

## Module (Course Syllabus) Catalogue 2023-2022

College/ Institute	Shaqlawat technical college	
Department	Business administration	
Module Name	Time and Crisis Management	
Module Code	CTM403	
Semester	Fourth	
Credits	6	
Module type	Prerequisite <input type="checkbox"/>	Core <input type="checkbox"/> , Assist. <input type="checkbox"/>
Weekly hours	4	
Weekly hours (Theory)	( 2 )hr Class	( )hr Workload
Weekly hours (Practical)	( 2 )hr Class	( )hr Workload
Lecturer (Theory)	Rzgar Shahab Heji	
E-Mail & Mobile NO.	rzgarshahab@epu.edu.iq	
Lecturer (Practical)	Rzgar Shahab Heji	
E-Mail & Mobile NO.	rzgarshahab@epu.edu.iq	

# Course Book

<p><b>Course Description</b></p>	<p>This course is designed to provide students with the opportunity to engage and think about the major functions of time and crisis management and how to approach it. The emphasis is on time management firstly and then on crisis management. Throughout the year, students will have the opportunity to reflect critically upon the theoretical, conceptual and methodological underpinnings of time and crisis management. The course will cover an intellectual foundation in Time management. In addition, this course helps to develop a comprehensive understanding of crisis management, with a focus on the strategic impact of decisions and actions before, during and after crisis. The course also emphasizes on collaboration and critical thinking skills.</p>
<p><b>Course objectives</b></p>	<p>Course objective: ١١ .</p> <p>At the conclusion of this course students will be able to:</p> <p>١ . Understanding of the fundamental concepts of time management based on planning, organizing, directing, staffing and controlling.</p> <p>٢ . Comprehend the key theories and concepts associated with crisis management.</p> <p>٣ . Understanding how time and crisis management is applied across the public, private and nonprofit</p>

	<p>sectors and how the various sectors collaborate during a crisis.</p> <p>Explain how previous events have shaped the discipline of crisis management based on case studies.</p> <p>Analyze contemporary issues and challenges within time and crisis management and how organizations within the various sectors are addressing these challenges.</p>
<b>Student's obligation</b>	<p>Students are expected to arrive at lectures on time.</p> <p>Students are expected to attend all lectures (attendance will be monitored).</p> <p>Turn off cell-phones before entering the classroom. There is no food and beverages admitted, except for bottled water.</p> <p>No technical devices are accepted (laptops, tablet computers, etc).</p> <p>Disruptive behaviour (doing something else during the course, engaging in private conversations, playing with electronic devices as cell phones) is not accepted and if repeated, it will negatively affect the attendance.</p>
<b>Required Learning Materials</b>	<p>Lectures, power point presentations, whiteboard, case studies, class discussions, videos, internet, guest lecturers (if possible), factory visit (if possible). Student involvement in discussions and</p>

	interpretations of business situations and problems will be fundamental.
<b>Assessment scheme</b>	24% Mid Term (Theory and practical) 8% Quiz 28% Assignment (report, paper, homework, seminar..) 25% final practical 15% final theory
<b>Specific learning outcome:</b>	<p>By the end of the course students are expected to:</p> <ol style="list-style-type: none"> <li>١. Have an understanding of the basic concepts of crisis management.</li> <li>٢. Explain various theories, processes, and functions of time management.</li> <li>٣. Apply theories in an organizational environment.</li> <li>٤. Identify managerial roles in organizations, and describe elements of time and crisis management in order to face an obstacles in real environment of business.</li> <li>٥. Explain how organizations adapt to an uncertain environment and identify techniques managers use to influence and control the environment.</li> <li>٦. Improve his/her ability in leading a team work for preventing and solving problems in the case of crisis issues.</li> </ol>
<b>Course References:</b>	<p>- Coombs, W.T., (2014) <b>Ongoing crisis communication: Planning, managing, and responding</b>. 1st Edition. Sage Publications.</p> <p>- Robbins, S., and Coulter, M., (2012) <b>Management</b>. 13th Edition. Inc., Publishing as Prentice Hall.</p> <p>- Coombs, W.T. and Holladay, S.J. eds., (2011) <b>The handbook of crisis communication</b> (Vol. 22). John Wiley &amp; Sons.</p> <p>- Adair, J.E. and Allen, M., (1999) <b>Time management and personal development</b>. Thorogood Publishing.</p> <p>- Adair, J.E. and Thomas, N., (2004) <b>The John Adair</b></p>

	<b>handbook of management and leadership.Thorogood Publishing Ltd.</b>  طارق السويدان، محمد اكرم العدلوني، ادارة الوقت، شركة الابداع الخليجي - للاستثمار و التدريب، ٢٠٠٤ د. بهادين نهحمه، پهيوهنديه گشتيهكان و بهريوهبردني قهيران، چاپخانه ي - نارين، چاپي يهكهم، ههولير- كوردستان، ٢٠١٦	
Course topics (Theory)	Week	Learning Outcome
<ul style="list-style-type: none"> <li>Introducing a course to the students ناساندني كورسهكه به قوتايان.....</li> <li>Concept of time چهكمي كات.....</li> <li>Importance of time گرنگي كات.....</li> </ul>	1	
<ul style="list-style-type: none"> <li>Characteristics of time تايهتهدنيهكاني كات.....</li> <li>Benefits of organizing time سوودهكاني ريگهستني كات.....</li> <li>Types of time جورهكاني كات.....</li> </ul>	2	
<ul style="list-style-type: none"> <li>Time management بهريوهبردني كات.....</li> <li>Definitions of time management پيناسهكاني بهريوهبردني كات.....</li> <li>Importance of time management گرنگي بهريوهبردني كات.....</li> <li>Recording and analysing of time توماركردن و شيكردهوهي كات.....</li> </ul>	3	
<ul style="list-style-type: none"> <li>Principles of time management بنهماكاني بهريوهبردني كات.....</li> <li>Time based on management theories كات به پني بيردوزهكاني بهريوهبردن.....</li> <li>Management efficiency and activity for time بهريوهبردني كارا و چالاك بؤ كات.....</li> <li>Types of management based on time شيوازهكاني بهريوهبردن به پني كات.....</li> </ul>	4	
<ul style="list-style-type: none"> <li>Time management based on management functions:            بهريوهبردني كات به پني ئهركهكاني بهريوهبردن:            1.Relationship between time management and planning.            پهيوهندي نيوان بهريوهبردني كات و پلاندانان.            2.Relationship between time management and organizing.            پهيوهندي نيوان بهريوهبردني كات و ريگهستن.            3.Relationship between time management and directing.            پهيوهندي نيوان بهريوهبردني كات و ئاراستهكردن.            4.Relationship between time management and controlling.            پهيوهندي نيوان بهريوهبردني كات و چاوديري كردن.            5.Relationship between time management and deciding.            پهيوهندي نيوان بهريوهبردني كات و برياردان.            6.Relationship between time management and leadership.            پهيوهندي نيوان بهريوهبردني كات و سهركردايهتي.            7. Relationship between time management and training.            پهيوهندي نيوان بهريوهبردني كات و راهيتان.         </li> </ul>	5	
<ul style="list-style-type: none"> <li>The Process of Time Management پرۆسهي بهريوهبردني كات.....            First: Plan for Time يهكهم: پلان دانان .....            Second: Time Organizing دووهم: ريگهستني كات.....            Third: Controlling سيبهه: چاوديري.....         </li> </ul>	6	

<ul style="list-style-type: none"> <li>Assisting Factors for Efficient in Time Management:  هۆکارەکانی یاریدەدەر بۆ کارایی لە بەرئۆبەردنی کات:  1. Technical Factors.....هۆکارەکانی تەکنیکی  2. Nontechnical Factors (Personal).....هۆکارەکانی ناتەکنیکی (کەسییەکان)  <li>Concept of Time wasting .....چەمکی بەفیڕۆچوونی کات:  <li>Factors of Time Wasting: .....هۆکارەکانی بەفیڕۆدانی کات:  First: General Factors.....یەکەم: هۆکارە گشتییەکان  Second: Special Factors.....دووەم: هۆکارە تایبەتییەکان</li></li></li></ul>	7	
<ul style="list-style-type: none"> <li>Control on time wasting.....چاودێری دانان لە سەر بەفیڕۆدانی کات</li> <li>Types of overcoming on time wasting.....شیواژەکانی زلبوون بەسەر کات بەفیڕۆدان</li></ul>	8	
<ul style="list-style-type: none"> <li>Revision: Discussion about Chapter One generally.  پێداچوونەوه: گفتوگۆکردن دەربارەی بەشی یەکەم بە شێوەیەکی گشتی.</li></ul>	9	
<ul style="list-style-type: none"> <li>Discussion about group report and presentation.  گفتوگۆکردن دەربارەی راپۆرت و پیشکەشکردن.</li></ul>	10	
<ul style="list-style-type: none"> <li>Concept of time.....چەمکی قەیران</li> <li>Crisis and some other concepts.....قەیران و چەند چەمکی دیکە</li> <li>Samples of some crisis.....نموەنی چەند قەیرانیک</li></ul>	11	
<ul style="list-style-type: none"> <li>Characteristics of time.....تایبەتمەندییەکانی قەیران</li> <li>Factors of crisis emergence.....هۆکارەکانی سەرھەڵدانی قەیران</li></ul>	12	
<b>Practical Topics</b>	<b>Week</b>	<b>Learning Outcome</b>
<ul style="list-style-type: none"> <li>The source of crisis .....سەرچاوەی قەیران</li> <li>Types of crisis.....جۆرەکانی قەیران</li></ul>	13	
<ul style="list-style-type: none"> <li>Crisis management.....بەرئۆبەردنی قەیران</li> <li>Requirements of crisis management.....پێداویستییەکانی بەرئۆبەردنی قەیران</li> <li>Managing through crisis.....بەرئۆبەردن لە رێگای قەیرانەوه</li></ul>	14	
<ul style="list-style-type: none"> <li>Crisis management team.....تیمی بەرئۆبەردنی قەیران</li> <li>Characteristics of team leader in dealing with crisis.  تایبەتمەندییەکانی سەرۆکی تیمی تایبەت بە مامەڵەکردن لە گەڵ قەیران.</li> <li>Functions of crisis management team.....ئەرکی تیمی بەرئۆبەردنی قەیران</li> <li>Difference between internal and external crisis.  جیاوازی نیوان قەیرانی دەرەکی و ناوخۆیی.</li> <li>Characteristics and deficiency of Crisis management team.  تایبەتمەندی و ئەو کەموکورتییانەی لە بوونی تیمەکانی بەرئۆبەردنی قەیرانەکان دەردەکەون.</li></ul>	15	


**19. Examinations:**

**Q I. Multiple choice: Choose the correct answer?**

1. ....is not a public time?  
(a) Indirect time (b) Production time (c) Psychological time (d) Innovation time

2..... is one of the assistant strategy of dealing with crisis?  
(a) Creating a commission (b) Leader (c) Board of Directors (d) Supervisor.

Answers: 1. C                      2. A

**Q II. Short answers:**

1. Define Time Management?

2. What is Time Recording ?

3. Write Four (4) advantages of time organization?

**Q III. True and false: Correct the False answers?**

1. Biology time is related to social phenomenon.

2. Conflict in organization is a type of management crisis.

Answers:            1. False, Social Time            2. True

**Q IV. Explanation:**

1. What are the functions of crisis management team?

2. Types of overcoming on wasting time?

**Extra notes:**

**Lectureris strongly believes in motivating students through interaction and real world applications. Their goal is to teach students how to develop their individual strengths and how to use these skills to their fullest extent no matter what career path they choose.**

**External Evaluator**