

Academic Program Description

University Name: University of Anbar.....

Faculty/Institute: College of Administration and Economic.....

Scientific Department: Public Administration.....

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

Final Certificate Name: Bachelor of Public Administration.....

Academic System: courses

Description Preparation Date: 4/2/2024

File Completion Date: 28/3/2024

Signature:

Head of Department Name:

Dr. Omar Qais Jameel

Date:

Signature:

Scientific Associate Name:

Dr. Ammar Abdel Hadi
Shalal

Date:

The file is checked by:

Department of Quality Assurance and University Performance

Director of the Quality Assurance and University Performance Department:

Date:

Signature:

Approval of the Dean

1. Program Vision

Providing government organizations with efficient and effective human cadres who possess high ethics and professionalism.

2. Program Mission

Disseminating core values and good morals, and disseminating science and knowledge in government organizations by providing high-quality education to students in the field of public administration. And supporting the university's vision of achieving leadership in higher education, scientific research, and developing academic programs.

3. Program Objectives

1. Preparing a workforce prepared to work in the government sector and capable of contributing to the implementation of national, economic and social development plans.
2. Developing and developing government agencies in the field of local and central government administration, public budgets and government policies through specialized staff.
3. Working to use administrative techniques and mechanize administrative work in government departments and agencies of all types, in a way that ensures raising the level of efficiency and effectiveness of these agencies.
4. Providing consultations to various state agencies and organizations regarding the problems they face in administrative work.
5. Conduct field research and studies with the aim of addressing the administrative problems facing organizations in different sectors.
6. Providing the faculties of administration and economics with teaching staff.
7. Highlighting and reviving the pioneering role of Arab and Islamic administration and disseminating its authentic administrative heritage.

4. Program Accreditation

Nothing

5. Other external influences

Nothing

6. Program Structure

Program Structure	Number of Courses	Credit hours	Percentage	Reviews*
Institution Requirements	4	20	14%	Basic course
College Requirements	2	6	4%	Basic course
Department Requirements	48	120	82%	Basic course
Summer Training	—			
Other	—			

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

7. Program Description				
Year/Level	Course Code	Course Name	Credit Hours	
			theoretical	practical
2023 – 2024				
The first stage		Principles of public Administration (2)	3	
The first stage		Mathematics for management	3	
The first stage		Principles of Accounting	3	
The first stage		Rights and freedoms	2	
The first stage		English Administrative readings	3	
The second stage		Public relations	3	
The second stage		Government accounting	3	
The second stage		psychology Administrative	2	
The second stage		The Civil service legislation	2	
The second stage		Political systems	3	
The second stage		Operations Research	3	
The second stage		Computer(2) Excel	1	2
The second stage		English language	2	

The third stage		organizational behavior	3	
The third stage		Financial policies	3	
The third stage		General project management	2	
The third stage		Administrative information technology	3	
The third stage		Comparative local administration systems	3	
The third stage		Environmental management	2	
The third stage		Computer (2) Access	1	2
The fourth stage		Strategy management	3	
The fourth stage		International organizations Management	3	
The fourth stage		Administrative Development (2)	3	
The fourth stage		Public policies	3	
The fourth stage		research project Graduation		
The fourth stage		Computer (2) (QSB)	1	2
The fourth stage		English language	2	

8. Expected learning outcomes of the program

Knowledge

1– Availability of basic knowledge in management sciences

2– Developing the ability to apply knowledge in solving administrative problems

- The graduate has the ability to adapt to developments in the field of technology and management information systems and the work environment of organizations.
- The graduate will have basic knowledge in all administrative disciplines related to decision-making and decision-making in the field of administrative work.

<p>3- The student's ability to prepare organizational design for public organizations</p> <p>4- The student's awareness of modern trends and developments occurring in the administrative work environment</p>	<ul style="list-style-type: none"> • The graduate can contribute to the preparation and design of types of central and decentralized organizations. • The graduate should be aware of the latest developments and research results in the field of administrative work.
Skills	
<p>1- Strategic thinking in the field of administrative work</p> <p>2- Creativity in solving administrative problems in the work environment</p> <p>3- Communication skills in the administrative work environment</p> <p>4- Developing leadership skills</p>	<ul style="list-style-type: none"> • Developing methods of thinking outside the box for graduates, given that situations require effective formulation of different solutions in management sciences. • The graduate's ability to present innovations and present creative ideas that would solve existing problems • The graduate's ability to develop and hone his personal skills so that he has the ability to communicate effectively with co-workers and stakeholders. • Developing the graduate's abilities to assume leadership roles in the work environment as long as leadership has an effective role in determining the future of the work of organizations.
Ethics	
<p>1- Ethical dilemmas</p> <p>2- Professional responsibility</p> <p>3- Efficiency and effectiveness</p> <p>4- Time management</p>	<p>Understanding ethical issues will enable the graduate to recognize ethical dilemmas, which requires him to adhere to the rules of conduct and ethical values in the field of administrative work.</p> <ul style="list-style-type: none"> • The graduate will learn about the regulatory and legal aspects related to the work environment and will have the ability to demonstrate professional responsibility in all aspects of his administrative work. • The graduate will have the ability to realize the importance of working within the framework of efficiency and effectiveness because they lead to the proper utilization and management of resources in the work of organizations. • The graduate's ability to show great interest in time management as it is one of the intangible work resources that is relied upon to provide added value to the work of organizations.

9. Teaching and Learning Strategies

1– Active learning by encouraging the active participation of students in the learning process, and this can be through brainstorming sessions.

2– Explaining the scientific material by reading and understanding management sciences and explaining their importance. This is done by applying theoretical concepts to practical scenarios.

3– Diversity of evaluation methods for students, which can be through short tests or writing a review paper for each item in which the student summarizes the most important ideas presented during the lectures.

4– Ways of thinking using feedback. This is by giving the student room to express his comments about the scientific material, which helps them to continuously improve and encourage self-reflection and metacognitive thinking skills.

5– Graduation projects: The student assigns a topic for a research project that will be conducted independently or as a group of students in research teams. This final project will provide opportunities to integrate what the student has learned during the four academic stages and will reflect the nature of what they have learned in an applied manner across multiple topics in management sciences.

10. Evaluation methods

Daily and monthly exams and the end-of-semester exam.

11. Faculty

Faculty Members

Academic Rank	Specialization		Special Requirements/Skills (if applicable)		Number of the teaching staff	
	General	Special			Staff	Lecturer
Assistant Professor	Operations research	Operations research			Staff	
Teacher	Public administration	organization theory and			Staff	

		organizational behavior				
Teacher	Public administration	organization theory and organizational behavior			Staff	
Teacher	accounting	Auditing			Staff	
Teacher	Public administration	Local administration			Staff	
Teacher	Public administration	organization theory and organizational behavior			Staff	
Teacher	Public administration	Strategic management			Staff	
Teacher	Public administration	Strategic management			Staff	
Assistant teacher	Public administration	Quality management			Staff	
Assistant teacher	Arabic	Arabic literature			Staff	
Teacher	political science	Political systems				Lecturer
Teacher	Hebrew language	Hebrew language				Lecturer
Teacher	Public administration	marketing management				Lecturer
Assistant teacher	Public administration	Local administration				Lecturer
Assistant teacher	Public administration	Human resources management				Lecturer

Teacher	Business Management	Human resources management				Lecturer
Assistant teacher	Business Management	Financial management				Lecturer
Assistant teacher	Business Management	Production and operations management				Lecturer
Teacher	computers	Network				Lecturer
Assistant teacher	computers	Network systems				Lecturer
Assistant teacher	Mathematics	equations				Lecturer
Assistant teacher	Banking and Financial Sciences	Banking and Financial				Lecturer

Professional Development

Mentoring new faculty members

Direct supervision and follow-up by the department on the progress of the teaching process and directing them towards the scientific aspects of each teaching.

Professional development of faculty members

- 1- Field experience to acquire lecturing skills from those with scientific and professional experience among the department's staff.
- 2- Holding workshops and seminars inside and outside the college to spread knowledge.
- 3- Openness with governmental and non-governmental academic institutions to develop teaching skills
- 4- Establishing programs to develop the solid scientific publishing skills of faculty members.
- 5- Course follow-up by the department for the scientific and administrative aspects of faculty members according to templates approved by the institution.

12. Acceptance Criterion

Central and parallel admission, in addition to the Martyrs Channel and privileges

13. The most important sources of information about the program

- 1- Central admission guide
- 2- The department's official page on the Internet

14. Program Development Plan

- 1- Planning to open postgraduate studies in the department (Master's)
- 2- Developing and training faculty members by providing professional development opportunities for faculty members in order to keep them informed of the latest developments in the field of management and organizational sciences.
- 3- Involving faculty members in academic forums such as conferences, seminars, and workshops, in addition to encouraging them to obtain the highest academic grades, as well as research projects in the field of public administration specialization.
- 4- Projects to integrate practical experience in order to enhance learning opportunities and acquire the required experience and skills through training courses, cooperation programs, research institutions, and the use of field visits to transfer modern experiences to enrich scientific aspects.
- 5- Using a case study to compare theory and practice in the ideas of management theories.

Program Skills Outline															
				Required program Learning outcomes											
Year/Level 2023 - 2024	Course Code	Course Name	Basic or optional	Knowledge				Skills				Ethics			
				A1	A2	A3	A4	B1	B2	B3	B4	C1	C2	C3	C4
The first stage		Principles of public Administration (2)	Basic	*		*	*	*			*		*		*
The first stage		Mathematics for management	Basic		*		*	*	*			*	*	*	
The first stage		Principles of Accounting	Basic	*	*	*		*		*			*		*
The first stage		Rights and freedoms	Basic			*	*		*			*		*	
The first stage		English Administrative readings	Basic	*		*		*	*				*		*
The second stage		Public relations	Basic	*	*				*	*	*	*	*		

The second stage		Government accounting	Basic			*		*		*			*		
The second stage		psychology Administrative	Basic		*		*	*		*	*	*		*	*
The second stage		The Civil service legislation	Basic			*			*				*		*
The second stage		Political systems	Basic	*		*	*	*		*	*		*	*	
The second stage		Operations Research	Basic		*		*			*				*	
The second stage		Computer(2) Excel	Basic		*		*		*			*			*
The second stage		English language	Basic		*			*				*			
The third stage		organizational behavior	Basic	*	*	*	*		*	*		*	*		*
The third stage		Financial policies	Basic			*		*			*		*		*

The third stage		General project management	Basic	*	*			*	*			*		*	
The third stage		Administrative information technology	Basic		*		*		*	*		*			*
The third stage		Comparative local administration systems	Basic	*	*		*		*	*	*	*	*	*	
The third stage		Environmental management	Basic		*		*		*		*		*		*
The third stage		Computer (2) Access	Basic	*		*		*			*			*	*
The fourth stage		Strategy management	Basic	*		*	*	*	*	*	*	*		*	*
The fourth stage		International organizations Management	Basic		*			*		*		*			*

The fourth stage		Administrative Development (2)	Basic	*	*	*	*	*		*	*		*	*	*
The fourth stage		Public policies	Basic	*		*		*		*		*	*	*	
The fourth stage		research project Graduation	Basic			*			*			*			
The fourth stage		Computer (2) (QSB)	Basic		*		*			*		*	*		*
The fourth stage		English language	Basic		*				*		*		*		

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

Course Description

1. Course Name:	
Principles of public administration (2)	
2. Course Code:	
3. Semester / Year:	
Second / 2023 – 2024	
4. Description Preparation Date:	
4/ 2 /2022	
5. Available Attendance Forms:	
My presence only	
6. Number of Credit Hours (Total) / Number of Units (Total)	
3 / 45	
7. Course administrator's name (mention all, if more than one name)	
Name: Omar Qais Jameel Email: ec.omarqais@uoanbar.edu.iq	
8. Course Objectives	
Course Objectives	<p>1– Identifying the nature of decision–making and making its importance, types and stages of decision–making.</p> <p>2– Explaining the role of administrative leadership and familiarity with leadership theories in administrative thought, and discussing contemporary trends in the field of leadership.</p> <p>3– Determine the importance of the impact of motivational incentives, and communication on the productivity of individuals within public organizations.</p> <p>4– Familiarity with the importance of the role of organization’s functions and the extent of its impact on the performance of public organizations.</p>
9. Teaching and Learning Strategies	
Strategy	<p>1- Cooperative concept strategy.</p> <p>2- Brainstorming strategy.</p> <p>3- Feedback strategy.</p>

10. Course Structure

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
first	3	Explaining the concept of decision-making and its importance, distinguishing between types of decisions, describing the stages of decision-making process	<p>Decision making</p> <ul style="list-style-type: none"> • Definition of decision making and its importance • Steps in decision-making process • Types of decision making 	Giving the lecture with students participating in the discussion with examples	The extent of students' participation and interaction
second	3	Explaining the concept of planning and its benefits, distinguishing between types of plans, and describing stages of the planning process and the difficulties of planning	<p>Planning</p> <ul style="list-style-type: none"> • Definition of planning and its importance • Steps in the planning process • Planning principles • Types of planning 	Giving the lecture with students participating in the discussion with examples	The extent of students' participation and interaction
third	3	Know the organization and organizational structure, its importance and clarify basic elements of organizational structure	<p>Organization</p> <ul style="list-style-type: none"> • Basic concepts about the meaning of organization, its importance, and goals • Steps in organizational design • Types of organizations • Basic principles of organization 	Giving the lecture with students participating in the discussion with examples	The extent of students' participation and interaction
fourth	3	Defining the concept of responsibility, authority, hierarchy of authority, determining responsibilities, describing the advantages and disadvantages of decentralization, the factors affecting centralization, realizing the importance of communication in organizations and its types	<p>Basic principles of organization and communication</p> <ul style="list-style-type: none"> • Authority, responsibility, centralization, decentralization • Authorization and delegation • Communication: concept, methods, and importance 	Giving the lecture with students participating in the discussion with examples	The extent of students' participation and interaction
Fifth	3	Distinguishing between a leader and a manager, identifying the important characteristics of leadership, explaining the most important variables that determine leader effectiveness, and discussing leadership theories	<p>Leadership</p> <ul style="list-style-type: none"> • The concept of leadership and its importance • Leadership theories • Leadership behavior 	Giving the lecture with students participating in the discussion with examples	The extent of students' participation and interaction
sixth	3	Defining the concept of motivation and incentives, distinguishing between different types of motivation, discussing the most important theories of motivation	<p>Motivation</p> <ul style="list-style-type: none"> • The concept of motivation and its importance • Types of motivation 	Giving the lecture with students participating in the discussion with examples	The extent of students' participation and interaction

		ivation and comparing n, as well as describing e modern methods of motivation.	• Components of motivation system Contemporary motivation system		
Seventh	3	—	First month exam	—	—
Eight	3	Defining oversight and reasons that call oversight, then giving description of the types oversight, then explain the steps of the overs process	Control • The concept control, importance objectives • Types of supervi Control steps	Giving the lect with studer participating the discuss with examples	The extent students' participation interaction
Ninth	3	Defining the concept of production and operat function, its goals responsibilities, clarifying modern meth for the production operations function	Production operations management function • The conc importance objectives production management • Production theo Contemporary production meth	Delivering lecture v students participating the discuss with examples benefiting f some models	The extent students' participation interaction
Tenth	3	Defining the concept of marketing function, importance and objecti then discussing marke methods	Marketing functio • The concept marketing, importance and g • Marketing meth and tools Contemporary marketing theorie	Delivering lecture v students participating the discuss with examples benefiting f some models	The extent students' participation interaction
Eleventh	3	Defining the concept human resou management and concepts associated with then defining responsibility of hu resources management the most important activ it performs	Human resou management function • Basic concepts • Human resou management functions Methods and patte of human resou management	Delivering lecture v students participating the discuss with examples benefiting f some models	The extent students' participation interaction
Twelveth	3	Defining the function financial management, defining the tasks of financial manager, discussing methods tools	Financial management function • Basic concepts • the components Methods, tools measurements	Delivering lecture v students participating the discuss with examples benefiting f some models	The extent students' participation interaction
Thirteenth	3	Defining the concept research and developr and explaining importance in organizat and the extent of efficiency and effective in organizations	research development • Basic concepts Methods and tools	Delivering lecture v students participating the discuss with examples benefiting f some models	The extent students' participation interaction
fourteenth	3	Identify the concept public relat	Public Relati Department	Delivering lecture v	The extent students'

		management, its important objectives, and place in organizational structure, explain its most important elements and foundations and the extent of their impact on the organization's effectiveness.	• The concept of importance objectives Basic concepts pillars	students participating in the discussion with examples benefiting from some models	participation interaction
Fifteenth		—	Second month exam	—	—

11. Course Evaluation

- 1- Preparation, daily exam, and reports = 10
- 2- Monthly exam = 30
- 3- Semester exam = 60

12. Learning and Teaching Resources

Required textbooks (curricular books, if any)	Principles of public administration: Prof. Jassim Mohammed Al-Dhahabi and Prof. Najm Abdullah Al-Azzawi (2005), first edition, Baghdad, Al-Jazeera Printing Office.
Main references (source)	
Recommended books and references (scientific journals, reports...)	Modern public administration: A. Ayman O Al-Maani (2013), third edition, Dar Wael Publishing and Distribution, Jordan.
Electronic references, websites.	

Course Description

1. Course Name:	
Principle Accounting	
2. Course Code:	

3. Semester / Year:	
second semester/ 2023-2024	
4. Description Preparation Date:	
28/3/2024	
5. Available Attendance Forms:	
Physical presence	
6. Number of Credit Hours (Total) / Number of Units (Total)/	
45h - 15 units	
7. Course administrator's name (mention all, if more than one name)	
Name: Yasser Ammar Abdulhameed	
Email: yaa1s2@uoanbar.edu.iq	
8. Course Objectives	
Course Objectives	The aim of this lecture is to help students learn to learn become professional accountants. Therefore, it should often mix theory with practice to give student's general understanding of accounting
9. Teaching and Learning Strategies	
Strategy	Explain of lecture and solve the practical cases daily, quarterly and final Theoretical, practical tests
10. Course Structure	

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
first	3		History and development of accounting		Quiz,
second	3		Accounting and double entry system	student grouping	Share student responses
third	3				
fourth	3		Capital transactions		
Fifth	3				
sixth	3		Cash transactions		
Seventh	3		Merchandise transactions Discount		
Eight	3	—	First month exam		
Ninth	3		Commercial papers		
Tenth	3				
Eleventh	3		Trail balance		
Twelveth	3		Final accounts and		
Thirteenth	3		financial statements		
fourteenth	3		Deferrals and accruals		
Fifteenth		—	Second month exam	—	—
11. Course Evaluation					
12. Learning and Teaching Resources					
Required textbooks (curricular books, if any)					
Main references (source)				Fouad Zako, Mohammed Al-shawi Khalid Ameen and others	

Recommended books and references (scientific journals, reports...)	
Electronic references, websites.	

Course Description

1. Course Name:	English managerial readings
2. Course Code:	-
3. Semester / Year:	Second semester/2023-2024
4. Description Preparation Date:	28-3-2024
5. Available Attendance Forms:	45/3
6. Number of Credit Hours (Total) / Number of Units (Total) 2 hours a week	
7. Course administrator's name (mention all, if more than one name) Name: Teacher Ahmed Idan Jasim Email: ahm.mang@uoanbar.edu.iq	
8. Course Objectives A- The topic of teaching administrative readings occupies an important position in the activities of management institutions with diverse tasks, especially in the era of intense competition in the quantity and type of products. B- Studying the management readings course includes various study topics that the student is exposed to until he becomes qualified to deal professionally with management terminology and with a high degree of proficiency in the field of using the English language within management terminology. C- The study of administrative readings includes different learning methods such as reading, listening, sharing, and pronunciation	

Course Objectives	Through it, the student will be able to know some concepts and terminology related to management terms in the English language and learn how to benefit from them in the field of administrative and daily applications
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9. Teaching and Learning Strategies

Strategy	<p>1-- Participate through discussions with students so that the lecture becomes similar to a dialogue session</p> <p>2- Using modern display devices to deliver the lecture because of their major role in delivering the lecture to the students</p>
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10. Course Structure

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
first	2	Introduction to public administration	Giving the lecture with student participating in the discussion	Ability for students to interact with lecture	
second	2	Concepts important of public administration	Giving the lecture with student participating in the discussion	Ability for students to interact with lecture	
third	2	Functions of public administration	Giving the lecture with student participating in the discussion	Ability for students to interact with lecture	
fourth	2	Theories management	Giving the lecture with student participating in the discussion	Ability for students to interact with lecture	
Fifth		First month exam			
sixth	2	Skills and roles of public managers	Giving the lecture with student participating in the discussion	Ability for students to interact with lecture	

Seventh	2	Comparison between managers and leaders	Giving the lecture with student participating in the discussion	Ability for students to interact with lecture	
Eight	2	Goals of public administration	Giving the lecture with student participating in the discussion	Ability for students to interact with lecture	
Ninth	2	Planning concepts	Giving the lecture with student participating in the discussion	Ability for students to interact with lecture	
Tenth	2	Organizing and structures	Giving the lecture with student participating in the discussion	Ability for students to interact with lecture	
Eleventh	2	Directing and coordinating	Giving the lecture with student participating in the discussion	Ability for students to interact with lecture	
Twelveth		2cnd examination			
Thirteenth	2	Controlling concepts and kinds	Giving the lecture with student participating in the discussion	Ability for students to interact with lecture	
fourteenth	3	Importance standards controlling	Giving the lecture with student participating in the discussion	Ability for students to interact with lecture	
Fifteenth		Performance appraisal	Giving the lecture with students participating in the discussion	Ability for students to interact with lecture	

11. Course Evaluation

- 1- Preparation, daily exam, and reports = 10
- 2- Monthly exam = 30
- 3- Semester exam = 60

12. Learning and Teaching Resources

English management books	
Main references English management text books)	
Recommended books and references (scientific journals, reports...)	
Electronic references, websites.	

Course Description

1. Course Name:					
Mathematics					
2. Course Code:					
3. Semester / Year:					
2023–2024					
4. Description Preparation Date:					
29/3/2024					
5. Available Attendance Forms:					
Available only					
6. Number of Credit Hours (Total) / Number of Units (Total)					
45/3					
7. Course administrator's name (mention all, if more than one name)					
Name: AMMAR RATEB OLEIWI Email:alkubasyammar93@gmail.com					
8. Course Objectives					
Course Objectives			<ul style="list-style-type: none"> • Urging students to develop their mathematics skills • The use of mathematics in management • Using mathematics in daily life 		
9. Teaching and Learning Strategies					
Strategy		1- Cooperative concept strategy. 2- Brainstorming strategy. 3- Feedback strategy.			
10. Course Structure					
Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
first	3	Groups	Groups	Lecture with students participating	The extent students' participation and interaction

				the discuss with example	
second	3	Operations on groups	Operations on groups	Lecture with students participating in the discussion with examples	The extent students' participation and interaction
Third	3	Mapping	Mapping	Lecture with students participating in the discussion with examples	The extent students' participation and interaction
fourth	3	Exercises on mapping and their types	Exercises mapping and their types	Lecture with students participating the discuss with example	The extent students' participation and interaction
fifth	3	Limit	Limit	Lecture with students participating	The extent students' participation and interaction

				the discuss with example	
Sixth	3	Exercises on limit and their types	Exercises on limit and their types	Lecture with students participating the discuss with example	The extent students' participation and interaction
seventh	3	Derivation	Derivation	Lecture with students participating the discuss with example	The extent students' participation and interaction
eighth	3	exam		Lecture with students participating the discuss with example	The extent students' participation and interaction
Ninth	3	Derivation rules		Lecture with students participating the discuss with example	The extent students' participation and interaction
tenth	3	Applications to the derivative	Applications to the derivative	Lecture with students participating the discuss with example	The extent students' participation and interaction
eleventh	3	Solving exercises	Solving exercises	Lecture with students participating	The extent students' participation and interaction

				the discuss with example	
twelfth	3	Areas of increase and decrease a maximum minimum	Areas increase a decrease maximum minimum	Lecture w students participating the discuss with example	The extent students' participation and interactio
Thirteenth	3	Solving exercises	Solving exercises	Lecture w students participating the discuss with example	The extent students' participation and interactio
fourteenth	3	concavity, convexi and inflection poin	concavity, convexity, inflection points	Lecture w students participating the discuss with example	The extent students' participation and interactio
fifteenth	3	exam		Lecture w students participating the discuss with example	The extent students' participation and interactio

11. Course Evaluation

- 1- Preparation, daily exam, and reports = 10
- 2- Monthly exam = 30
- 3- Semester exam = 60

12. Learning and Teaching Resources

Required textbooks (curricular books, if any)
Main references (source)
Recommended books and references (scientific journals, reports...)
Electronic references, websites.	websites

Course Description Form

1. Course Name:	
Human rights and freedoms	
2. Course Code:	
3. Semester / Year:	
Second / 2023 – 2024	
4. Description Preparation Date:	
28/3/2024	
5. Available Attendance Forms:	
My presence only	
6. Number of Credit Hours (Total) / Number of Units (Total)	
2/30	
7. Course administrator's name (mention all, if more than one name)	
Name: M. Salahuddin Abdel Khalaf Email: salah1967@uoanbar.edu.iq	
8. Course Objectives	
Course Objectives	<ol style="list-style-type: none"> 1. Introducing students to human rights and duties towards society. 2. Introducing students to human rights and duties towards society. 3. Consolidating the concepts of right, freedom, and duties on individual and society. 4. Explaining the constitutional articles in the Iraqi constitution that relate to human rights and explaining them to students. 5. Highlighting the importance of knowing the individual's rights performing his duties to the fullest extent. 6. Shedding light on democracy, and knowing its many forms.
9. Teaching and Learning Strategies	
Strategy	<ol style="list-style-type: none"> 1– Cooperative concept strategy. 2– Brainstorming strategy. 3– Feedback strategy
10. Course Structure	

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
the first	2	Comparison between past and present	Human rights, their definition, and goals. Human rights in ancient civilizations, especially the Mesopotamian civilization		
the second	2	Proving human rights legally	Human rights in heavenly laws		
the third	2	International recognition of human rights	Human rights in the Middle and Modern Ages, human rights in contemporary history, international recognition of human rights since World War		
the fourth	2	International recognition of human rights	Human rights in the Middle and Modern Ages, human rights in contemporary history, international recognition of human rights since World War		
Fifth	2	Knowledge and access to international human rights conventions	Human rights at the regional level: the European Convention on Human Rights, the American Convention on Human Rights, the African Charter on Human Rights, the Arab Charter on Human Rights,		
VI	2	The importance of human rights and the role of non-governmental organizations for human rights	Human rights at the level of non-governmental organizations and civil society institutions, the International Committee of the Red Cross, Amnesty International, the Arab Organization for Human Rights, the Human Rights Watch Organization,		
Seventh	2	The importance of human rights and the role of non-governmental organizations for human rights	Human rights and public freedoms, Iraqi constitutions, Constitution of the Republic of Iraq 2005		
VIII	2	The importance of human rights and the role of non-governmental organizations for human rights	Human rights at the international level, human rights, rights and freedoms in the Universal Declaration, protection of intellectual property		
Ninth	2	A clean environment guarantees human rights	Modern human rights, the right to development, the right to a clean environment, the right to		

			solidarity, the right to religion		
The tenth	2	The importance of human rights guarantees	Human guarantees at the national level		
eleventh	2	The role of organizations to respect human rights	Guarantees of respect and protection of human rights at the international level, the role of regional organizations		
twelveth	2	The nature of public freedoms	Public freedoms, their concept, definition, and use of the term public freedoms		
Thirteenth	2	The nature of public freedoms	Equality, historical development of its concept, modern development of the idea of equality between sexes, freedom, safety and a sense of reassurance		
fourteenth	2	The concept of equality between gender, color and race	Intellectual freedoms		
Fifteenth	2	Expression through id	Second month exam		

11. Course Evaluation

- 1- Preparation, daily exam, and reports = 10
- 2- Monthly exam = 30
- 3- Semester exam = 60

12. Learning and Teaching Resources

Required textbooks (curricular books, if any)	<ul style="list-style-type: none"> • The book Democracy and Human Rights prepared by the experienced professor, Dr. Abd Tayef Abd al-Hamid al-Ani
Main references (sources)	
Recommended books and references (scientific journals, reports...)	
Electronic References, Websites	

Course Description

1. Course Name:	
Public Relations	
2. Course Code:	

3. Semester / Year:	
second semester/ 2023-2024	
4. Description Preparation Date:	
28/3/2024	
5. Available Attendance Forms:	
Physical presence	
6. Number of Credit Hours (Total) / Number of Units (Total)	
45h - 3 units	
7. Course administrator's name (mention all, if more than one name)	
Name: Haider taha Abdullah	
Email: haider.taha @uoanbar.edu.iq	
8. Course Objectives	
Course Objectives	The goal is to teach students about the role of public relations by improving the mental reputation of organization in the minds of the public, and process of mutual understanding between organization and other organizations in society and its individuals to achieve the public good.
9. Teaching and Learning Strategies	
Strategy	Explanation and clarification through scientific lectures Theoretical, oral, daily, semester and final tests

10. Course Structure

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
first	3		The concept and importance of public relations	Interaction between students and professor and use brainstorming	Quiz
second	3		Organizing public relations		
third	3		Public relations research		
fourth	3		Planning in public relations		
Fifth	3		Telecommunications		
sixth	3		Means of communication in public relations		
Seventh	3	—	First month exam	—	—
Eight	3		Relationships with established audiences and Crisis Management	Interaction between students and professor and use brainstorming	
Ninth	3		Evaluation in public relations		
Tenth	3		Public opinion and trends		
Eleventh	3		Public relations in government agencies		
Twelfth	3		Diplomatic and social protocol		
Thirteenth	3		Online public relations		
fourteenth	3		Public relations information systems, International Relations		
Fifteenth		—	Second month exam	—	—

11. Course Evaluation

12. Learning and Teaching Resources	
Required textbooks (curricular books, if any)	
Main references (source)	Public Relations - Contemporary Concepts, Mahfouz Ahmed Goud, 2013
Recommended books and references (scientific journals, reports...)	
Electronic references, websites.	

Course Description

1. Course Name:	Administrative psychology
2. Course Code:	-
3. Semester / Year:	Second semester/2023-2024
4. Description Preparation Date:	28-3-2024
5. Available Attendance Forms:	Daily attendance
6. Number of Credit Hours (Total) / Number of Units (Total)	2 hours a week 30/2
7. Course administrator's name (mention all, if more than one name)	Name: Teacher Ahmed Kamel Nassif Email: ahmed.kamil@uoanbar.edu.iq
8. Course Objectives	This course aims to try to give a complete and clear picture of the vocabulary of administrative psychology in the modern time and its importance and role in societies, through which the student will be able to know some of the concepts and terminology of administrative psychology.
9. Teaching and Learning Strategies	

Strategy	<p>1-Discussion participation with students so that the lecture becomes more like a dialogue session</p> <p>2- Using modern display devices to deliver the lecture because of the major role in delivering the lecture to the students</p>
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10. Course Structure

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
first	3	Basic concepts of managerial psychology	Giving the lecture with student participating in the discussion	Ability for students to interact with lecture	
second	3	Individual development and personal needs	Giving the lecture with student participating in the discussion	Ability for students to interact with lecture	
third	3	perception	Giving the lecture with student participating in the discussion	Ability for students to interact with lecture	
fourth	3	Frustration and obstacles to success	Giving the lecture with student participating in the discussion	Ability for students to interact with lecture	
Fifth		First month exam			

sixth	3	Learning, thinking and problem solving	Giving the lecture with student participating in the discussion	Ability for students to interact with lecture	
Seventh	3	Evaluation of individuals	Giving the lecture with student participating in the discussion	Ability for students to interact with lecture	
Eight	3	Interdependent relationships	Giving the lecture with student participating in the discussion	Ability for students to interact with lecture	
Ninth	3	The role	Giving the lecture with student participating in the discussion	Ability for students to interact with lecture	
Tenth	3	Psychological trends	Giving the lecture with student participating in the discussion	Ability for students to interact with lecture	
Eleventh	3	Authority	Giving the lecture with student participating in the discussion	Ability for students to interact with lecture	
Twelveth		Second month exam			
Thirteenth	3	groups	Giving the lecture with student participating in the discussion	Ability for students to interact with lecture	

fourteenth	3	Developing the spirit of leadership within the individual	Giving the lecture with student participating in the discussion	Ability for students to interact with lecture	
Fifteenth		The role of organizations in building the individual	Giving the lecture with students participating in the discussion	Ability for students to interact with lecture	

11. Course Evaluation

12. Learning and Teaching Resources

Required textbooks (curricular books, if any)	
Main references (source)	
Recommended books and references (scientific journals, reports...)	
Electronic references, websites.	

Course Description

1. Course Name:	
Political systems	
2. Course Code:	
3. Semester / Year:	
Second 2023/2024	
4. Description Preparation Date:	
28 /3/2024	
5. Available Attendance Forms:	
My presence only	
6. Number of Credit Hours (Total) / Number of Units (Total)	
45/3	
7. Course administrator's name (mention all, if more than one name)	
Name: Dr . Shaker Razij Muhammad Email: shakeraldolimy@uoanbar.edu.iq	
8. Course Objectives	
Course Objectives	<ul style="list-style-type: none"> • • Identifying the nature of political systems and the stages of their development • • Explaining the role of political and constitutional systems in public life • • Explaining the importance of political participation by individuals, especially with regard to the electoral process..... • •
9. Teaching and Learning Strategies	
Strategy	1 - Collaborative concept strategy 2 - Brainstorming strategy 3 – Feedback strategy

10. Course Structure

Week	Hou rs	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
the first		A conceptual understanding of political systems	Analyze the evolution of political systems	Giving lecture with students participating interactions with Examples	
the second		Modern approach to the study of political systems	Theories of political systems		
the third		Types of political systems	The principle of separation of powers	Giving lecture with students participating interactions with examples	
the fourth		Functions of political systems	Introducing the environment of political and party systems		
Fifth		The impact of political participation on the effectiveness of political systems		Giving lecture with students participating interactions with examples	
VI			The role of participation in political life and the electoral process		
Seventh					
VIII		The role of political parties and pressure groups in political systems	Political parties, pressure groups and Arab political systems	Giving lecture with students participating interactions with examples	
Ninth		Environment of Arab political systems			
		Forms of the organizational relationship between authorities and their position serving society	The relationship between political authorities	Giving lecture with students participating interactions with examples	
The ten			Study of political systems and their		

elevent		Models of different political systems	applications		
twelvet		Civil society and its relationship with the state	The role of civil society and its relationship with the state	Giving lecture with students participating interactions with example	
Thirteen		The international system and global transformations	Introducing the international system and the most prominent international transformations		
Thirteen		The causes of Arab transformations and the factors affecting them	Identifying the most important Arab transformations in the field of political systems and the most important factors that influenced those transformations		
fourtee		The impact of international changes on political systems	The most important changes at the level of political system and at the international level		
		The international system and global transformations	The most important transformations in the international system		
		Selection of political leaders	Introduction political leaders interests		
Fifteent					

11. Course Evaluation

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

1 – Preparation, daily exam and reports 10

2 – Monthly exam 30

3 – Semester exam 60

12. Learning and Teaching Resources

Required textbooks (methodology, if any)

1 - Saleh Jawad Al-Kadhim and Ghaleb Al-Ani, Political Systems 2 - Souad Al-Shawi, Political Systems the Contemporary World

Main references (sources)

Recommended supporting books and references (scientific journals, reports...)

Recommended books and references (scientific journals, reports...)

1 - Muhammad Hassan Dakl Political Systems 2- Muhammad S Al-Din, Introduction to Political Systems

Electronic references, websites.

Electronic references, websites

Course Description

1. Course Name:					
Operations Research					
2. Course Code:					
3. Semester / Year:					
Second/ 2023-2024					
4. Description Preparation Date:					
27/1/2024					
5. Available Attendance Forms:					
Only attendance					
6. Number of Credit Hours (Total) / Number of Units (Total)					
45/3					
7. Course administrator's name (mention all, if more than one name)					
Name: Assistant Professor Mushtaq Taleb, PhD Email: mushtaqth78@uoanbar.edu.iq					
8. Course Objectives					
Course Objectives			Teach students some programs of operations research and use in the practical field. Teach students important topics in production planning and optimal allocation of scarce resources.		
1. Teaching and Learning Strategies					
Strategy		<ol style="list-style-type: none"> 1. Mathematical formulations for decision-making problems 2. Analytic of results 			
2. Course Structure					
Week	Hour s	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1	3	Mathematical programming for issues facing planning process	Mathematical formulation of programming	Explain lecture for students with examples	Student's participation
2	3	Use results contributing in optimal decision	Methods for solving mathematical models for linear programming graphical method, and the simple	Explain lecture for students examples	Student's participation

			method		
3	3	Convert primal model to its dual model	Dual Program	Explain lecture for students with examples	Student's participation
4	3	Assign jobs to organizations	Chp 2/ Assignment models	Explain lecture for students with examples	Student's participation
5	3	Discuss results	Hungarian method	Explain lecture for students with examples	Student's participation
6	3	Exam 1	---	---	---
7	3	Formulate problems facing transportation sectors	Chp 3/ Transportation models	Explain lecture for students with examples	Student's participation
8	3	Discuss results	North-west corner method, least method	Explain lecture for students with examples	Student's participation
9	3	Discuss results	Vogel's approximation method	Explain lecture for students with examples	Student's participation
10	3	Use the mathematical formulation of network projects	Chp 4/ Network projects	Explain lecture for students with examples	Student's participation
11	3	Determine the optimal time to complete a project	PERT method	Explain lecture for students with examples	Student's participation
12	3	Formulate strategies of organization mathematically	Chp 5/ Game theory	Explain lecture for students with examples	Student's participation
13	3	Methods of comparison between different strategies, analysis of results	Graphical method	Explain lecture for students with examples	Student's participation
14	3	Methods of comparison between different strategies, analysis of results	Linear programming method	Explain lecture for students with examples	Student's participation
15	3	Exam	---	---	---

3. Course Evaluation

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

10% marks for participation,
30% marks for monthly exams,
60% marks for final exam.

4. Learning and Teaching Resources

Required textbooks (curricular books, if any)	الشمري، حامد (2010). بحوث العمليات: مفهوما وتطبيقا. الطبعة الاولى، مكتبة الذئب بغداد
Main references (source)	Taha, A., Hamdy (2007). Operations Research: An introduction, Eighth Edition, New Delhi-India: Prentice Hall.
Recommended books and references (scientific journals, reports...)	Papers published in prestigious journals
Electronic references, websites.	---

Course Description

1. Course Name:					
Civil service legislation					
2. Course Code:					

3. Semester / Year:					
second semester/ 2023–2024					
4. Description Preparation Date:					
28/3/2024					
5. Available Attendance Forms:					
Physical presence					
6. Number of Credit Hours (Total) / Number of Units (Total)					
30h - 2 units					
7. Course administrator's name (mention all, if more than one name)					
Name waleed hameed mohammed					
Email: waleed.hameed@uoanbar.edu.iq					
8. Course Objectives					
Course Objectives		Teaching the student how to implement the laws and legislation the Iraqi state from the beginning of its establishment until now			
9. Teaching and Learning Strategies					
Strategy		Explanation and clarification through scientific lectures Theoretical, oral, daily, semester and final tests			
10. Course Structure					
Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method

first	2		A historical overview of civil service before establishment of functional rule in Iraq	Interaction between students and the professor and the use of brainstorming	Quiz
second	2		Civil Service Law 103 of 1939		
third	2		Civil Service Law 103 of 1939		
fourth	2		Civil Service Law 103 of 1939		
Fifth	2		Civil Service Law No. 64 of 1939		
sixth	2		Civil Service Law No. 64 of 1939		
Seventh	2	—	Civil Service Law No. 24 of 1960	—	—
Eight	2		Civil Service Law No. 24 of 1960	Interaction between students and professor and use of brainstorming	
Ninth	2		Federal Service Council Law No. (4) of 2009		
Tenth	2		State Employees Discipline Law No. 14 of 1991		
Eleventh	2		Unified Retirement Law No. 9 of 2014		
Twelveth	2		University Service Law No. 10 of 2008		
Thirteenth	2		Studying the laws of civil service, medical qualifications, engineering, and foreign affairs		
fourteenth	2		The role of the Ministry of Finance in the civil service		
Fifteenth	2	—	Law of Governorates Not Organized in a Region (21) of 2008 and its amendments	—	—

11. Course Evaluation

12. Learning and Teaching Resources	
Required textbooks (curricular books, if any)	
Main references (source)	Book on technology and information systems in contemporary organizations M. Haider Shaker Al-Barzanji
Recommended books and references (scientific journals, reports...)	
Electronic references, websites.	

Course Description

1. Course Name:	
Government accounting	
2. Course Code:	
3. Semester / Year:	
Second / 2023–2024	
4. Description Preparation Date:	
30/1/2024	
5. Available Attendance Forms:	
My presence only	
6. Number of Credit Hours (Total) / Number of Units (Total)	
3/45	
7. Course administrator's name (mention all, if more than one name)	
Name: Anas Ibrahim Yousif	
Email: Anasabraham83@uoanbar.edu.iq	
8. Course Objectives	
Course Objectives	<ol style="list-style-type: none">1- Introducing and teaching public administration students the general concepts of accounting work related to non-profit government institutions.2- Developing students' skills in recognizing the features of government

	<p>accounting and how it differs from other branches of accounting.</p> <p>3- Introducing students to accounting theories and their suitability for government accounting.</p> <p>4- Introducing students to the general budget of the Iraqi state and the method of work of the institutions responsible for that.</p>
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9. Teaching and Learning Strategies

Strategy	<p>1- Collaborative concept strategy.</p> <p>2- Brainstorming strategy..</p> <p>3- Notes strategy.</p>
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10. Course Structure

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
first	3	explain the concept of government accounting	An introductory introduction government accounting	Giving the lecture With students participating the discussion with example	The extent students' participation and interaction
second	3	Explaining the relations between government accounting and legislative and the similarities differences between government accounting financial accounting.	The relations between government accounting ; legislation - ; the similarities and differences	Giving the lecture With students participating the discussion with example	The extent students' participation and interaction

			between government accounting and financial accounting.		
third	3	Explaining the concept of allocated funds theory	The theory of allocated funds	Giving the lecture With students participating in the discussion with example	The extent of students' participation and interaction
fourth	3	Explaining the concept of general budget	The general budget (what is a general budget - the objectives of the general budget - rules for preparing a general budget)	Giving the lecture With students participating in the discussion with example	The extent of students' participation and interaction
Fifth	3	Clarifying the concept of the components of a general budget	The general budget (components of the general budget similarities and differences between general budget and final accounts and the general budget differences between general budget and the planned budget)	Giving the lecture With students participating in the discussion with example	The extent of students' participation and interaction
sixth	3	Clarifying the relationship between government accounting and the general budget	The general budget cycle - the relationship between general budget and government accounting - the relationship between government accounting and the general budget	Giving the lecture With students participating in the discussion with example	The extent of students' participation and interaction

			between government accounting & the state general budget)		
Seventh	3	—	First month ex	—	—
Eight	3	Clarifying how expenses are distributed among institutions affiliated with one ministry	Addressing spending capacity government units	Giving the lecture With students participating the discussion with example	The extent students' participation and interaction
Ninth	3	Clarifying how expenses are distributed among institutions affiliated with one ministry	Addressing spending capacity government units	Giving the lecture With students participating the discussion with example	The extent students' participation and interaction
Tenth	3	Clarifying the method of organizing government accounting work	The method of organizing government accounting work	Giving the lecture With students participating the discussion with example	The extent students' participation and interaction
Eleventh	3	Clarifying the method of organizing government accounting work	The method of organizing government accounting work	Giving the lecture With students participating the discussion with example	The extent students' participation and interaction
Twelfth	3	Clarifying the formation of the public treasury	Public treasury formations	Giving the lecture With students participating the discussion with example	The extent students' participation and interaction
Thirteenth	3	Clarifying the formation of the public treasury	Public treasury formations	Giving the lecture With students participating the discussion with example	The extent students' participation and interaction
fourteenth	3	Clarifying the accounting treatments for budget accounts	Accounting treatments budget accounts	Giving the lecture With students participating the discussion	The extent students' participation and interaction

				with example	
Fifteenth		—	Second month exam	—	—

11. Course Evaluation

12. Learning and Teaching Resources

Required textbooks (curricular books, if any)	Government accounting book
Main references (source)	
Recommended books and references (scientific journals, reports...)	
Electronic references, websites.	Scientific articles via website (Internet)

Course Description Form

1. Course Name:	
Computer2 (Excel)	
2. Course Code:	
3. Semester / Year:	
Second semester / 2023-2024	
4. Description Preparation Date:	
28/3/2024	
5. Available Attendance Forms:	
Student attendance to the college only	
6. Number of Credit Hours (Total) / Number of Units (Total)	
45 hours / 3 units	
7. Course administrator's name (mention all, if more than one name)	
Name: HUDA M.KHALED ABDULWAHID Email: Huda.mohammed@uoanbar.edu.iq	
8. Course Objectives	
Course Objectives	<ol style="list-style-type: none"> 1. Learn how to use Microsoft Office Excel to perform calculations, analyze information, and represent data in tables. 2. Develop skills through periodic tests. 3. Preparing students to benefit from this course in the coming years as well as in practical life as it is a computer course.
9. Teaching and Learning Strategies	
Strategy	<ol style="list-style-type: none"> 1. Teaching the theoretical curriculum by presenting the Lesson to students while activating student participation. 2. Teaching the subject practically using the computer. 3. Employing the student to apply the lesson practically using a computer. 4. Conduct implicit tests during the lecture.

	5. Activating the lesson test in the lecture that follows the explanation of the material to confirm and consolidate the material, in addition to testing the effectiveness of the material among students.
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10. Course Structure					
Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1	3	Formulas & functions	Condition function (IF)	Theoretical explanation + Practical application	Theoretical exam + Practical exam
2	3	Formulas & functions	Function exercises		
3	3	Formulas & functions	Function exercises		
4	3	Format	Number cells formatting		
5	3	Format	Cells formatting		
6	3	Format	Format as table		
7	3	Format	Conditional formatting		
8	3	The first monthly Exam			
9	3	Dealing with data and its protection	Freeze panes Sort and arrange table data		
10	3	Dealing with data and its protection	Data filtering Data validation		

11	3	Dealing with data and its protection	Protect sheet Protect Workbook (structure & windows) Protect Workbook with password		
12	3	Dealing with book sheets	Show headings Show gridlines Organize sheets		
13	3	The second monthly exam			
14	3	Dealing with charts	Column charts Line charts Pie charts		
15	3	Dealing with sparklines	Definition Usage reasons Design Text and customize spark lines		

11. Course Evaluation

The distribution is as follows: 20 marks for monthly exams, 15 marks for the practical exam in the laboratory, 5 marks for daily exams and assignments, 60 marks for final exams.

12. Learning and Teaching Resources

Required textbooks (curricular books, if any)	Computer basics and office applications, Part Three, Prof. Dr. Ghassan Abdel Hamid and others, 2016, Baghdad
Main references (sources)	2010-EXCEL version, Arabic interface: Muhammad Abu Al-Ala 2012

Recommended books and references (scientific journals, reports...)	
Electronic References, Websites	

Course Description

1. Course Name:	English language
2. Course Code:	-
3. Semester / Year:	Second semester/2023-2024
4. Description Preparation Date:	28-3-2024
5. Available Attendance Forms:	30/2
6. Number of Credit Hours (Total) / Number of Units (Total) 2 hours a week	
7. Course administrator's name (mention all, if more than one name) Name: Teacher Ahmed Idan Jasim Email: ahm.mang@uoanbar.edu.iq	
8. Course Objectives A- The subject of teaching the English language occupies an important position in the activities of management institutions with diverse tasks, especially in the era of intense competition in the quantity and type of products. B- Studying the English language includes various subjects that the student is exposed to until he becomes qualified to deal professionally and with a high degree of competence in the field of using the English language. C- Studying the English language includes different learning methods, such as reading and listening.	
Course Objectives	Through it, the student will be able to know some of

concepts and terminology of the English language & learn how to benefit from them in the field administrative and daily applications.

9. Teaching and Learning Strategies

Strategy	<p>1-- Participate through discussions with students so that the lecture becomes similar to a dialogue session</p> <p>2- Using modern display devices to deliver the lecture because of the major role in delivering the lecture to the students</p>
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10. Course Structure

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
first	2	uses , auxiliary verbs , short answers	Giving the lecture with student participating in the discussion	Ability for students to interact with lecture	
second	2	Present tense : perfect, simple, continuous	Giving the lecture with student participating in the discussion	Ability for students to interact with lecture	
third	2	Past tenses , past voices	Giving the lecture with student participating in the discussion	Ability for students to interact with lecture	
fourth	2	Modal verbs , obligations and permissions	Giving the lecture with student participating in the discussion	Ability for students to interact with lecture	
Fifth		First month exam			
sixth	2	Future tenses / verb patterns and hot verb	Giving the lecture with student participating in the discussion	Ability for students to interact with lecture	

Seventh	2	pression of quantity, business expressions	Giving the lecture with student participating in the discussion	Ability for students to interact with lecture	
Eight	2	Modals and relative verbs and hot verbs	Giving the lecture with student participating in the discussion	Ability for students to interact with lecture	
Ninth	2	Expressing habit , use to and doing	Giving the lecture with student participating in the discussion	Ability for students to interact with lecture	
Tenth	2	Modals auxiliary verbs synonyms ,	Giving the lecture with student participating in the discussion	Ability for students to interact with lecture	
Eleventh	2	Hypothesizing expressions with if	Giving the lecture with student participating in the discussion	Ability for students to interact with lecture	
Twelveth		2cnd examination			
Thirteenth	2	Present perfect continuous / with information and adverbs	Giving the lecture with student participating in the discussion	Ability for students to interact with lecture	
fourteenth	3	Expressing habit , use to and doing	Giving the lecture with student participating in the discussion	Ability for students to interact with lecture	
Fifteenth		Articles , hot word	Giving the lecture with students participating in the discussion	Ability for students to interact with lecture	

11. Course Evaluation

1- Preparation, daily exam, and reports = 10

2- Monthly exam = 30

3- Semester exam = 60

12. Learning and Teaching Resources

Intermediate book with key , New head way plu
John and Soars , oxford university press and ot
English books

Main references (source)

Recommended books and references (scientific
journals, reports...)

Electronic references, websites.

Course Description Form

1. Course Name:	
Comparative local administration systems	
2. Course Code:	
3. Semester / Year:	
the second / 2023 – 2024	
4. Description Preparation Date:	
4/2/2024	
5. Available Attendance Forms:	
Only my presence	
6. Number of Credit Hours (Total) / Number of Units (Total)	
45/3	
7. Course administrator's name (mention all, if more than one name)	
Name: Muhammad Qahtan Hamid Email: moham.saleh@uoanbar.edu.iq	
8. Course Objectives	
Course Objectives	<ul style="list-style-type: none">• 1. Introducing and teaching public administration students the general concepts of local administrations and comparing them to the experiences of countries.• 2. Developing students' skills in identifying the features of local administration in Iraq and the experiences of countries.• 3. Providing students with basic information about administrative units and their formations and comparing them to other countries.• 4. Introducing students to local councils, the most important characteristics of public finance in Iraq, and the experiences of a number of countries.• 5. Students' knowledge of the role of administrative centralization and decentralization

and clarifying the concept of self-government in Iraq.

9. Teaching and Learning Strategies

Strategy
 1- Cooperative concept strategy.
 2- Brainstorming strategy.
 3- Feedback strategy.

10. Course Structure

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
The first	3	Clarifying the concept of comparative local administration	Know the comparative local administration systems, their importance and steps	Giving the lecture with students participating in the discussion with examples	The extent students' participation interaction
the second	3	Explaining the types of comparative management and their sources	Knowing the types of comparative local administration systems and their sources and resources	Giving the lecture with students participating in the discussion with examples	The extent students' participation interaction
The third	3	Clarifying the concept of administrative units	The concept of administrative unity, as well as clarifying the concept of the governorate, district, and district	Giving the lecture with students participating in the discussion with examples	The extent students' participation interaction
The fourth	3	Knowing the heads of administrative units	The concept of the governor, the mayor, and the district director, as well as the powers and conditions of their selection	Giving the lecture with students participating in the discussion with examples	The extent students' participation interaction
The fifth	3	Knowing the experiences of countries around the	Explaining the mechanism for selecting the	Giving the lecture with students	The extent students'

		world in choosing portfolios	governor in Iraq, Jordan, France, and Egypt	participating in the discussion with examples	participation interaction
Sixth	3	Clarifying the methods of selecting, promoting, and disciplining heads of administrative units in some Arab and European countries	Clarifying the disciplinary obstacles facing heads of administrative units and how to promote them	Giving the lecture with students participating in the discussion with examples	The extent students' participation interaction
Seventh	3	Knowledge of local finances, resources and budgets for some countries	The concept of local finance and who makes up its resources and budget in Iraq and Jordan	Giving the lecture with students participating in the discussion with examples	The extent students' participation interaction
Eighth	3	First semester exam			
Ninth	3	Know the role of financial oversight in Iraq	The concept of financial control in Iraq and knowledge of the regulatory authorities and their conditions	Giving the lecture with students participating in the discussion with examples	The extent students' participation interaction
The tenth	3	Know the role of financial oversight in France	The concept of financial control in France and knowledge of the regulatory authorities and their conditions	Giving the lecture with students participating in the discussion with examples	The extent students' participation interaction
eleventh	3	Know the role of financial control in the English system	The concept of financial control in the English system and knowledge of the regulatory authorities and their conditions	Giving the lecture with students participating in the discussion with examples	The extent students' participation interaction
twelveth	3	Clarifying the relationship between the central government and local administration	Knowing the nature of the relationship between the central government and the local administration	Giving the lecture with students participating in the discussion with examples	The extent students' participation interaction
Thirteenth	3	Local administration and community development	Knowledge of local administration and its development in	Giving the lecture with students	The extent students'

			society through popular participation, training of its members, public freedoms, as well as local committees and their role in providing services.	participating in the discussion with examples	participation interaction
fourteenth	3	Knowledge of local administration problems	Clarifying the types of local problems, which are financial problems, administrative problems, and technical problems	Giving the lecture with students participating in the discussion with examples	The extent students' participation interaction
Fifteenth	3	Second semester exam			

11. Course Evaluation

- 1- Preparation, daily exam, and reports = 10
- 2- Monthly exam = 30
- 3- Semester exam = 60

12. Learning and Teaching Resources

Required textbooks (methodology, if any)	Local administration (comparative study): Prof. Dr. Abdul Razzaq Ibrahim Al Sheikhly.
Electronic references, websites	Scientific articles via websites (the Internet).

Course Description

1. Course Name:

General project management

2. Course Code:

Not Code

3. Semester / Year:

Second / 2023 - 2024

4. Description Preparation Date:

28 / 3 / 2024

5. Available Attendance Forms:

Student attendance

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

54/hour/146/unit

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

Name: Hakim Khalil Ibrahim

Email: hakeem.khalill@uoanbar.edu.iq

8. Course Objectives

1- Understanding the management of public projects, their types and classifications

2- Familiarity with basic theories and knowledge regarding the role and importance of project management.

3- Recognizing the importance of project management for the individual and the organization.

4- Realizing the role of project management rules, as well as communications and management information systems, in improving administrative science and rationalizing decisions.

9. Teaching and Learning Strategies

Strategy

Using technological means to present lectures, conduct real-time tests, inform students of applied case studies, and motivate students to read external sources.

10. Course Structure

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
first	3	Defining the concept of project management and the basic concepts related to it	<i>The concept and nature of project management</i>	<i>Giving a lecture and asking intellectual questions</i>	<i>Daily participation and written exams</i>
second	3	Identify theoretical trends in project management	<i>Introduction to project management</i>	<i>Giving a lecture and asking intellectual questions</i>	<i>Daily participation and written exams</i>
third	3	Scientific competence in choosing the best project manager	<i>Project selection and project manager</i>	<i>Giving a lecture and asking intellectual questions</i>	<i>Daily participation and written exams</i>
fourth	3	Ability to formulate general project plans.	<i>Project planning</i>	<i>Giving a lecture and asking intellectual questions</i>	<i>Daily participation and written exams</i>
Fifth	3	The ability to manage the project according to the best theory that guarantees the quality of the project	<i>Organization approaches to project management</i>	<i>Giving a lecture and asking intellectual questions</i>	<i>Daily participation and written exams</i>
sixth	3	Knowing the most important stages in the life of projects and implementing strategic plans	<i>Project life cycle and project management strategies</i>	<i>Giving a lecture and asking intellectual questions</i>	<i>Daily participation and written exams</i>
Seventh	3		<i>First Month exam</i>	—	—
Eight	3	Completion of the project according to quality standards	<i>Project quality management</i>	<i>Giving a lecture and asking intellectual questions</i>	<i>Daily participation and written exams</i>
Ninth	3	Knowledge of project risks and the possibility of addressing them	<i>Risks in project management</i>	<i>Giving a lecture and asking intellectual questions</i>	<i>Daily participation and written exams</i>
Tenth	3	The ability to manage change for public projects to serve the public good	<i>Change management projects</i>	<i>Giving a lecture and asking intellectual questions</i>	<i>Daily participation and written exams</i>
Eleventh	3	The ability to use activity networks and choose the best network path to complete the project	<i>Project management network models</i>	<i>Giving a lecture and asking intellectual questions</i>	<i>Daily participation and written exams</i>
Twelveth	3	Project management in accordance	<i>Project management</i>	<i>Giving a lecture and asking intellectual questions</i>	<i>Daily participation and written exams</i>

		with the Code of Ethical Conduct in Project Management	ethics asking intellectual questions	written exams
Thirteenth	3	The ability to estimate costs and expected revenues from projects to make decisions	Financial analysis and evaluation of investment decisions	Giving a lecture and asking intellectual questions
fourteenth	3	Possessing practical knowledge by informing students of case study procedures	Case Study	Daily participation and written exams
Fifteenth		—	Second month exam	—

11. Course Evaluation

1- Preparation, daily exam, and reports = 10

2- Monthly exam = 30

3- Semester exam = 60

12. Learning and Teaching Resources

Required textbooks (curricular books, if any)

Main references (source)

Mahmoud Al-Obaidi, Moayed Al-Fadl, "Project Management, an Integrated Approach," Al-Warraaq Publishing and Distribution, Al-Tala'a Al-Thani, Amman, 2010.

Recommended books and references (scientific journals, reports...)

Piwowar-Sulej, K. (2025). Types of organizational culture in the context of project management methodologies. Proceedings of the Education Excellence and Innovation Management: A.

Electronic references, websites.

<https://bakkah.com/ar/knowledge-center/basic-principles-project-managemen>

Course Description

1. Course Name:	
organizational behavior	
2. Course Code:	
3. Semester / Year:	
2024–2023	
4. Description Preparation Date:	
28/3/2024	
5. Available Attendance Forms:	
My presence	
6. Number of Credit Hours (Total) / Number of Units (Total)	
3/45	
7. Course administrator's name (mention all, if more than one name)	
Name: Ehsan Salem Maser Email: ehsan8389@uoanbar.iq	
8. Course Objectives	
Course Objectives	<ul style="list-style-type: none"> • Understanding and studying human behavior within organization and studying its axes • • Familiarity with basic theories and knowledge related to the r and importance of organizational behavior principles in organizations • • Identifying the behaviors of individuals in the organization.....
9. Teaching and Learning Strategies	
Strategy	Through traditional teaching methods (lectures, discussion, student

participation, use of modern teaching skills, brainstorming, self-learning programs, electronic media, and online media

10. Course Structure

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
one	3	A general perspective for studying organizational behavior in a business organization Stages of development of organizational behavior	Introduction to the study of organizational behavior	Giving the lecture with students participating in the discussion	The extent of students' participation and interaction
two	3	Classical and humanistic management thought Behaviorism school and modern theories of systems theory and open system	Theories of development of organizational behavior	Giving the lecture with students participating in the discussion	The extent of students' participation and interaction
three	3	Personality concepts, trends and opinions Factors affecting personality	Personal	Giving the lecture with students participating in the discussion	The extent of students' participation and interaction
four	3	The concept of perception The principles that govern the process of perception Types of perception Obstacles to perception	perception	Giving the lecture with students participating in the discussion	The extent of students' participation and interaction
five	3	General concepts about learning Factors affecting the learning process	Learning	Giving lecture with students participating in	The extent of students' participation and interaction

		Learning theories		discussion	
sex	3	Concept of values The importance of values Sources of values Classification values	Value	Giving lecture students participating in discussion	The extent of students' participation and interaction
seven	3	First month exam	-----	-----	-----
Eight	3	The concept of trends and their importance Trend components Trends jobs	directione	Giving lecture v students participating in discussion	The extent students' participation interaction
Nine	3	The concept of motivation and its significance Intellectual development of the concept of motivation, ideas, and theories such as Maslow's pyramid and the theory of existential and belonging needs	Motivation	Giving lecture v students participating in discussion	The extent students' participation interaction
ten	3	concept of conflict • The difference between positive conflict and negative conflict • Levels of organizational conflict Organizational conflict theories	Organization al conflict	Giving lecture students participating in discussion	The extent students' participation interaction

Eleven	3	<p>The concept of groups</p> <ul style="list-style-type: none"> • The nature of groups <p>Its types, functions and causes</p>	<p>Groups and their impact on organizational behavior</p>	<p>Giving lecture and students participating in discussion</p>	<p>The extent of students' participation and interaction</p>
Twelve	3	<p>concept of organizational culture</p> <ul style="list-style-type: none"> • Characteristics of organizational culture • Types of cultures <p>Dimensions of</p>	<p>Organizational culture</p>	<p>Giving lecture and students participating in discussion</p>	<p>The extent of students' participation and interaction</p>
Thirteen	3	<p>concept of creativity</p> <p>The importance of creativity in organizations</p> <p>Elements of creativity</p> <p>Components of creativity</p>	<p>Organizational creativity</p>	<p>Giving lecture and students participating in discussion</p>	<p>The extent of students' participation and interaction</p>
Fourteen	3	<p>concept of organizational change</p> <p>The concept of change management</p> <p>Change goals</p> <p>Characteristics of change</p>	<p>Organizational change</p>	<p>Giving lecture and students participating in discussion</p>	<p>The extent of students' participation and interaction</p>
fifteen	3	<p>First month exam</p>	<p>-----</p>	<p>-----</p>	<p>----</p>

11. Course Evaluation

- 1- Daily preparation and reports = 10
- 2- Monthly exam 30
- 3- Semester exam 60

12. Learning and Teaching Resources

Required textbooks (curricular books, if any)	Al-Qairouti Organizational Behavior Book 2011 and the book Studying Organizational Behavior Business Organizations by Dr. Saad Al-Ana executor of Dagher, the book on organizational behavior
Main references (source)	
Recommended books and references (scientific journals, reports...)	Books, periodicals, letters and research
Electronic references, websites.	Books, periodicals, letters and research

Course Description

1. Course Name:					
information technology					
2. Course Code:					

3. Semester / Year:					
second semester/ 2023–2024					
4. Description Preparation Date:					
28/3/2024					
5. Available Attendance Forms:					
Physical presence					
6. Number of Credit Hours (Total) / Number of Units (Total)					
45h - 3 units					
7. Course administrator's name (mention all, if more than one name)					
Name waleed hameed mohammed					
Email: waleed.hameed@uoanbar.edu.iq					
8. Course Objectives					
Course Objectives		Training students and developing their scientific abilities to benefit from computer and giving the student creative mental abilities and helping him think logically and inductively and how to use modern technology in the w of organizati.			
9. Teaching and Learning Strategies					
Strategy		Explanation and clarification through scientific lectures			
		Theoretical, oral, daily, semester and final tests			
10. Course Structure					
Week	Hours	Required Learning	Unit or subject name	Learning method	Evaluation method

		Outcomes			
first	3		Introduction to information technology and concept of information technology system	Interaction between students and the professor and the use of brainstorming	Quiz
second	3		Information systems introduction to information systems		
third	3		Human resources in information technology system		
fourth	3		Computer/concept, development and types of computers		
Fifth	3		Computer hardware/software components		
sixth	3		Windows operating system		
Seventh	3	—	Electronic data processing	—	—
Eight	3		Database	Interaction between students and professor and use of brainstorming	
Ninth	3		Communications networks		
Tenth	3		The Internet (development, concept and benefits)		
Eleventh	3		Electronic office systems		
Twelfth	3		Information technology systems in organizations		
Thirteenth	3		The importance of information technology systems in organizations		
fourteenth	3		Decision support systems/artificial intelligence		

Fifteenth		—	Computer integrated factory	—	—
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11. Course Evaluation

12. Learning and Teaching Resources

Required textbooks (curricular books, if any)	
Main references (source)	Book on technology and information systems in contemporary organizations M. Haider Shaker Al-Barzanji
Recommended books and references (scientific journals, reports...)	
Electronic references, websites.	

Course Description

1. Course Name:	
Environmental management	
2. Course Code:	
3. Semester / Year:	
Second semester / 2023-2024	
4. Description Preparation Date:	
28/3/2024	
5. Available Attendance Forms:	
Attendance only	
6. Number of Credit Hours (Total) / Number of Units (Total)	
30 hours / (2) units	
7. Course administrator's name (mention all, if more than one name)	
Name: Mohanad Jasim Hasan Email: mohanad.j.h@uoanbar.edu.iq	
8. Course Objectives	
Course Objectives	<ul style="list-style-type: none">▪ Students should have a clear idea of the concept of environmental management and ways to benefit from it to find environmental solutions to various environmental problems.▪ Identifying the concept of environmental impact assessment, its types and causes, as well as addressing the methods and approaches used in assessing the environmental impact of industrial projects.▪ That the student understands the most important motives that call on organizations to adopt an environmental management system, as well as knowing the areas of application of that system.▪ Identify the most important factors that led to the emergence of international standards concerned with

	<p>environmental protection, including the international standard ISO 14001, and the benefit gained in obtaining the certificate.</p> <ul style="list-style-type: none"> ▪ Dealing with a spirit of responsibility towards the environment and society.
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9. Teaching and Learning Strategies

Strategy	<ul style="list-style-type: none"> ▪ Cognitive strategy. ▪ Brainstorming education strategy. ▪ Cooperative education strategy.
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10. Course Structure

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
the first	2	Explaining some of the basics of environmental science and learning about the historical stages of the development of environmental protection, as well as learning about the origins and development of the environmental management system	The emergence and development of environmental management systems	Diction Dialogue	Share Interaction the audience
the second	2	Recognizing the concept of environment and clarifying the organization's internal and external environment, as well as clarifying the different types of environment	Environmental concepts and patterns	Diction Dialogue	Share Interaction the audience
the third	2	Identify the concept of environmental management, as well as explain the elements and dimensions of environmental management	Elements and dimensions of environmental management	Diction Dialogue	Share Interaction the audience
the fourth	2	Explaining the concept of environmental impact assessment, the benefits of its application, the basic steps of the environmental impact assessment process, and the	Environmental impact assessment (concepts, types, causes)	Diction Dialogue	Share Interaction the audience

		requirements of the assessment process			
Fifth	2	Identify the most important methods used in the environmental impact assessment process and learn about one of the experiences related to the assessment process	Methods and methods of environmental impact assessment	Diction Dialogue	Share Quick test the audience
Sixth	-	-	First month exam	-	-
Seventh	2	Explaining the environmental impact assessment methodology and the steps necessary to implement it, and identifying the most important stages followed in the impact assessment process	Entities involved in environmental impact assessment	Diction Dialogue	Share Interaction the audience
Eighth	2	Identify the areas of adoption of environmental management systems and the most important drivers related to the adoption process	Motives and areas for adopting environmental management systems	Diction Dialogue	Share Interaction the audience
Ninth	2	Identify the requirements related to evaluating the environmental management system	Requirements for evaluating the environmental management system	Diction Dialogue	Share Interaction the audience
The tenth	2	Discussing the set of tools used by organizations to monitor their performance	Implementation tools for monitoring the performance of organizations	Diction Dialogue	Share Interaction the audience
eleventh	2	Identify the most important factors that led to the need for the emergence of a set of international standards	Factors affecting the emergence of international standards	Diction Dialogue	Share Quick test the audience

twelveth	-	-	Second month exam	-	-
Thirteenth	2	Identify the benefits gained from organizations obtaining certificates	Benefits of obtaining a registration certificate	Diction Dialogue	Share Interaction the audience
fourteenth	2	Identify the most important requirements that must be met to ensure the success and sustainability of the administration	Requirements for the success and sustainability of environmental management	Diction Dialogue	Share Interaction the audience
Fifteenth	2	Study and clarify a case related to the environment	Case Study	Diction Dialogue Offer cases for thought	Share Interaction the audience

11. Course Evaluation

1- Score of attendance, daily participation, and reports = 10

2- The first month exam of (15) marks
The second month exam is (15) marks } = 30

3- Semester exam = 60

12. Learning and Teaching Resources

Required textbooks (curricular books, if any)	
Main references (source)	Quality management principles and applications: Dr. Sabah Majeed Al-Najjar and Dr. Maha Kamel Jawad, (2017), Al-Dhakraya Publishing and Distribution, first edition, Baghdad.
Recommended books and references (scientific journals, reports...)	Scientific articles via websites.
Electronic references, websites.	

Course Description Form

1. Course Name:	
Financial policies	
2. Course Code:	
3. Semester / Year:	
Third / 2023 – 2024	
4. Description Preparation Date:	
5. Available Attendance Forms:	
Only my presence	
6. Number of Credit Hours (Total) / Number of Units (Total)	
45/3	
7. Course administrator's name (mention all, if more than one name)	
Name: ABDULLAH .S. DAWOOD Email: alhytyb8@gmail.com	
8. Course Objectives	
Course Objectives	<ul style="list-style-type: none"> • Providing them with the concepts and tools necessary to understand and analyze financial issues related to the management of financial resources in government and private institutions. • Introducing students to the financial policies followed by governments to achieve their financial and economic goals. • How to analyze financial systems and understand their relationships and effects on the economy and society.
9. Teaching and Learning Strategies	
Strategy	1- Cooperative concept strategy. 2- Brainstorming strategy. 3- Feedback strategy.

10. Course Structure					
Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
The first	3		The concept of financial policies	Giving the lecture with students participating in the discussion with examples	The extent students' participation interaction
the second	3		Fiscal policy within the framework of macroeconomic policy	Giving the lecture with students participating in the discussion with examples	The extent students' participation interaction
The third	3		Financial policy from the point of view of the most important economic and political theories	Giving the lecture with students participating in the discussion with examples	The extent students' participation interaction
The fourth	3		Financial policy tools	Giving the lecture with students participating in the discussion with examples	The extent students' participation interaction
The fifth	3		Financial policy objectives	Giving the lecture with students participating in the discussion with examples	The extent students' participation interaction
Sixth	3		First semester exam		
Seventh	3		Fiscal policy and internal balance	Giving the lecture with students participating in the discussion with examples	The extent students' participation interaction

Eighth	3		Fiscal policy and external balance	Giving the lecture with students participating in the discussion with examples	The extent students' participation interaction
Ninth	3		Fiscal policy and economic development	Giving the lecture with students participating in the discussion with examples	The extent students' participation interaction
The tenth	3		The impact of financial policy on economic and political stability	Giving the lecture with students participating in the discussion with examples	The extent students' participation interaction
eleventh	3		Financial policies according to the modern economic and political approach	Giving the lecture with students participating in the discussion with examples	The extent students' participation interaction
twelveth	3		The relationship between financial policies and state institutions	Giving the lecture with students participating in the discussion with examples	The extent students' participation interaction
Thirteenth	3		Foundations, methods and rules for drawing, developing and implementing financial policies	Giving the lecture with students participating in the discussion with examples	The extent students' participation interaction
fourteenth	3		Financial policies and modern financial budgets	Giving the lecture with students participating in the discussion with examples	The extent students' participation interaction
Fifteenth	3		Second semester exam		

11. Course Evaluation

- 1- Preparation, daily exam, and reports = 10
- 2- Monthly exam = 30
- 3- Semester exam = 60

12. Learning and Teaching Resources

Required textbooks (methodology, if any)	<ul style="list-style-type: none">• Modern Financial Policy: Muhammad Abdel Karim Al-Arabi (2014), Dar Al-Fikr Al-Arabi.
Recommended supporting books and references (scientific journals, reports...)	<ul style="list-style-type: none">• Financial Policy and the Banking System: Abdul Hakim Al Khater (2010), Dar Al Nahda Al Arabiya.

Course Description

1. Course Name:	
Computer 2 (Access)	
2. Course Code:	
3. Semester / Year:	
Second semester / 2023–2024	
4. Description Preparation Date:	
28/3/2024	
5. Available Attendance Forms:	
Attendance only	
6. Number of Credit Hours (Total) / Number of Units (Total)	
45 hours / 3 units	
7. Course administrator's name (mention all, if more than one name)	
Name: Khalid Waleed Kadhim Email: khaled_alani@uoanbar.edu.iq	
8. Course Objectives	
Course Objectives	Learn about the meaning of databases, how to deal with data, build data tables, and work on linking these tables to form a database that can be dealt with by users for the purpose of study and analysis.
9. Teaching and Learning Strategies	
Strategy	The theoretical method and explanation is by presenting the material on the Power Point program in the form of diagrams and pictures in order to attract the student's attention and help him not feel bored. The practical method is to apply what was presented on the calculator and conduct daily and monthly exams.

10. Course Structure					
Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
first	3	How to deal with data	entering records, identifying the data page, verifying the validity of the data	a lecture	The extent of students' participation and interaction
second	3	Dealing with tables	the importance of linking tables and mixing the relational model	a lecture	The extent of students' participation and interaction
third	3	Recognizing the types of relationships	Types of relationships	a lecture	The extent of students' participation and interaction
fourth	3	Learn how to create relationships	Create correlations between tables	a lecture	The extent of students' participation and interaction
Fifth	3	Handling records	Search for data and sort records	a lecture	The extent of students' participation and interaction
sixth	3	Learn how to filter data	Filter data, methods to filter data	a lecture	The extent of students' participation and interaction
Seventh	3	—	First month exam	—	—
Eight	3	Learn about queries	the benefits of queries and methods to create them	a lecture	The extent of students' participation and interaction
Ninth	3	Dealing with queries	Saving and opening the query, sorting the query records, and performing operations within the query	a lecture	The extent of students' participation and interaction
Tenth	3	Dealing with queries	Specifying query criteria, finding duplicate values, finding mismatched values, creating a query using function	a lecture	The extent of students' participation and interaction

Eleventh	3	Dealing with data	Converting data in databases into data warehouses	a lecture	The extent of students' participation and interaction
Twelveth	3	Mining and decision support	The role of databases and data warehouses in strategic decision support systems programs and mining data warehouses	a lecture	The extent of students' participation and interaction
Thirteenth	3	Building database systems	Building database systems to manage data of investors, projects, and beneficiaries, including system analysis and design, data entry, and extracting various reports and inquiries.	a lecture	The extent of students' participation and interaction
fourteenth	3	Building database systems	Building database systems to manage the data of companies distributors and suppliers of goods, which includes system analysis, design, data entry, reports, and inquiries.	a lecture	The extent of students' participation and interaction
Fifteenth	3	—	Second month exam	—	—

11. Course Evaluation

The score for the first exam is 15 (10 theoretical marks + 5 practical marks)

The score for the first exam is 15 (10 theoretical marks + 5 practical marks)

The score for daily attendance and participation is 10 points

End of second semester grade of 60

12. Learning and Teaching Resources

Required textbooks (curricular books, if any)	
Main references (source)	Microsoft Access 2010 Step by Step" by Joyce Cox and Joan Lambert Access 2010 version, Arabic interface: Muhammad Abu Al-Ala, 2012.
Recommended books and references (scientific journals, reports...)	
Electronic references, websites.	

Course Description

1. Course Name:	
Strategic management	
2. Course Code:	
3. Semester / Year:	
The Second / 2023 - 2024	
4. Description Preparation Date:	
28/3/2024	
5. Available Attendance Forms:	
Attendance only	
6. Number of Credit Hours (Total) / Number of Units (Total)	
45 hours / 3 units	
7. Course administrator's name (mention all, if more than one name)	
Name: Karim Nadhim Mansour Email: karim.nadhim@uoanbar.edu.iq	
8. Course Objectives	
Course Objectives	<ul style="list-style-type: none"> ● Introducing the most important general strategies used in building a competitive advantage at the level of business units, as well as identifying the most important strategic alternatives for investment at the level of business units. ● Identify the basic concepts related to functional strategies. ● Explaining how the strategy can be implemented, along with a description of the determinants and requirements of the implementation process. ● Diagnosing and analyzing organizational variables related to strategic implementation. ● Determine the nature of the relationship between the levels of strategy and the control process, while clarifying the general framework of the steps and stages of strategic control and audit.
9. Teaching and Learning Strategies	
Strategy	1- Delivering strategy (lecture). 2- Brainstorming strategy. 3- Discussion and dialogue strategy.

10. Course Structure

Week	Hou rs	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
First	3	Explaining to the student the concept of the business unit and the most important ways through which the organization can build a competitive advantage at the level of business units.	Creating a business unit strategy, concept, methods and strategies.	throw the lecture with students participating in the discussion with examples	The extent of students' participation and interaction with the lecture
Second	3	The student should distinguish between general strategic alternatives to compete at the level of business units.	General strategic alternatives to compete at the level of business units.	throw the lecture with students participating in the discussion with examples	The extent of students' participation and interaction with the lecture
Third	3	The student identifies the most important strategic alternatives for investment at the business unit level.	Choosing an investment strategy at the business unit level.	throw the lecture with students participating in the discussion with examples	The extent of students' participation and interaction with the lecture and taking the quiz.
Fourth	3	Clarifying the concept of functional strategies and their classifications	Functional strategies	throw the lecture with students participating in the discussion with examples	The extent of students' participation and interaction with the lecture
Fifth	3	Explain the types of functional strategies	Functional strategies	throw the lecture with students participating in the discussion with examples	The extent of students' participation and interaction with the lecture
Sixth	3	Explaining the concept and importance of strategic implementation, and describing the determinants and requirements for implementation.	The concept and importance of strategic implementation, and the determinants of implementation and its requirements.	throw the lecture with students participating in the discussion with examples	The extent of students' participation and interaction with the lecture and taking the quiz.
Seventh	3	Explaining the mechanism for implementing the strategic alternative, as well as diagnosing and analyzing organizational variables related to strategic implementation.	The mechanism for implementing the strategic alternative, and what are the organizational variables related to implementation.	throw the lecture with students participating in the discussion with examples	The extent of students' participation and interaction with the lecture

Eight		—	First Examination	—	—
Ninth	3	Identifying the approaches to implementing the strategy, and knowing the administrative systems that support the implementation of the strategy.	Choosing the implementation approach, and what are the administrative systems that support the implementation of the strategy.	throw the lecture with students participating in the discussion with examples	The extent of students' participation and interaction with the lecture
Tenth	3	Clarifying the concept and importance of strategic control and its role in strategic management, and defining the nature of the relationship between the levels of strategy and control.	The concept and importance of strategic control, and the relationship between the levels of strategy and control.	throw the lecture with students participating in the discussion with examples	The extent of students' participation and interaction with the lecture
Eleventh	3	Identifying the most important basic requirements for carrying out the strategic control process, as well as being familiar with the concepts and stages of strategic auditing.	Requirements for achieving strategic control, and explaining the concept of strategic audit and its stages.	throw the lecture with students participating in the discussion with examples	The extent of students' participation and interaction with the lecture and taking the quiz.
Twelveth	3	The student describes the general framework of strategic control steps, and identifies the most important strategic control problems.	The general framework of strategic control steps, and identifying strategic control problems.	throw the lecture with students participating in the discussion with examples	The extent of students' participation and interaction with the lecture
Thirteenth		—	Second Examination	—	—
Fourteenth	3	Clarifying the concept of cases and their importance in strategic management, and defining the necessary steps to study and analyze cases	Analyzing case studies and developing intellectual skills	throw the lecture with students participating in the discussion with examples	The extent of students' participation and interaction with the lecture
Fifteenth	3	Analyzing case studies related to strategic management concepts and identifying the interrelationship between theoretical and practical material	Discussing some of the case studies approved in the course	throw the lecture with students participating in the discussion with examples	The extent of students' participation and interaction with the lecture

11. Course Evaluation

1. Active participation of students in lectures and short tests, and the total grade awarded is (10) grades.
2. The student's performance in the first and second monthly exams, and the total grades for the two months are (30) grades.
3. The final/semester exam, with a total score of (60) points.

12. Learning and Teaching Resources

Required textbooks (curricular books, if any)	Strategic Management - Concepts, Processes and Case Studies: Dr. Zakaria Mutlak Al-Douri, (2005), First Edition, Dar Al-Yazuri Scientific.
Main references (source)	
Recommended books and references (scientific journals, reports...)	Strategic management and the challenges of the third millennium: Dr. Saleh Abdul Redha Rasheed, and Ihsan Dahsh Galab, First Edition, Dar Al-Manhaj for Publishing and Distribution.
Electronic references, websites.	

Course Description

1. Course Name:	Administrative Development 2
2. Course Code:	–
3. Semester / Year:	Second semester/2023–2024
4. Description Preparation Date;	2024–3–28
5. Available Attendance Forms:	Daily attendance
6. Number of Credit Hours (Total) / Number of Units (Total)	3 /45
7. Course administrator's name (mention all, if more than one name)	
Name: Teacher Ahmed Kamel Nassif	
Email: ahmed.kamil@uoanbar.edu.iq	
8. Course Objectives	This course aims to teach the student a simple method for learning some of the vocabulary of administrative development in the modern era
Course Objectives	Through it, the student will be able to know some concepts and terminology related to administrative development and its role in satisfying the desires needs of consumers and thus achieving profits that contribute to improving economy and social structure of the country.
9. Teaching and Learning Strategies	

Strategy	<p>1-Discussion participation with students so that the lecture become more like a dialogue session</p> <p>2- Using modern display devices to deliver the lecture because of the major role in delivering the lecture to the students</p>
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10. Course Structure

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
first	3	Administrative backwardness	Giving the lecture with students participating in the discussion	Ability for students to interact with the lecture	
second	3	Administrative corruption	Giving the lecture with students participating in the discussion	Ability for students to interact with the lecture	
third	3	Means of confronting and treating corruption	Giving the lecture with students participating in the discussion	Ability for students to interact with the lecture	
fourth	3	Administrative development, its philosophy, concept and importance	Giving the lecture with students participating in the discussion	Ability for students to interact with the lecture	

Fifth	3	First month exam			
sixth	3	The crisis, its forms and effects	Giving the lecture with students participating in the discussion	Ability for students to interact with the lecture	
Seventh	3	Partial and comprehensive planning strategy for administrative development	Giving the lecture with students participating in the discussion	Ability for students to interact with the lecture	—
Eight	3	Introductions to administrative development	Giving the lecture with students participating in the discussion	Ability for students to interact with the lecture	
Ninth	3	Administrative change	Giving the lecture with students participating in the discussion	Ability for students to interact with the lecture	
Tenth	3	Resistance to administrative change	Giving the lecture with students participating in the discussion	Ability for students to interact with the lecture	

Eleventh	3	Time management and administrative development	Giving the lecture with students participating in discussion	Ability for students to interact with the lecture	
Twelfth	3	Creativity and creativity in administrative development	Giving the lecture with students participating in discussion	Ability for students to interact with the lecture	
Thirteenth	3	Second month exam			
fourteenth	3	Public administration ethics and administrative development	Giving the lecture with students participating in discussion	Ability for students to interact with the lecture	
Fifteenth		Case studies	Giving the lecture with students participating in discussion	Ability for students to interact with the lecture	—

11. Course Evaluation

12. Learning and Teaching Resources

Required textbooks (curricular books, if any)	
Main references (source)	
Recommended books and references (scientific journals, reports...)	
Electronic references, websites.	

Course Description

1. Course Name	Public policies
2. Course Code:	-
3. Semester / Year:	Second semester/2023-2024
4. Description Preparation Date;	2024-3-28
5. Available Attendance Forms:	Daily attendance
6. Number of Credit Hours (Total) / Number of Units (Total)	45/3
7. Course administrator's name (mention all, if more than one name)	Name: Teacher Bassam Mohammed Khalaf Email: Bassamalmashhdany@uoanbar.edu.iq
8. Course Objectives	This course aims to teach the student a simple method for learning some of the vocabulary of administrative development in the modern era
Course Objectives	1- Public policies are considered one of the basic and important subjects in the fourth stage, as they represent the basis that is adopted for developing and formulating basic plans for the activities of the government administrative apparatus. They also represent a framework for decisions and

	<p>administrative information required for the work of agencies and joints of public administrations in the state.</p> <p>2- Providing the student with basic administrative vocabulary and information in the subject of public policies</p> <p>3- Enhancing the student's ability to draw broad lines and formulate the necessary decisions to implement the plans and work platform of the government administrative apparatus and deal with important terms in the field of state policy and mechanism of its implementation.</p> <p>4- Increasing the student's planning and implementation capabilities and skills in the field of his administrative specializations</p>
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9. Teaching and Learning Strategies

Strategy	<p>1-Discussion participation with students so that the lecture becomes more like a dialogue session</p> <p>2- Using modern display devices to deliver the lecture because of their major role in delivering the lecture to the students</p>
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10. Course Structure

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
first	3	Public policy concepts and methodological approaches to studying public policies	The origins, concept and importance of public policies and their most important approaches	Delivering, watching	participating and interacting

second	3	Public policy-making mechanism	Methods of formulating public policy	Delivering, watching	participating & interacting
third	3	Implementing public policies	Clarifying the mechanism for formulating public policies	Delivering, watching	participating & interacting
fourth	3	Foundations and patterns of public policy implementation	Explaining the most important principles and patterns that are adopted when implementing public policies	Delivering, watching	participating & interacting
Fifth	3	Public policy environment	Explaining the factors of both types of environment and the most important similarities and differences between them	Delivering, watching	participating & interacting
sixth	3	Internal and external environment factors	Explaining the most important concepts of public policy analysis and explaining the analysis mechanism	Delivering, watching	participating & interacting
Seventh	3	Public policy analysis	Explaining the most important concepts of public policy analysis and explaining the analysis mechanism		
Eight	3	First month exam	-		
Ninth	3	Methods and steps of analysis	An explanation of the most important methods adopted	Delivering, watching	participating & interacting

			public policy analysis		
Tenth	3	Theoretical framework for public policy analysis	Identify the most important foundations and frameworks necessary for implementing public policies within administrative literature	Delivering, watching	participating & interacting
Eleventh	3	Theoretical framework for public policy analysis	Identify the most important strengths and weaknesses and what are the aspects of reluctance that could affect the implementation of public policies	Delivering, watching	participating & interacting
Twelveth	3	Evaluation trends and objectives	-	Delivering, watching	participating & interacting
Thirteenth	3	Evaluating the effects of public policies	Explaining the impact of public policies on society and the extent to which they reflect positively or negatively on the performance of the government apparatus	Delivering, watching	participating & interacting
fourteenth	3	Problems of public policy evaluation	Identify the most important problems facing public policies and their	Delivering, watching	participating & interacting

			process of evaluating the		
Fifteenth		Second month exam	-	Delivering, watching	participating and interacting

11. Course Evaluation

12. Learning and Teaching Resources

Required textbooks (curricular books, if any)	Public policy lectures in the Department of Public Administration
Main references (source)	Al-Razanji and Jamil, first edition 2000 - Baghdad - Al-Waziriya - Al-Dhad Pre for Publishing and Distribution
Recommended books and references (scientific journals, reports...)	Articles and periodicals
Electronic references, websites.	nothing

Course Description Form

1. Course Name:	
Management of international organizations	
2. Course Code:	
3. Semester / Year:	
Third / 2023 – 2024	
4. Description Preparation Date:	
2024 /3 /30	
5. Available Attendance Forms:	
Only my presence	
6. Number of Credit Hours (Total) / Number of Units (Total)	
45	
7. Course administrator's name (mention all, if more than one name)	
Name: Saad Ali Mahmood Email: saad.ali@uoanbar.edu.iq	
8. Course Objectives	
Course Objectives	<ol style="list-style-type: none"> 1. Introducing students to international organizations and their elements. 2. Make the student able to distinguish between different types of international organizations. 3. Knowing the bodies of international organizations, distinguishing between them, and knowing their functions. 4. Knowledge of the powers, rights and responsibilities of international organizations. 5. Develop a comprehensive knowledge of the United Nations and its organs. 6. Study many regional international organizations and build sufficient balance of knowledge about them.
9. Teaching and Learning Strategies	
Strategy	<ol style="list-style-type: none"> 1 -Mutual discussion strategy. 2- Brainstorming strategy. 3- Cooperative education strategy.

10. Course Structure					
Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
The first		The emergence and development of the idea of international organization Historical development of international organizations	<ul style="list-style-type: none"> • Clarifying the idea of international organization • Stages of international organization • The basic sources of international organizations law 	Giving the lecture with students participating in the discussion with examples	The extent students' participation interaction
the second		Introducing the types of international organizations and treaties established for international organizations	<ul style="list-style-type: none"> • Explain the types of organizations • A statement of the most important treaties that were the nucleus for the establishment of international organizations • The legal personality of international organizations 	Giving the lecture with students participating in the discussion with examples	The extent students' participation interaction
The third		Membership in international organizations as well as bodies of international organizations	<ul style="list-style-type: none"> • Clarifying the concept of membership in international organizations • The most prominent reasons that led to the multiplicity of 	Giving the lecture with students participating in the discussion with examples	The extent students' participation interaction

			bodies of international organizations <ul style="list-style-type: none"> • Authorities of international organizations theories 		
The fourth		Definition of international employee Immunities and privileges of an international employee	<ul style="list-style-type: none"> • International employee • Appointment of international employee • Duties of an international employee 	Giving the lecture with students participating in the discussion with examples	The extent students' participation interaction
The fifth		Financing international organizations is also the principle of universality in international organizations	<ul style="list-style-type: none"> • Sources of funding for international organizations • The principle of absolute and binding universality 	Giving the lecture with students participating in the discussion with examples	The extent students' participation interaction
Sixth		The concept of the League of Nations and its origins The establishment of the United Nations	<ul style="list-style-type: none"> • Introducing the concept of the League of Nations and how it was established • Explaining the origins of the United Nations • The goals and principles of the United Nations 		
Seventh		The General Assembly, the composition of the General Assembly, and the committee affiliated with the General Assembly	<ul style="list-style-type: none"> • Introduction to the General Assembly • Committees of the General Assembly • Procedures and voting system 	Giving the lecture with students participating in the discussion with examples	The extent students' participation interaction
Eighth		—————	First month exam		
Ninth		Clarifying the powers of the General Assembly The Economic Council and the formation of the Economic Council	<ul style="list-style-type: none"> • The most prominent powers exercised by the General Assembly • What is the concept of the Economic and Social 	Giving the lecture with students participating in the discussion with examples	The extent students' participation interaction

			Council? <ul style="list-style-type: none"> • Methods of forming the Economic and Social Council 		
The tenth		Explaining the concept of the Security Council Trusteeship Council	<ul style="list-style-type: none"> • What is meant by the Security Council? • The composition of the Security Council and its powers • The Trusteeship Council and its composition 	Giving the lecture with students participating in the discussion with examples	The extent students' participation interaction
eleventh		The mission of the court and its relationship with the United Nations and the Permanent Court of International Justice General Secretariat	<ul style="list-style-type: none"> • Clarifying the concept of the court and the relationship between it and the International Court of Justice • Clarifying the concept of the General Secretariat and its composition 	Giving the lecture with students participating in the discussion with examples	The extent students' participation interaction
twelveth		Clarifying the concept of regional organizations The relationship between the United Nations and regional organizations League of Arab States	<ul style="list-style-type: none"> • What are regional organizations? • League of Arab States • Membership in the League of Arab States 	Giving the lecture with students participating in the discussion with examples	The extent students' participation interaction
Thirteenth		—————	Second month exam	Giving the lecture with students participating in the discussion with examples	The extent students' participation interaction
fourteenth		NATO origins and composition	<ul style="list-style-type: none"> • Objectives and principles • Membership • Swearing devices 	Giving the lecture with students participating in the discussion with examples	The extent students' participation interaction

Fifteenth		The Organization of American States, its goals and principles	<ul style="list-style-type: none"> • Concept, objectives and principles • The composition of the conference and its terms of reference 		
11. Course Evaluation					
1- Preparation, daily exam, and reports = 10 2- Monthly exam = 30 3- Semester exam = 60					
12. Learning and Teaching Resources					
Required textbooks (methodology, if any)			<ul style="list-style-type: none"> • International organization: Abdel Salam Saleh Arafa 		
Recommended supporting books and references (scientific journals, reports...)			<ul style="list-style-type: none"> • International organizations: Jaafar Abdel Salam 		

Course Description Form

1. Course Name:	
Computer2 (Win QSB)	
2. Course Code:	
3. Semester / Year:	
Second semester / 2023-2024	
4. Description Preparation Date:	
28/3/2024	
5. Available Attendance Forms:	
Student attendance to the college only	
6. Number of Credit Hours (Total) / Number of Units (Total)	
45 hours/ 3 units	
7. Course administrator's name (mention all, if more than one name)	
Name: HUDA M.KHALED ABDULWAHID Email: Huda.mohammed@uoanbar.edu.iq	
8. Course Objectives	
Course Objectives	Learn how to use Windows Quantitative System for Business to solve management, decision-making, operations research, and production systems problems. Develop skills through periodic tests. Preparing students to benefit from this course in the coming years as well as in practical life as it is a computer course
9. Teaching and Learning Strategies	
Strategy	<ol style="list-style-type: none"> 1. Teaching the theoretical curriculum by presenting the Lesson to students while activating student participation. 2. Teaching the subject practically using the computer. 3. Employing the student to apply the lesson practically using a computer. 4. Conduct implicit tests during the lecture. 5. Activating the lesson test in the lecture that follows the explanation of the material to confirm and consolidate the

material, in addition to testing the effectiveness of the material among students.

10. Course Structure

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1	2	Introduction to networks	Learn about network models in WinQSB	Theoretical explanation + Practical application	Theoretical exam + Practical exam
2	2	Basic definitions and concepts about transportation problem	How to insert a transportation problem in WinQSB		
3	2	Dealing with transportation and assignment problems	Use WinQSB to solve the problems		
4	2	Solve the transport problem using the northwest corner method	How to solve by this method in the program		
5	2	Solve the transportation problem using the least cost method	How to solve by this method in the program		
6	2	Solve the transportation problem using Vogel's method	How to solve by this method in the program		

7	2	Definitions and basic concepts about the assignment problem	Apply the assignment problem		
8	2	The first monthly Exam			
9	2	Practical exam			
10	2	Basic definitions and concepts of projects	Basic definitions and concepts of projects		
11	2	Methods of processing network analysis	How to access network analysis methods in the program		
12	2	The critical path method	Apply critical path		
13	2	The PERT method	Apply PERT style		
14	2	The second monthly exam			
15	2	Practical exam			

11. Course Evaluation

The distribution is as follows: 20 marks for monthly exams, 15 marks for the practical exam in the laboratory, 5 marks for daily exams and assignments, 60 marks for final exams.

12. Learning and Teaching Resources

Required textbooks (curricular books, if any)

WINQSB Business Quantitative System Applications and Analysis/Khaled Dhari
 Al-Taie, Marwan Abdel Hamid Al-Obaidi,
 Omar Muhammad Nasser Al-Ashari. Baghdad, Thakira Library, 2009.

Main references (sources)

Recommended books and references (scientific journals, reports...)	
Electronic References, Websites	

Course Description

1. Course Name:					
English Language					
2. Course Code:					
3. Semester / Year:					
Second academic semester					
4. Description Preparation Date:					
28\3\2024					
5. Available Attendance Forms:					
By Attending only					
6. Number of Credit Hours (Total) / Number of Units (Total)					
30 / 2					
7. Course administrator's name (mention all, if more than one name)					
Name: Dr. Zuhair Ahmed Saleh Email: dr.zuhairsaleh@uoanbar.edu.iq					
8. Course Objectives					
Course Objectives	<p>A- Urging students to use English as a foreign language in order to enrich their general information through their understanding of terms and phrases, as well as studying and understanding the four skills (reading, writing, speaking, and listening) in order to communicate with the outside world around them.</p> <p>B- Follow up on students and encourage them to use English grammar in conversation.</p> <p>C- Teaching all tenses related to English grammar, the use of verbs, adjectives, adverbs, how to formulate a question, etc.</p> <p>D- Discussing some economic vocabulary and concepts in the English language that close to the students' specialization.</p>				
9. Teaching and Learning Strategies					
Strategy	Through traditional teaching methods (lecturing, discussion, and student participation) as well as using modern teaching methods (brainstorming skills, viewing, self- and electronic education programs through multimedia and the Internet).				
10. Course Structure					
Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
One	2	The tense system, Passives, Auxiliary verbs, Vocabulary, Phrasal verbs, Pronunciation, Listening	Unit one No Place like home	Giving the lecture with students participating in the discussion with examples	The extent of students' participation and interaction
Two	2	Present perfect, Simple or Continuous verb	Unit two Been there, done that	Giving the lecture with	The extent of students'

		forms, Passive, Vocabulary, Prepositions, Pronunciation, Listening		students participating in the discussion with examples	participation and interaction
Three	2	Narrative tenses, Past Passives, Revision of active and passive, Vocabulary, Phrasal verbs, Pronunciation	Unit three What a story!	Giving the lecture with students participating in the discussion with examples	The extent of students' participation and interaction
Four	2	Negatives, Questions, Vocabulary, Prepositions Pronunciation, Listening	Unit four Nothing but the truth	Giving the lecture with students participating in the discussion with examples	The extent of students' participation and interaction
Five	2	Future forms, Conjunctions in time clauses, Vocabulary, Phrasal verbs, Pronunciation	Unit five An eye to the future	Giving the lecture with students participating in the discussion with examples	The extent of students' participation and interaction
Six	2	Countable and uncountable nouns, Compounds with some, any, no and every, Expressing quantity, Vocabulary, Preposition	Unit six Making it big	Giving the lecture with students participating in the discussion with examples	The extent of students' participation and interaction
Seven	2	Tenses system, Phrasal verbs, Active and Passive, etc.	A general review of previous materials	Giving the lecture with students participating in the discussion with examples	The extent of students' participation and interaction
Eight	2	—	First month examine	Giving the lecture with students participating in the discussion with examples	The extent of students' participation and interaction
Nine	2	Revision of all modals, Verbs related to modals, Vocabulary, Phrasal verbs, Listening, Pronunciation	Unit seven Getting on together	Giving the lecture with students participating in the discussion with examples	The extent of students' participation and interaction
Ten	2	Defining and non-defining relative clauses, Participles, Revision of relatives and participles, Vocabulary, Prepositions, Pronunciation	Unit eight Going to extremes	Giving the lecture with students participating in the discussion with examples	The extent of students' participation and interaction
Eleven	2	Present and past habit, Vocabulary, Phrasal verbs, Listening, Pronunciation	Unit nine Things ain't what they used to be!	Giving the lecture with students participating in the discussion with examples	The extent of students' participation and interaction
Twelve	2		A general review of previous materials	Giving the lecture with	The extent of students'

				students participating in the discussion with examples	participation and interaction
Thirteen	2	—	Second month examine	Giving the lecture with students participating in the discussion with examples	The extent of students' participation and interaction
Fourteen	2	Revision of modals, Modal verbs of probability, Vocabulary, Prepositions, Pronunciation	Unit ten Risking life and limb	Giving the lecture with students participating in the discussion with examples	The extent of students' participation and interaction
Fifteen	2	—	A general review of all material	Giving the lecture with students participating in the discussion with examples	The extent of students' participation and interaction

11. Course Evaluation

- 1- Preparation, daily exam, and reports = 10
- 2- Monthly exam = 30
- 3- Semester exam = 60

12. Learning and Teaching Resources

Required textbooks (curricular books, if any)	<ul style="list-style-type: none"> • New headway plus Upper intermediate student's book. • New headway plus Upper intermediate workbook with key
Main references (source)	
Recommended books and references (scientific journals, reports...)	
Electronic references, websites.	<ul style="list-style-type: none"> • https://www.adelaide.edu.au/english-for-uni/tenses-in-academic-writing/ • https://elt.oup.com/student/headway/beg/test_builder?cc=us&selLanguage=en • https://ptetutorials.com/sample-questions/listening-multiple-choice-question-single-answer