	Ministry of Higher Education and Scientific Research - Iraq **Al-Naji University** **College of Engineering** **AI Engineering Department**	

MODULE DESCRIPTION FORM

نموذج وصف المادة الدراسية

Module Information معلومات المادة الدراسية					
Module Title	**Principles of Management**			**Module Delivery**	
Module Type	**B**			☒ **Theory** ☐ **Lecture** ☐ **Lab** ☐ **Tutorial** ☐ **Practical** ☐ **Seminar**	
Module Code	**CEA2308**				
ECTS Credits	**2**				
SWL (hr/sem)	**50**				
Module Level	2		**Semester of Delivery**	3	
Administering Department	AI Engineering		**College**	ENGINEERING	
Module Leader	Dr. Mohammed Ali Tawfeeq		**e-mail**	mohammed.tawfeeq@alnaji-uni.edu.iq	
Module Leader's Acad. Title	Prof.		**Module Leader's Qualification**	Ph.D	
Module Tutor			**e-mail**		
Peer Reviewer Name			**e-mail**		
Scientific Committee Approval Date			**Version Number**	1.0	

Relation with other Modules العلاقة مع المواد الدراسية الأخرى			
Prerequisite module	none	**Semester**	
Co-requisites module	None	**Semester**	

Module Aims, Learning Outcomes and Indicative Contents أهداف المادة الدراسية ونتائج التعلم والمحتويات الإرشادية	
Module Aims أهداف المادة الدراسية	1. To understand the meaning of management and what it is and its types, including strategic management, human resource management and leadership. 2. Understanding the interrelationship between these functions, and highlighting the basic principles and related concepts. 3. Knowledge of management principles that can be practiced in all functions and learn how to practice concepts and theories in organizations 4. Understanding the levels of management, its role, the concept of leadership and its theories 5. Understand the main management functions planning, organizing, directing and manager roles 6. Acquisition of skill and experience in administrative work and knowledge of management levels 7. Understanding electronic management, the role of networks, the development in management and its role in the survival of any organization 8. Be able to know the administrative handling and its importance to the work of engineers and the work of a successful management model 9. The development of the student's ability to dialogue and discussion 10. The development of the student's ability to commit to performing homework within groups and to deliver on time to apply the principles of management
Module Learning Outcomes مخرجات التعلم للمادة الدراسية	1. Understanding management and its types 2. Stages of development of administration and its schools 3. Acquisition of knowledge of administrative work and knowledge of management levels 4. The importance of using management principles to manage any project in all medical, engineering and other specializations 5. Gaining knowledge of administrative dealings, its levels, and the importance of the leader 6. The importance of electronic management and benefit from the development in management
Indicative Contents المحتويات الإرشادية	Indicative content includes the following. Basic concepts of management, its types and elements [2 hours] Identifying the difference between administrative and executive work, types of management and manager levels [2 hours] Historical development and schools of management thought Director roles and its development [2 hour], knowing the difference between the two departments [1 hour], sub-administrative functions in public administration, and the concept of the system [1 hours], centralization and decentralization of the organizational structure and the difference between them, planning and its types [2 hours] Authority and responsibility Leadership theories and leadership behavior patterns [2 hours], preparing a report [2 hour], electronic management and obstacles [2 hours]

Learning and Teaching Strategies استراتيجيات التعلم والتعليم	
Strategies	The main strategy that you will adopt in presenting this unit is to develop students' skills in research and familiarity with the concept of management and its importance. It has a curriculum in all areas of life and its importance, levels and administrative, and the reason for career progression and the reasons for an administrative model for students to present different topics related to their specialization and write a report on the view of automation in the fields of engineering. homework way

Student Workload (SWL) الحمل الدراسي للطالب محسوب لـ ١٥ اسبوعا			
Structured SWL (h/sem) الحمل الدراسي المنتظم للطالب خلال الفصل	33	**Structured SWL (h/w)** الحمل الدراسي المنتظم للطالب أسبوعيا	1.3
Unstructured SWL (h/sem) الحمل الدراسي غير المنتظم للطالب خلال الفصل	17	**Unstructured SWL (h/w)** الحمل الدراسي غير المنتظم للطالب أسبوعيا	0.7
Total SWL (h/sem) الحمل الدراسي الكلي للطالب خلال الفصل	50		

Module Evaluation تقييم المادة الدراسية					
		Time/Number	**Weight (Marks)**	**Week Due**	**Relevant Learning Outcome**
Formative assessment	**Quizzes**	2	10% (10)	5, 10	LO #1,2,3 and 5,6,7
	Assignments				
	Projects	1	10% (10)	15	-
	Report	2	10% (10)	12	LO # 1,3,4 and 5
Summative assessment	**Midterm Exam**	2 hr	10% (10)	7	LO # 1,7,8 to 12
	Final Exam	3hr	60% (60)	16	All
Total assessment			100% (100 Marks)		

Delivery Plan (Weekly Syllabus) المنهاج الاسبوعي النظري	
	Material Covered
Week 1	Introduction to concept of management and its importance and elements
Week 2	Identify the types of management, their levels and skills, the manager and his levels, and the functions related to management
Week 3	Historical development and schools of administrative thought Director roles
Week 4	The difference between public administration and business administration
Week 5	Sub-administrative jobs in the public administration
Week 6	The concept of the system and its components
Week 7	Centralization and decentralization of the organizational structure and the difference between them
Week 8	Learn about planning and its importance in any business
Week 9	The concept of decision-making, its importance, the factors affecting it and its patterns
Week 10	
Week 11	Authority and responsibility Leadership theories and leadership behavior patterns
Week 12	Differentiate between e-business, e-management and e-government
Week 13	Types of networks used and elements of electronic management
Week 14	The importance of electronic administration and the networks used
Week 15	Obstacles to electronic management
Week 16	**Preparatory week before the final Exam**

Delivery Plan (Weekly Lab. Syllabus) المنهاج الاسبوعي للمختبر	
	Material Covered
Week 1	
Week 2	
Week 3	
Week 4	
Week 5	
Week 6	
Week 7	

Learning and Teaching Resources
مصادر التعلم والتدريس

	Text	Available in the Library?
Required Texts	Management Principles / Dr. Shawqi Naji Jawad Business Administration Principles / Dr. Khalil Al-Shamaa : Dr. Ahmed Al-Shammari & others, Principles of Business Administration, Obeikan Library. . Assistant Professor Alaa Daham Hamad Principles of Administration University of Baghdad / College of Administration and Economics Electronic management / Raafat Radwanhttp://www.diwanalarab.com	No
Recommended Texts		No
Websites	"Business Management", www.encyclopedia.com, Retrieved 2018-4-8. Edited. 2. ↑ “management”, www.businessdictionary.com, Retrieved 2018-4-8. Edited by Agadir Al-Aidarous, Introduction to Management 4. ↑ Omar Dora, Introduction to Management. Kimberlee Leonard (3-13-2018), “Five Functions of Management & Leading”, smallbusiness.chron.com, Retrieved 4-12-2018. Edited. Muhammad Bakri Abdel-Aleem (2007), Principles of Business Administration, Egypt: Benha University. “Importance of Management”, www.managementstudyguide.com, Retrieved 8-12-2018. Edited 8. “6 Types of Management Styles”, online.grace.edu, Retrieved 9-11-2018. Edited 9. “Levels of Management”, www.managementstudyguide.com, Retrieved 8-12-2018.	

Grading Scheme
مخطط الدرجات

Group	Grade	التقدير	Marks (%)	Definition
Success Group (50 - 100)	**A -** Excellent	امتياز	90 - 100	Outstanding Performance
	B - Very Good	جيد جدا	80 - 89	Above average with some errors
	C - Good	جيد	70 - 79	Sound work with notable errors
	D - Satisfactory	متوسط	60 - 69	Fair but with major shortcomings
	E - Sufficient	مقبول	50 - 59	Work meets minimum criteria
Fail Group (0 – 49)	**FX –** Fail	راسب (قيد المعالجة)	(45-49)	More work required but credit awarded
	F – Fail	راسب	(0-44)	Considerable amount of work required

Note: Marks Decimal places above or below 0.5 will be rounded to the higher or lower full mark (for example a mark of 54.5 will be rounded to 55, whereas a mark of 54.4 will be rounded to 54. The University has a policy NOT to condone "near-pass fails" so the only adjustment to marks awarded by the original marker(s) will be the automatic rounding outlined above.