

## Course Description Form

### Course Description:-

This course description provides a brief summary of the most important characteristics of the course and the learning outcomes expected of the student to achieve, proving whether he or she has made the most of the available learning opportunities. It must be linked to the program description.;

1. Educational institution	<b>Northern Technical University – Hawija Technical College</b>
2. Scientific Department / Center	<b>Department of Banking and Finance Management Techniques</b>
3. Course Name/Code	Principles of Business Administration1/ MMT101
Available Attendance Forms	Weekly
5. Semester/Year	Decisions
6. Number of credit hours (total)	30 hours
7. Date of preparation of this description	2024/ 4/ 15
8. Course Objectives	
<b>1- Introducing the principles of management</b>	
<b>2- The importance of management principles in business organizations</b>	
<b>3- Introducing the areas of application of management principles at administrative levels</b>	

10.Course Outcomes and Methods of Teaching, Learning and Assessment
<p style="text-align: center;">A- Cognitive objectives</p> <p>A1- Introducing the student to the importance of management principles and how to apply them in practice.</p> <p>A2- Introducing the student to how to invest knowledge to achieve competitive position among business organizations.</p>
<p style="text-align: center;">B - Course Skills Objectives</p> <p>The student uses the cumulative knowledge and knowledge information he has learned and uses these skills to develop ideas that benefit him in creating new businesses that will raise the level of the organization to achieve a competitive position among banking organizations.</p>
Teaching and learning methods
<ol style="list-style-type: none"> <li>1- How to give lectures</li> <li>2- Student Groups</li> <li>3-Workshops</li> <li>4. Reports and Studies</li> </ol>
Evaluation methods
<ol style="list-style-type: none"> <li>1- Giving lectures.</li> <li>2- Use presentations and knowledge maps.</li> <li>3. Preparing reports.</li> </ol>
<p style="text-align: center;">C. Emotional and value goals</p> <p>C1- Developing and enhancing the cognitive skills of students and accustoming them to building their knowledge and benefiting from the knowledge of others in order to achieve their goals or the goals of their organizations.</p>
Teaching and learning methods
<ol style="list-style-type: none"> <li>1- Thinking strategy according to the student's ability</li> <li>2- High thinking skill strategy</li> <li>3. Critical Thinking Strategy in Learning</li> <li>4. Brainstorming</li> </ol>
Evaluation methods
<ol style="list-style-type: none"> <li>1- Exams of all kinds</li> <li>2- Feedback from students</li> <li>3- The way of expressing faces</li> <li>4-Learning Matrix</li> <li>5. Reports and studies</li> </ol>

d. General and rehabilitative skills transferred (other skills related to employability and personal development).

D1- Creating knowledge in the student cumulatively.

D2- Attracting them and benefiting from their knowledge and experience and using it in building their scientific and life career.

## 11. Course Structure

The week	Hours	Required Learning Outcomes	Unit / Subject Name	Method of education	Evaluation method
1	2	Add learning outcomes	<b>Introducing the principles of management</b>	Lectures, presentations and reports	Recurring exams, body language and feedback
2	2	Add learning outcomes	<b>Areas of application of the principles of management and its relationship to other economic sciences</b>		
3	2	Add learning outcomes	<b>Procedures and application of management principles</b>		
4	2	Add learning outcomes	<b>Definition of responsibility, authority and powers</b>		
5	2	Add learning outcomes	<b>Administrative processes in facilitating the work of the administration</b>		
6	2	Add learning outcomes	<b>The first exam for the first course</b>		
7	2	Add learning outcomes	<b>Nature of Business Administration: - Nature of Management - Definition of Management and Manager</b>		
8	2	Add learning outcomes	<b>Approaches to the study of management</b>		
9	2	Add learning outcomes	<b>Challenges facing contemporary management</b>		
10	2	Add learning outcomes	<b>Tasks of the manager: - Patterns of administrative behavior</b>		

11	2	Add learning outcomes	<b>Management Skills – Skills Resources</b>
12	2	Add learning outcomes	<b>Traditional School (Classical): School of Scientific Management</b>
13	2	Add learning outcomes	<b>School of Administrative Divisions – School of Bureaucracy</b>
14	2	Add learning outcomes	<b>Common features of sub-schools under the traditional school</b>
15	2	Add learning outcomes	<b>The second exam for the first course</b>

## 12. Infrastructure

1 Required textbooks	<b>Approved Book: Al-Ghalbi, Taher Mohsen, (2019), Principles of Management, Dar Wael for Printing, Publishing and Distribution.</b>
2 Main references (sources)	<b>Al-Shamma, Khalil Mohammed (2016), Principles of Management with a Focus on Business Administration, Dar Al-Masirah for Printing and Publishing.</b>
Recommended books and references (scientific journals, reports ,....)	Cordner, G. W. (2023). <i>Police administration</i> . Routledge. Nedyalkova, P. G. (Ed.). (2023). <i>Principles of Financial Control in the Public Sector</i> . IGI Global.
B Electronic references, websites ....	Any reliable scientific site that deals with the topics of management principles

## 13. Course Development Plan

The material is essential, which requires adherence to the prescribed curriculum.