

Module (Course Syllabus) Catalogue
(2023-2024)

College/ Institute	Erbil Technical Engineering College	
Department	Information Systems Engineering Department	
Module Name	<u>Principles of Management and Organisation</u>	
Module Code	PMO601	
Degree	Technical Diploma <input type="checkbox"/>	Bachelor <input checked="" type="checkbox"/>
	High Diploma <input type="checkbox"/>	Master <input type="checkbox"/> PhD <input type="checkbox"/>
Semester	6th Semester -3rd Stage	
Qualification	MSc. in Computer Science\ Advanced Information System	
Scientific Title	Assist. Lect.	
ECTS (Credits)	3	
Module type	Prerequisite <input type="checkbox"/>	Core <input checked="" type="checkbox"/> Assist. <input type="checkbox"/>
Weekly hours	2	
Weekly hours (Theory)	(4) hr Class	(81)Total hrs Workload
Weekly hours (Practical)	(0)hr Class	(0)Total hrs Workload
Number of Weeks	12	
Lecturer (Theory)	Mrs.Areen Jamal Hamad	
E-Mail	Areen.hamad@epu.edu.iq	
Lecturer (Practical)	None	
E-Mail		
Websites	https://moodle.epu.edu.iq/course/view.php?id=575	

Course Book

Course Description	This course is designed to be an overview of the major functions of management. Emphasis is on planning, organizing, leading, controlling, and communicating. Focusing on the theory and practice of managing an organization and its resources to meet the organisational goals.
Course objectives	<p>- Course objective: This course aims to:</p> <p>This module aims to provide students with an integrated set of concepts and theories for understanding the process of Management in organisations.</p>
Student's obligation	<p>- Student's obligation</p> <p>Cell phone: In order to avoid distracting the class or other students I ask that you turn your cell phone off or set it to silent while in the class. If it's necessary, please excuse yourself from the classroom while on the phone</p> <p>Email Addresses: all students are required to provide the lecturer with their functional email addresses for communication and sharing lecture materials.</p> <p>Regularity:</p> <ul style="list-style-type: none"> - Please attend the class on time in case of urgency you must enter the class silently and sit as soon as you find an available seat. - Print the lecture notes provided by lecturer prior to the class - Avoid being distractive or disruptive to others in the class - Participate in class discussions - Let the lecturer know when a subject is vague - Be thoughtful when attending quiz and exam sessions. <p>Drinks: you can have a bottle of water and/or a cup of tea or coffee, but you must respect the hygiene of the class. Plus, when the class is done all the chairs must be seated well in to their regular positions.</p> <p>Discrimination & Harassment: This classroom must be an environment that is free of Discrimination and harassment based on a person's sex, race, colour, age, religion, disability, ancestry, or national origin, consistent with applicable laws in the University. All students are required to respect the rights, opinions and beliefs of others.</p>
Required Learning Materials	lecture halls with data show equipment for lecture presentations, white board, overhead projector, posters

	Task		Weight (Marks)	Relevant Learning Outcome	
	Evaluation	Paper Review		-	
Assignments		Homework	10%		Understanding of the principles of leadership
		Class Activity	2% theoretical		Involve in discussion
		Report	8%	16%	Recognize the difference between a boss and manager
		Seminar	8%		
		Project	-		
Quiz		8%		Understand the overview of an management	
Lab .		00%			
Midterm Exam		24%		Overall Understanding of key principles	
Final Exam		40%		Overall Understanding of key principles	
Total		100%			
Specific learning outcome:	<p>Specific learning outcome:</p> <ol style="list-style-type: none"> 1. Have a knowledge and be aware of manager's importance role in leading organisations to achieve objectives effectively in this current competitive, diverse and dynamic environment. 2. Explore critically the interrelations between organizational structure, human resource management, technological change and competition 3. Assess the Importance of good communication on the practice of management in organisations 4. Identify key concepts of marketing and production management 5. Explore the role of managers in the financial sector and the risks introduced to organisations <p>By controlling and planning those criteria.</p>				
Course References:	<p>- Course Reading List and References :</p> <p>- Key references:</p> <p>William, Pride. Robert, Hughes. Jack, Kapoor(2013).Business12 ed .(Book). CengageLearning. • Useful references: - Saylor.org: Introduction to Principles of Management:http://www.saylor.org/site/textbooks/Principles%20of%20Management.pdf</p>				

- Mason Carpenter, Talya Bauer, and Berrin Erdogan: Principles of Management, v. 1.1: Flat World Education, Inc. (2015): FlatWorld Education, Inc: http://catalog.flatworldknowledge.com/bookhub/6?e=fwk-127512-ch01_s03#fwk-127512-chab

- Robbins, S.M, Coulter. (1998). Management 6th ed. CHAPTER 6 Decision Making [The Essence of the Manager's Job] Upper Saddle River, Prentice Hall. Retrieved from <http://faculty.wiu.edu/ESolymosy/Presentations/MGT%20481/Manager%20as%20a%20Decision-Maker.pdf>

- Fred C. Lunenburg. (2010). THE DECISION MAKING PROCESS. Sam Houston State University, NATIONAL FORUM OF EDUCATIONAL ADMINISTRATION AND SUPERVISION JOURNAL. Retrieved from <http://www.nationalforum.com/Electronic%20Journal%20Volumes/Lunenburg,%20Fred%20C.%20The%20Decision%20Making%20Process%20NFEASJ%20V27%20N4%202010.pdf>

- Montana, P. and Charnov, B. Management (1993): A Streamlined Course for Students and Business People. (Hauppauge, New York: Barron's Business Review Series, pp. 155-169. Retrieved from <http://www.ils.unc.edu/daniel/405/Montana11.pdf>

Course topics (Theory)	Week	Learning Outcome
→ Introducing Outline and Management Key Concepts	1&2	1
→ Managerial Decision Making	3	1
→ Organizational Structure	4&5	2
→ Human Resource Management	6&7	2
→ Motivation	8	2
→ Leadership	9&10	2
→ Innovation, Technological Change and Competition	11	2
→ Importance of Good Communication	12	3

• **Examinations (question design):**

Compositional: most of exam questions will be compositional as following example:

- Define the following terms: Goal vision mission

-List the four functions of organisation and explain one of them in details?
-Draw the steps of decision making in an organisation? -How to deal with the problem of cognitive biases in decision making?

20. Extra notes:

The course content is subject to change, the students will be informed a head.

External Evaluator

I confirm that the course book covers all the most important topics that student have to be learned during the year of studying



Shahab Wahhab Kareem

01-02-2024