

Module (Course Syllabus) Catalogue

2023-2024

College/ Institute	Shaqlawat Technical College	
Department	Department Of Business Administration	
Module Name	بەندە ماكانی کارگێری	
Module Code	BAP104	
Degree	Technical Diploma <input checked="" type="checkbox"/> Bachelor <input checked="" type="checkbox"/> High Diploma <input type="checkbox"/> Master <input type="checkbox"/> PhD <input type="checkbox"/>	
Semester	1	
Qualification		
Scientific Title	Business Administration	
ECTS (Credits)	9	
Module type	Prerequisite <input type="checkbox"/> Core <input checked="" type="checkbox"/> Assist. <input type="checkbox"/>	
Weekly hours	6	
Weekly hours (Theory)	(4) hr Class	() Total hrs Workload
Weekly hours (Practical)	(2) hr Class	() Total hrs Workload
Number of Weeks	14	
Lecturer (Theory)	AZAD MOHAMMED SEDEEQ	
E-Mail & Mobile NO.	E-Mail: azad.mohammed@epu.edu.iq Tel: (7504546496)	
Lecturer (Practical)	Shadan Rasul Omer Haval akram ibrahem	
E-Mail & Mobile NO.	E-Mail: azad.mohammed@epu.edu.iq Tel: (7504546496)	
Websites	www.epu.edu.iq	

Course Book

Course Description	This course will study of the basic managerial functions of planning, organizing, staffing, directing, and controlling resources to accomplish organizational goals. The systems concept of management and the role of the manager at each level of the organization are emphasized. In addition, a special emphasis will be placed on the skills that are necessary for a manager to be effective. The course will involve an overview approach to covering the various concepts required for an overall understanding of management's role in the contemporary organization.
Course objectives	This course provides an introduction to all roles of holding in the traditional process, including strategic security planning, marketing research, product planning and development, get control planning, labors and administration. It provides an understanding of the theories of the marketing mix variables, and a practical application in the context of the marketing management cycle processes of research, planning, organization, implementation and control. The latter part of the program for the control and management.
Student's obligation	The obligation of student is a present in the class during time of lecture , listening teacher after than asking any question about subject and include any information to rich subject for example : daily happened ,listen information in the news economy, writing reports and preparing seminars and etc.... with prepared home work.
Required Learning Materials	<ul style="list-style-type: none"> – Appreciate the holistic role of holding in a firm – Distinguish between the management of goods and services in the holding. – Understand the theories and practices about all kind of risks. – Develop knowledge of and skill in the operating techniques of the Risk management cycle processes – Examine the marketing context of relevant of renewable of economy
Assessment scheme	25% Mid Term (Theory and practical) 8% Quiz 27% Assignment (report, paper, homework, seminar..) 25% final practical 15% final theory

Specific learning outcome:	<p>At the close of the course, student will:</p> <ul style="list-style-type: none"> • Have developed a working knowledge of fundamental terminology and frameworks in the four functions of management: Planning, Organizing, Leading and Controlling. • Be able to analyse organizational case situations in each of the four functions of management; • Be able to identify and apply appropriate management techniques for managing contemporary organizations; and • Have an understanding of the skills, abilities, and tools needed to obtain a job on a management track in an organization of their choice.
Course References:	<p>1- مفاهيم الادارى- شعلان الشمري 2- مبادئ الادارة- د. خليل محمد حسن الشما 3- اساسيات علم الادارة- د. زياد محمد عبد 4- اساسيات مبادئ ادارة الاعمال- د. على الظلاعين. 5- مبادئ الادارة. د. مصطفى يوسف كافي – استاذ سمير احمد حمودة – استاذ احمد على بن ياسين- استاذ هانى احمد اب عبيد.</p>

Course topics (Theory)	Week	Learning Outcome
Definition and general concepts of management, Management, Managers.	1-2	
Definition and general concepts of management	3	
Management study Entries Is the administration a science or an art and a profession?	4	
Management levels Manager roles Manager Skills	5	
Intellectual schools in Management Classical School	6	
Behavioural School Contemporary School (modern trends)	7-8	
Contemporary School (modern Trends) Contemporary School (modern trends)	9	
Function of management (planning-organizing- directing -controlling)	10-11-12	
Management and environment Management theory of objectives	13-14	

Questions Example Design

پرسیاری یه که م :-

1- - پیناسه ی به ریوه بهر بکه ؟ وه روله کانی به ریوه بهر چین بیان 4 خالیان بژمیره و به کورتی باسیان بکه ؟

2- پیناسه ی پلان دانان بکه . وه هه نگاوه کانی پلان دانان چین (4 خال) بژمیره ؟

پرسیاری دووهم :- 1- نه و هوکارانه چین که پال به ریکخراو ده نین به ناراسته ی ناوه ندیه تی و نا ناوه ندیه تی بیان ژمیره و وه باسیان بکه ؟

2- پیناسه ی ریکخستنی ره سمی بکه ؟ وه شیوه کانی ریکخستنی ره سمی دوو جوړه باسیان بکه

پرسیاری سی یه م :-

1- بیروکه ی بیرو قراطي (النظرية البيروقراطية) چیه (5 خال بژمیره) ؟

2- جیاوازی نیوان که رتی تاییه ت و که رتی گشتی بکه به 5 خال

پرسیاری چواره م :

1- پیناسه ی چاودیری بکه ؟ وه جوړه کانی چاودیری چین بیان ژمیره و باسیان بکه ؟

Extra notes:

External Evaluator

This course book has to be reviewed and signed by a peer. The peer approves the contents of your course book by writing few sentences in this section. (A peer is person who has enough knowledge about the subject you are teaching; he/she has to be a professor, assistant professor a lecturer or an expert in the field of your subject).

Mr : Delaware Jalal

Assistant Professor