

Ministry of Higher Education and Scientific research



Department of Business Administration

College of Administration & Economic

University of Salahaddin- Hawler

Subject: Principles of Management in English

Course Book – (Year 2)

Lecturer's name MSc. Ahmad Hoshiar Hamza

Academic Year: 2023/2024

Course Book

1. Course name	Principles of Management in English
2. Lecturer in charge	Ahmad Hoshier Hamza
3. Department/ College	Business Administration
4. Contact	e-mail: ahmad.hamza@su.edu.krd Tel: 00964 (0) 750 888 4240
5. Time (in hours) per week	Theory: 9 Practical: 3
6. Office hours	Availability on (Monday / Tuesday / Wednesday)
7. Course code	
8. Teacher's academic profile	I've been working as an assistant lecturer since 2013 at department of Business Administration in the college of Administration & Economics / Salahaddin University. I've obtained my master degree in Business Administration and Multimedia Management from Limkokwing university in Malaysia. I have gained a lot of experience in teaching management in formal and informal manner from the basic education study to the highest level. My teaching and research interests are in contrastive analysis and comparative study (Making comparison studies in management between our region and the advance world).
9. Keywords	
10. Course overview:	<p>This subject addresses the Principles of Management, the basic guidelines that organizations and managers should follow to successfully steer the employees towards a common goal.</p> <p>It is also about how organizations should function so as to establish their footprint in the global market.</p> <p>The subject first justifies how management is both an art as well as science and goes on to discuss the functions and skills of management. It further discusses various topics such as personality traits, significance of planning and decision making, etc.</p> <p>It concludes with a topic on the effect of globalization on management and the need for organizational change.</p>

It is primarily meant for all those students of Management who aspire to enter the corporate world. It is also a handy reference guide for students who have started their career and want to become successful managers in future.

11. Course objective:

Improves Understanding - From the knowledge of principles students get indication on how to manage an organization. The principles enable students to decide what should be done to accomplish given tasks and to handle situations which may arise in management. These principles make students more efficient.

Direction for Training - Principles of management provide understanding of management process what managers would do to accomplish what. Thus, these are helpful in identifying the areas of management in which existing & future managers should be trained.

Role of Management - Principles of Management makes the role of manager's concrete. Therefore these principles act as ready reference to the students to check whether their decisions are appropriate. Besides these principles define managerial activities in practical terms. They tell what a manager is expected to do in specific situation.

Guide to Research in Management - The body of principles of management indicate lines along which research should be undertaken to make management practical and more effective. The principles guide students in decision making and action. The researchers can examine whether the guidelines are useful or not.

12. Student's obligation

Part of the students role and their obligations throughout the academic year is:

1. To attend all classes
2. To participate in all tests & exams
3. To complete all assignments, reports , essays
4. To conduct presentations individually or in a group
5. To do researches

13. Forms of teaching

The methods used in teaching Principles of management as divided into 2 parts: 1. Teacher centred approach / 2. Student centred approach.

1. Teacher centred approach: is whereby Students are viewed as “empty vessels” whose primary role is to passively receive information (via lectures and direct instruction) with an end goal of testing and assessment. It is my primary role to pass knowledge and information onto the students. In this model, teaching and assessment are viewed as two separate entities. Student learning is measured through objectively scored tests and assessments.
2. Student centred approach: in this section I and the students play an equally active role in the learning process. My primary role is to coach and facilitate student learning and overall comprehension of material. Student learning is measured through both formal and informal forms of assessment, including group projects, student portfolios, and class participation. Teaching and assessment are connected; student learning is continuously measured during my instruction.

14. Assessment scheme

Breakdown of overall assessment and examination are done as follow:

1. 10 Marks for the 1st exam
2. 20 Marks for the 2nd exam
3. 5 Marks for Assignment + Presentation (April)
4. 5 Marks for Class Participation and Quiz (Throughout the Year)
5. 60 Marks for Final Exam (June)

15. Student learning outcome:

The students will be covering 6 chapters throughout the year, their learning outcome should be as follow:

- Evaluate the global context for taking managerial actions of planning, organizing and controlling.
- Assess global situation, including opportunities and threats that will impact management of an organization.
- Integrate management principles into management practices.
- Assess managerial practices and choices relative to ethical principles and standards.
- Specify how the managerial tasks of planning, organizing, and controlling can be executed in a variety of circumstances.
- Determine the most effective action to take in specific situations.

- Evaluate approaches to addressing issues of diversity.

16. Course Reading List and References:

- Key references: Management Principles (V.1.0)
- Useful references: Principles of Management Tutorials Point
- Magazines and review (internet): <http://www.saylor.org/books>

17. The Topics:

Lecturer's name

In this course I cover 6 main chapters:

1. Chapter 1: Introduction of Management
2. Chapter 2: Management Evolution & Trends
3. Chapter 3: The Ecosystem
4. Chapter 4: Decision Making
5. Chapter 5: Change Management
6. Chapter 6: Management Globalization & its Effect

Note: changes within content.

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Weekly: 9 Hours

Duration: 16 weeks

18. Practical Topics (If there is any)

Within the course of Principles of Management we do tutorials all the time whereby we bring in case study, and we discuss real life company issues, as well as problem solving.

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19. Examinations:

1. Compositional: In this type of exam the questions usually starts with Explain how, What are the reasons for...?, Why...?, How....?

2. Multiple choices:

In this type of exam there will be a number of phrases next or below a statement, students will match the correct phrase.

3. Matching: Students respond to matching questions by pairing each of a set of stems (e.g., definitions) with one of the choices provided on the exam.

4. Short Answer: Short answer questions are typically composed of a brief prompt that demands a written answer that varies in length from one or two words to a few sentences. They are most often used to test basic knowledge of key facts and terms

5. Drawings: In this type of exam the questions usually ask students to draw and explain a figure or a chart.

20. Extra notes:

Within the course I provide students with extra notes, despite the fact that I provide them with the book add up to the powerpoint slides.

However, I always facilitate the study manner to the students by showing them videos about companies, and bring in external source such as company employees and managers to explain the principles in real working life.

21. Peer review