

Module (Course Syllabus) Catalogue

2023-2022

College/ Institute	Erbil Technical Management College	
Department	Department of Business Management Techniques	
Module Name	Time Management	
Module Code		
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	4	
Qualification	Master	
Scientific Title	Lecturer	
ECTS (Credits)	4	
Module type	Prerequisite <input type="checkbox"/>	Core <input checked="" type="checkbox"/> Assist. <input type="checkbox"/>
Weekly hours	4	
Weekly hours (Theory)	(2)hr Class	()Total hrs Workload
Weekly hours (Practical)	(2)hr Class	()Total hrs Workload
Number of Weeks		
Lecturer (Theory)	Zanear Jabbar Ssali	
E-Mail & Mobile NO.	Zanear.ssali@epu.edu.iq - 07504618463	
Lecturer (Practical)	Zanear Jabbar Ssali	
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Websites		

Course Book

<p>Course Description</p>	<p>This course explores the issues of defining corporate time, objectives, goals and types of time and time management and its process. The course focuses on the analysis of the firm's time management strategies and steps. The course emphasizes the, problems and time wasters that faced by business corporations and the need suitable solution for a successful management. Case study analysis will be extensively used in this course.</p>				
<p>Course objectives</p>	<p>On completion of this course, students will be able to:</p> <ul style="list-style-type: none"> ▪ Understanding the Time management process, corporate plan, values, characteristics and types of time management, steps and skills. ▪ Learning various techniques to conduct TM process analysis to identify and obtain organization goals and objectives. ▪ The Philosophical Concept of Time, and new concept of TM and describe the various components of TM. 				
<p>Student's obligation</p>	<p>The attendance of students in lectures will have extra credit and it is required to continuously follow the lectures, submits homework and assignments. Expect quizzes any time. This is part of the assessment. Class activities will include lectures and in-class exercises such as cases, team discussions, student report-backs and student presentations of projects. The first half of each meeting will typically follow a conventional lecture-based approach covering the chapter materials related to each week's lesson; the second half will normally involve a group exercise, case study or other form of experiential learning.</p>				
<p>Required Learning Materials</p>					
<p>Evaluation</p>	<p>Task</p>		<p>Weight (Marks)</p>	<p>Due Week</p>	<p>Relevant Learning Outcome</p>
	<p>Paper Review</p>				
	<p>Assi gnm ents</p>	<p>Homework</p>	<p>10</p>		
		<p>Class Activity</p>	<p>2</p>		
		<p>Report</p>	<p>6</p>		
		<p>Seminar</p>	<p>10</p>		
		<p>Essay</p>			
<p>Project</p>					

	Quiz	8		
	Lab.			
	Midterm Exam	24		
	Final Exam	40		
	Total	100		
Specific learning outcome:	15. Student learning outcome: By the end of the course, students should be able to:			
	<ol style="list-style-type: none"> 1- Describe and illustrate the time and crisis management, definition, process, importance. 2- Understanding the role of good time management and corporate leadership in the growth and decline of corporations and management process, and the issue of social responsibility. 3- Steps and solution for crisis management and types of it. 4- Learning various elements of time management and Various Components of Time Management 5- Time Definition and its importance and types of time management 6- Strategies of time management 7- Effective Time Management. And urgent/important matrix. 8- Role of technology in time management and elements of time management. 			
Course References:	Tracy, Brian; Time Management, (2013) AL-Jeraisy, khaled ibn Abdul-rahman, Time management: from Islamic and administrative perspectives, (2011) - Marc Mancini , Time Management, 2003			
Course topics (Theory)	Week	Learning Outcome		
Basic concepts of time; definition, benefits of time	1			
The Important of Time ,The Characteristics of Time	2			
Types of Time, History of Time Management	3			

Why do we need TM? The Philosophical Concept of Time	4	
Economic Concept of Time, Time and Management Theories, Who can Use Time Management?	5	
Time Management Skills, Benefits of Time Management, Elements of Time Management	6	
Uses of Time Management for Individual, Uses of Time Management at Workplace	7	
Uses of Time Management for Organization	8	
Role of technology in time management and Effective Time Management. And urgent/important matrix	9	
Time wasters and Problems, How to Avoid Multitasking, Factors That Affect Time-Management	10	
Crisis management concept and definitions crisis management important, types of crisis management	11	
Strategies of crisis management and steps.	12	
Process and solution for crisis management		
General review	13	
Final exam	14	

Questions Example Design

1. *Compositional:*

Define Time Management and why it's important?

2. *True or false type of exams:*

Multitasking is NOT a component of time management? True false

3. *Multiple choices:*

Which of following is best strategy for effectively planning out your time?

- a-Prioritize all your tasks
- b-Ignore all the unexpected work
- c-Delay any unnecessary work
- d-All of the above

Extra notes:

I will assess the students continuously through their class activities. Any student with ideas about learning, and suggestions of alternative way of dealing with problems will be very welcomed