



(Principles of Management and Organisation) Course Catalogue 2022-2023

College	Erbil Technical Engineering	
Department	Information Systems Engineering	
Module Name	Principles of Management and Organisation	
Module Code	PMO601	
Semester	6	
Credit	3	
Module type	Core	
Weekly hours	2	
Weekly hours (Theory)	(2)hr Class	(81)hr Workload
Lecturer (Theory)	Mrs. Areen Hamad	
E-Mail	areen.hamad@epu.edu.iq	

Course Book

- Course overview:

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 objective:

This course aims to:

- This module aims to provide students with an integrated set of concepts and theories for understanding the process of Management in organisations.

- Student's obligation

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

Email Addresses: all students are required to provide the lecturer with their functional email addresses for communication and sharing lecture materials.

Regularity:

- 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.

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.

Discrimination & Harassment: This classroom must be an environment that is free of

Discrimination and harassment based on a person's sex, race, color, 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.

- Forms of teaching

lecture halls with data show equipment for lecture presentations, white board, overhead projector, posters

- Assessment scheme

16% Mid. Theory exam

4% Quiz

40% Activity

40% final theory

- Specific learning outcome:

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 by controlling and planning those criteria.

- Key references:

William, Pride. Robert, Hughes. Jack, Kapoo(2013).Business12 ed .(Book). CengageLearning.

• Useful references:

- Saylor.org: Introduction to Principles of Management:<http://www.saylor.org/site/textbooks/Principles%20of%20Management.pdf>
- Mason Carpenter, Talya Bauer, and Berrin Erdogan: Principles of Management, v. 1.1: Flat World Education, Inc. (2015): Flat World Education, Inc:http://catalog.flatworldknowledge.com/bookhub/6?e=fwk-127512-ch01_s03#fwk-127512-chab

- Robbins, S. M, Coulter. (1998).Management 6th ed. C H A P T E R 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 SUPERVISIONJOURNAL. Retrieved from <http://www.nationalforum.com/Electronic%20Journal%20Volumes/Lunenburg,%20Fred%20C.%20The%20Decision%20Making%20Process%20NFEASJ%20V27%20N4%202010.p df>
- 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	1
→ Managerial Decision Making	2	1
→ Organizational Structure	3	2
→ Human Resource Management	4	2
→ Motivation	5	2
→ Leadership	6	2
→ Innovation, Technological Change and Competition	7	2
→ Importance of Good Communication	8	3
→ Marketing Management	9	4
→ Production Management	10	4
→ Project Management	11	5

→ Controlling Management	12	5
<ul style="list-style-type: none">• Examinations (question design): <i>Compositional: Compositional: most of exam questions will be compositional as following example:</i> <i>- Define the following terms:</i> <i>Goal vision mission</i> <i>-List the four functions of organisation and explain one of them in details?</i> <i>-Draw the steps of decision making in an organisation?</i> <i>-How to deal with the problem of cognitive biases in decision making?</i>		
<ul style="list-style-type: none">- Extra notes:		
<ul style="list-style-type: none">- External Evaluator I confirm that the course book covers all main important topics for Fundamentals of Information Systems that students could learn. Dr. Head of department 24/10/2022		