurys and Government Units
Week 9	The Government Accounting System Under Centralization and Decentralization
Week 10	Public Expenditures and Revenues
Week 11	Accounting for Expenditures
Week 12	Accounting for Revenues
Week 13	Second Monthly Exam
Week 14	Intermediate Accounts / Advances
Week 15	Review of Material and Discussion of Reports
Week 16	Review

Learning and Teaching Resources

	Text	Available in the Library?
Required Texts	Headway Plus	Yes
Recommended Texts		

Grading Scheme

Group	Grade	التقدير	Marks (%)	Definition
Success Group (50 - 100)	A - Excellent	امتياز	90 - 100	Outstanding Performance
	B - Very Good	جيد جدا	80 - 89	Above av with some errors
	C - Good	جيد	70 - 79	Sound work with notable errors
	D - Satisfactory	متوسط	60 - 69	Fair but with major shortcomings
	E - Sufficient	مقبول	50 - 59	Work meets minimum criteria
Fail Group (0 – 49)	FX – Fail	راسب (قيد المعالجة)	(45-49)	More work required but credit awarded
	F – Fail	راسب	(0-44)	Considerable amount of work required
				لل
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 Law		Module Delivery	
Module Type	B		☒ Theory ☒ Lecture ☐ Lab ☐ Tutorial ☐ Practical ☐ Seminar	
Module Code	PU2403			
ECTS Credits	7			
SWL (hr/sem)	175			
Module Level	2 nd stage	Semester of Delivery		
Administering Department	General Administration	College	Management and Economics	
Module Leader	Dr. Omar Ahmed	e-mail	DrOmarahmed@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	2025-9-17	Version Number		

Relation with other Modules			
Prerequisite module	None	Semester	
Co-requisites module	None	Semester	

Module Aims, Learning Outcomes and Indicative Contents	
Module Aims	"Educating students on the substance and content of Administrative Law, and its practical application within the civil service sector. This is achieved by defining the concepts of the public servant and public utility, outlining the rights and obligations of public sector employees, and examining the various types of administrative contracts and administrative decisions."
Module Learning Outcomes	"Equipping students with an in-depth understanding of Administrative Law and the necessary skills for its implementation in practice."
Indicative Contents	none
Learning and Teaching Strategies	
Strategies	Student Educational Skills: 1. Equipping students with administrative legal skills essential for professional practice. 2. The ability to analyze and interpret legal provisions and regulations. 3. Knowledge of the rights and obligations stipulated in the law. 4. Identifying the legal concept of successful and distinguished administration. Teaching Skills (Teaching Methods): 1. Written Lectures. 2. In-class Discussions. 3. Q&A Sessions. 4. Tests and Examinations. 5. Seminars and Panel Discussions. 6. In-class Research Assignments.

Student Workload (SWL)					
Structured SWL (h/sem)		78	Structured SWL (h/w)	5.2	
Unstructured SWL (h/sem)		72	Unstructured SWL (h/w)	4.8	
Total SWL (h/sem)		150			
Module Evaluation					
As		Time/Num ber	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative Assessment	Quizzes	2	5	3, ,10	LO #1,3
	Assignments (HW)	1	5	2, 12	LO # 2,5
	Report	1	10		
	Activities	0	0		
	Monthly exam	2	20	All	All
Summative Assessment	Midterm Exam	2 hr	10	8	All LO # 1,2,3
	Final Exam	3 hr	50%	16	All
Total assessment			100% (100 Marks)		

Delivery Plan (Weekly Syllabus)	
Week	Material Covered
Week 1	Introduction to the Study of Administrative

	Law and its Characteristics
Week 2	Definition of Administrative Law and its Distinctive Features
Week 3	Sources of Administrative Law
Week 4	The Basis and Substance of Administrative Law and its Standards; Relationship with Other Branches of Law.
Week 5	Administrative Police (Administrative Control)
Week 6	Public Utility (Public Service)
Week 7	First Month Examination
Week 8	Public Office (Civil Service)
Week 9	The Legal Nature of the Relationship between the Public Servant and the State; Terms of Appointment.
Week 10	Rights and Duties of the Employee; Disciplinary Sanctions
Week 11	Procedures for Imposing Sanctions, Appealing Disciplinary Decisions, and Termination of Employment.
Week 12	Public Property (Public Funds)
Week 13	Administrative Decisions and the Elements of an Administrative Act
Week 14	Administrative Contracts vs. Civil Contracts
Week 15	Elements of the Administrative Contract
Week 16	onth Examination

Learning and Teaching Resources

	Text	Available in the Library?
Required Texts	1-Administrative Law Book – <i>Ibrahim Tayeh</i> . 2-Principles of Administrative Law – <i>Maher Saleh Allawi Al-Jubouri</i> . 3- The Intermediary in Administrative Law (Al-Waseet) – <i>Mazen Lilo</i>	
Recommended Texts		

Grading Scheme

Group	Grade	التقدير	Marks (%)	
Success Group (50 - 100)	A - Excellent	امتياز	90 - 100	Outstanding Performance
	B - Very Good	جيد جدا	80 - 89	Above average with some errors
	C - Good	جيد	70 - 79	Sound work with notable errors
	D - Satisfactory	متوسط	60 - 69	Fair but with major shortcomings
	E - Sufficient	مقبول	50 - 59	Work meets minimum criteria