



MODULE DESCRIPTION FORM

Module Information معلومات المادة الدراسية			
Module Title	Principles of administration		Module Delivery
Module Type	Core		<input checked="" type="checkbox"/> Theory <input type="checkbox"/> Lecture <input type="checkbox"/> Lab <input checked="" type="checkbox"/> Tutorial <input type="checkbox"/> Practical <input type="checkbox"/> Seminar
Module Code	TIN101		
ECTS Credits			
SWL (hr/sem)			
Module Level	1	Semester of Delivery	
Administering Department	Legal management techniques	College	Nineveh Technical Management Institute
Module Leader	Faris salah najm	e-mail	Faris_salahalazayi@ntu.edu.iq
Module Leader's Acad. Title	Lecturer	Module Leader's Qualification	MS.C
Module Tutor		e-mail	
Peer Reviewer Name	Name	e-mail	E-mail
Scientific Committee Approval Date	01/06/2023	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

<p>Module Aims</p>	<ol style="list-style-type: none"> 1. Providing students with basic concepts related to the administrative activities practiced by the organization and their applications. 2. It enables the student to understand the concept of modern management in the field of work and secretarial work and gain information to work in this field...
<p>Module Learning Outcomes</p>	<ol style="list-style-type: none"> 1. .. Keeping pace with developments in the technical field. 2. - Finding everything useful in the field of administration, business and secretarial work at the regional and international levels.
<p>Indicative Contents المحتويات الإرشادية</p>	



Learning and Teaching Strategies

Strategies

1. Delivering lectures and explaining the scientific and practical material to students in detail.
2. Engaging students through discussing topics to enhance their scientific and practical skills.
3. Student groups.
4. Discussing and dialoguing about vocabulary related to the subject.



Delivery Plan (Weekly Syllabus)

المناهج الأسبوعي النظري

	Material Covered
Week 1	Management - development and concepts - modern schools ((Japanese, Situational, Islamic)) and administrative functions
Week 2	Functions of the facility and environmental factors affecting management: Economic factors - political factors - social factors - technological factors.
Week 3	The importance of management - levels of managers - patterns of administrative behavior - administrative skills and their sources.
Week 4	Administrative functions - planning - types of planning - forecasting and its relationship to central planning
Week 5	Decision making process Programmed and non-programmed decisions - scientific methods in the decision-making process
Week 6	Administrative regulation The principles used to determine the divisions of the organizational structure in the organization.
Week 7	Administrative levels and scope of supervision. Validity - its limits - its sources - its types. The relationship between responsibility and authority
Week 8	Communications - its types - communication networks and factors influencing the communication process. Centralization and decentralization
Week 9	Stimulus Needs, incentives, motivations, and the influential relationship between them.
Week 10	Leadership - the difference between leadership and manager - characteristics of leadership - leadership styles.
Week 11	Control - steps of control - types of control - methods of control
Week 12	Facility jobs Production management - production plans
Week 13	Marketing management - components of the marketing plan and their importance, elements of the marketing mix.
Week 14	Financial management - annual financial plans and their components.
Week 15	Personnel management - components of the personnel plan Human Resource Management



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Learning and Teaching Resources

مصادر التعلم والتدريس

	Text	Available in the Library?
Required Texts	1. Principles of Management Dr. Shawqi Naji / Iyad Mahmoud Al-Rahim - Reda Abdel Razzaq - Baghdad - 1988	Yes
Recommended Texts	2. Principles of public administration/Dr. Khalil Muhammad Al-Shamaa / Baghdad, Iraq - 1990	yes
Websites		

Grading Scheme

مخطط الدرجات



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