



KOMAR UNIVERSITY OF SCIENCE AND TECHNOLOGY (KUST)

COURSE SYLLABUS			
Course Title	Principles of Management		
Course Code	BUS 2320	No. of Credits	3
Department	All Business Departments	College	College of Business
Pre-requisites Course Code	Introduction to Business BUS 1200	Co-requisites Course Code	
Course Coordinator(s)	Dr. Mohammed Mustafa Ibrahim		
Email	Mohammed.mustafa@komar.edu.iq	IP No.	122
Other Course Teacher(s)/Tutor(s)	None		
Class Hours	Tuesday & Thursday 8:00 am- 9:30 am Room 201		
Office Hours	Sunday 8:30 -12 and Sunday, Tuesday, Thursdays 13:30 – 16:30		
Course Type	College course		
Academic Year	Fall 2015		
COURSE DESCRIPTION			
<p>This course is designed to engage you with what management is about. This course will Engage you with a comprehensive set of supportive materials that range from the traditional to exciting new uses of technology through learning the critical concepts of management.</p>			
COURSE OBJECTIVES			
<p>This course aims to provide a comprehensive course that makes learning principle of management as easy as possible. This course will present what management is, what its functions are, and how you can do it. This course presents the challenges to be an extraordinary manager and to realize the big picture of management process. This course is intended to introduce and expose you to the entrepreneurial spirit.</p>			
COURSE LEARNING OUTCOMES			
On completion of this course, you should be able to:			
<ol style="list-style-type: none"> 1. Define Management, view the history of Management, and describe its environment. 2. Explain the management’s function of planning and decision making. 3. Review the management’s function of organizing 4. Understand the management’s function of leading 5. Make sense of the management’s function of controlling 6. Able to distinguish those functions 			



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GUIDELINES ON GRADING POLICY

A	95 – 100
A-	90 - 94
B+	87 - 89
B	83 – 86
B-	80 – 82
C+	75 – 79
C	70 – 74
C-	65 – 69 (65% is the passing grade)
D+	60 – 64
D	55 – 59
D-	50 – 54
F	0 – 49
W	Withdrawal
I	Incomplete

COURSE CONTENT

Course topics include:

1. Introduction to Management
2. Planning
3. Organizing
4. Leading
5. Controlling

COURSE TEACHING AND LEARNING ACTIVITIES

Course Teaching and Learning Activities: (short description)

1. Lectures
2. Interactive class discussion
3. Homework and Assignments
4. In class brainstorming sessions
5. Quizzes and tests

Selected Text Book

Williams, C. (2015). *Principles of Management* (8th ed.) Boston, MA: Cengage Learning



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Recommended References

Kinicki, A., & Williams, B.K. (2011). *Management: A practical Introduction* (5th ed.). New York, NY: McGraw Hill

Leuser, D.M. (2009). *Principles of management: The critical essentials* (1st ed.). Plymouth, NJ: Ivy Software

COURSE ASSESSMENT TOOLS

Assessment Tool	Description	Weight
Group Projects	Group presentations, discussions, and activities	15%
Assignments	You will have to work on three individual assignments	15%
Quizzes	You are going to have four quizzes.	20%
Midterm exam		20%
Final Exam		30%

ESSENTIAL READINGS: (Journals, textbooks, website addresses etc.)

The students will get a handout for each topic required, which will be posted in Google Classroom.

COURSE POLICY (including plagiarism, academic honesty, attendance etc)

KUST Academic Policy

<http://sar.komar.edu.iq/files/Student%20hand%20Book%202013.pdf>

Attendance:

- ❖ Students are expected to **attend all lectures** and must **attend all examinations, quizzes, and practical exercises.**
- ❖ Faculty **need not** give substitute assignments or examination to students who miss classes **without official permission.**
- ❖ Student must arrange with the faculty to **make-up** the missed class.
- ❖ Students are subject to the regulation and policies mentioned in the **KUST Student Handbook.**
- ❖ KUST guidelines for lateness are as follows: **Three occasions of lateness count as one absence.** (you can be considered in lateness from the 10th minute).

GUIDELINES FOR SUCCESS

1. Attend classes (on time) and actively participate in in-class discussions
2. Ask question any time you want. You can ask during the class, office hours, and by e-mail.
3. Do simple assignment management and learn to implement an adaptive self-study technology.



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Course calendar: Please check the academic calendar for 2015/2016

Week	Beg/End Dates	Topics (Chapters)	Goals / Assignments
1	29/09/2015	Course syllabus Introduction to Management: Management	1
	01/10/2015	Introduction to Management: The History of Management	1 / Assignment 1
2	06/10/2015	Introduction to Management: Organizational Environments	1
	08/10/2015	Introduction to Management: Organizational Culture	1
3	13/10/2015	Introduction to Management: Ethics	1
	15/10/2015	Introduction to Management: Social Responsibility	1 / Quiz 1
4	20/10/2015	Planning: Planning and Decision Making	2/ Assignment 2
	22/10/2015	Planning: Organizational Strategy	2
5	27/10/2015	Planning: Organizational Strategy	2
	29/10/2015	Planning: Innovation and Changes	2
6	03/11/2015	Planning: Innovation and Changes	2 / Quiz 2
	05/11/2015	Planning: Global Management	2, 6
7	10/11/2015	Organizing: Design Adaptive Organizations	3
	12/11/2015	Review for Midterm	1 , 2, 3
15-21 Nov. 2015		Midterm Exam	



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8	24/11/ 2015	Organizing: Design Adaptive Organizations	3
	26/11/ 2015	Organizing: Managing Teams	3
9	01/12/2015	Organizing: Managing Human resources Systems	3 / Assignment 3
	03/12/2015	Organizing: Managing Individual	3
10	08/12/2015	Organizing: Diverse Work Force	3,6 / Quiz 3
	10/12/2015	Leading: Motivation	4
11	15/12/2015	Leading: Leadership	4 / Group Assignment
	17/12/2015	Leading: Leadership	4
12	22/12/ 2015	Leading: Managing Communications	4, 6
	24/12/ 2015	Controlling: Control	5
13	05/01/ 2016	Controlling: Managing Information	5
	07/01/ 2016	Controlling: Managing Services	5
14	12/01/ 2016	Controlling: Manufacturing Operations	5 , 6 / Quiz 4
	14/01/ 2016	Group presentations	1, 2, 3,4, 5, 6
15	19/01/2016	Group presentations	1, 2, 3,4, 5, 6
	21/01/2016	Review for Final Exam	1, 2, 3,4, 5, 6
24 -31 January, 2016			Final Exam