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**Department of : Business Administration.**

**College of : Administration and Economic**

**University of : Salahaddin**

**Subject : Principles of management**

**Course Book: (Second Stage )**

**Lecturer's name: Sara Khalid Khall**

**Academic Year: 2022/2023**

**Course Book**

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| **1. Course name** | **Principles of management** | |
| **2. Lecturer in charge** | **Sara Khalid Khall** | |
| **3. Department/ College** | **Business Administration** | |
| **4. Contact** | **e-mail: sarah.muhammed@su.edu.krd**  **Tel: (07504616934)** | |
| **5. Time (in hours) per week** | **3** | |
| **6. Office hours** | **16** | |
| **7. Course code** |  | |
| **8. Teacher's academic profile** | **The lecturer started teaching in university since 1994 in Suleimani University, agriculture collage by teaching (Farmer management) subject.**  **Lecturer started prepare BMs in Salahaddin university, Administration and Economic collage, business Administration department in 2000 , and finished through out three years. The title of thesis is (The roles of computer technology in stress degree of users.**  **The lecturer teaching many subjects through several years, like Managerial seminars, Insurance Management, Time and Crisis Management, Managerial Information System, Principles of administration.**  **The lecturer publish two research in Salaheddin magazine and Koyi university magazine, and participate in training course in Germany at Dortmund University.** | |
| **9. Keywords** | **Concept of management**  **Level of management**  **Effectiveness & Efficiency**  **Managerial skills**  **Managerial roles**  **Organizational Pyramid**  **Upside down pyramid**  **Difference between administration and management** | |
| **10. Course overview:**  The importance of the subject appears in the new managerial issues that discuss through the years, and explain it in the classroom and how we can modified it to applying in our environment and also to understand how the impact of Appling these new concepts to developing adapting organization with the fast changed world.  The subject also try to increase the knowledge of students through giving an example of all cases when explain every subject and trying to show the significant of subject on our student life after they graduate from college, the subject try to give useful information for them in English language gets employment opportunity. | | |
| **11. Course objective:**  There are several aims of course including knowing and understanding the new subject about management by student and illustration the subject through giving them an example to expand their imagination, and learn them to try thinking logically and rationally, and give them a chance to discuses and analysis the case study and find the reason of any problem in management and find the suitable solution to it. | | |
| **12. Student's obligation**  Throughout the academic year, the student have many obligation like examination. they should make tow exam throughout the academic year and also should prepare report about any subject related with management, and discuses the report in the classroom with their friends and lecturer. | | |
| **13. Forms of teaching**  The lecturer uses data show for show and explain the subjects. | | |
| **14. Assessment scheme**  The assessment depend on tow examination doing throughout the academic year, every one on (15) marks, totally on (30) marks. Theremain marks (10) marks distribute on the report and the classroom discussions. | | |
| **15. Student learning outcome:**  The main outcome of studying year illustrated in the level of understanding from the student of all of the subject and increasing of their knowledge about the contemporary management issues and how they can found the relationship between these issues with the current satiation in our environment, and how become these knowledge a usage information to found the suitable job in the feature, but in my opinion learning management subject in English language is most important thing for theme. | | |
| **16. Course Reading List and References‌:**  Principles of management (David S. Bright)  Organizational behaviour (John Schermerhorn)  Fundamental of management (Stephen Robbins & David Ilocano)  Management (Richard Daft)  Management (Krisi Cole)  ▪ | | |
| **17. The Topics:** | | **Lecturer's name** |
| In this section the lecturer shall write titles of all topics he/she is going to give during the term. This also includes a brief description of the objectives of each topic, date and time of the lecture  Each term should include not less than 16 weeks | | Lecturer's name |
| **18. Practical Topics (If there is any)** | |  |
| In this section The lecturer shall write titles of all practical topics he/she is going to give during the term. This also includes a brief description of the objectives of each topic, date and time of the lecture | | Lecturer's name |
| **19. Examinations:**  ***1. Compositional:*** In this type of exam the questions usually starts with Explain how, What are the reasons for…?, Why…?, How….?  With their typical answers  Examples should be provided  ***2.******True or false type of exams:***  In this type of exam a short sentence about a specific subject will be provided, and then students will comment on the trueness or falseness of this particular sentence. Examples should be provided  ***3. 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. Examples should be provided. | | |
| **20. Extra notes:**  Here the lecturer shall write any note or comment that is not covered in this template and he/she wishes to enrich the course book with his/her valuable remarks. | | |
| **21. Peer review پێداچوونه‌وه‌ی هاوه‌ڵ**  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).*  ئه‌م کۆرسبووکه‌ ده‌بێت له‌لایه‌ن هاوه‌ڵێکی ئه‌کادیمیه‌وه‌ سه‌یر بکرێت و ناوه‌ڕۆکی بابه‌ته‌کانی کۆرسه‌که‌ په‌سه‌ند بکات و جه‌ند ووشه‌یه‌ک بنووسێت له‌سه‌ر شیاوی ناوه‌ڕۆکی کۆرسه‌که و واژووی له‌سه‌ر بکات.  هاوه‌ڵ ئه‌و که‌سه‌یه‌ که‌ زانیاری هه‌بێت له‌سه‌ر کۆرسه‌که‌ و ده‌بیت پله‌ی زانستی له‌ مامۆستا که‌متر نه‌بێت.‌‌ | | |