

نموذج وصف المقرر الدراسي مبادئ ادارة

Course Name .1					
Principles of management					
Course Code : .2					
Determined by the Academic department					
Semester / Year .3					
First Course					
Date this description was prepared .4					
2024/10/1					
Availabe forms of attendance .5					
In – person + onlion (if needed)					
Number of study hours (total) / Number of units (total) .6					
hours 3 / hours 3					
Name of course administrator .7					
Name: Fahim Aziz Mejeed . E mail Fahim.az@uowa.edu.iq					
Course Objectives .8					
<p>1.Introduccing students to the basic concepts of management and how they originated developed</p> <p>2.Educate studentsabout management functions and how to work in them</p> <p>3.Equip students with the administrative skills that help in getting work done</p> <p>4.Instill the values of love for work sincerity and taking responsibility to reach the stage of transparency</p>				<p style="color: red; font-weight: bold;">Subjects of material study</p>	
Teaching and learning strategies .9					
<p>1.Theoretical lectutes supported by presentations (Mindomo)</p> <p>2.Class discussions and analysis of case studies .</p> <p>3.Project-based learning , preparing reports and research (short)</p> <p>4.Training how to work with administrative transactions and benefit from electronic resources.</p> <p>5. Benefit from electronic and library resources.</p>				<p style="color: red; font-weight: bold;">Strategy</p>	
Cours Structure .10					
Assessment	Lesrning Method	Title of Unit or	Desired learing out–	Hours	Week

Method		Topic	Content		
Oral Questions	Lecture & Discussion	Management Fundamentals	Definition of the origins of Management and how it developed	4	1
Short test	Lecture & participation	Concept of management and its characteristics	Definition of management Its nature and importance	4	2
Short report	Lecture & practical examples	Management Skills	Addressing the types of management skills	4	3
Homework	Discussion lecture	Variation in administrative work	Managerial strategy in management	4	4
Short test	Lecture & Training	Managers Functions	How to plan, organize, lead and control work	4	5
Homework	Lecture & Discussion	Levels of management	Top, Middle, and Lower management	4	6
Participation	Lecture & Discussion	Classical Traditional School	Scientific management, and administrative and Bureaucratic divisions	4	7
Monthly Test	Lecture & Practical cases	Monthly Selection	Previous Lectures	4	8
Assignment	Lecture – analysis of Human Aspects	Human School	Schools that Focused on humane treatment of Employees	4	9
Short Report	Lecture & case study	School of contemporary trends	Study of the organization, its components and their interaction with each other	4	10
Short Test	Lecture Discussion	Management Theories	Its concepts and importance	4	11
Report	Lecture & Discussion	Management in the changing environment	The general and Specific environment	4	12
Assignment	Lecture & Discussion	The reality of management we live in	Applying management in our organizations	4	13
Class - Participation	Review Exercises	General Course Review	Comprehensive Review	4	14
Final - Exam	Writing Attendance	Final Exam	Final Exam	4	15

Course Evaluation .11

The grade is out of 100 based on the tasks assigned to the student, such as daily preparation, daily, oral, and monthly exams, and editorial writing, etc

A. Class preparation and participation : 10 marks

B. Quizzes : 10 marks

C. Reports and assignments : 10 marks

d. Monthly test : 20 marks

e. Final exam : 50 marks

f. Total = 100 marks

Learning and Teaching Resources .12

Dr.Muhammad hassan Al. shamaa . Dr. Jassim Al-Dhahabi Dr. Amer Al-Kubaicy	Required Textbooks
A. Frederic S. Mishkin, The Economics of Money, Banking, and Financial Markets. B. Peter S. Rose, Commercial Bank Management.	Main References
Journals and scientific research	Recommended mainstream books and references
المجلات والبحوث العلمية الخاصة بأدارة المصارف	المراجع الالكترونية، مواقع الانترنت