**Electronic Management**

**Third Stage – Second Semester**

**lect.** **Hazhar Omer Mohammed**

**Academic Year: 2023-2024**

**Course Book**

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| **S. No.** | **Information** | **Details** |
|  | **Course Name** | Electronic Management |
|  | **Course Code** | BA302EM |
|  | **Lecturer In-charge** | Hazhar Omer Mohammed |
|  | **College/Department** | Administration and Economics/Business Administration |
|  | **Contact Information** | [hazhar.muhammed@lfu.edu.krd](mailto:hazhar.muhammed@lfu.edu.krd) |
|  | **Time (in hours) per Week** | 2 Hours |
|  | **Office Hours** | Thursday 10:00-2:00 |
|  | **Teacher’s Academic Profile** | <https://lfu.edu.krd/personnel/hazhar-omer-mohammed/> |
|  | **Academic Title** | Lecturer |
|  | **Keywords** | Management, Electronic, Document, Records, AI and Marketing |
|  | **Course Overview:** Electronic management provides the functionality to enable the organization and its records managers to adhere to specific standards and guidelines. Electronic Management provides detailed coverage of records management in the electronic environment for people working in both the public and private sectors. Through attendance in this program, delegates will be able to consolidate their current position and standing and prepare for future career development in a more senior role in the management and development of an organization’s records and information management strategy. | |

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| **12.** | **Aims & Objective:**   * Understand business classification schemes and controlled vocabularies, and leverage content analytics and metadata to automate the management of electronic records. * Plan defensible and secure retention and disposition of electronic records for an organization that identifies, captures, classifies, and transfers or disposes of electronic records. * Define business and system requirements for a new ERM program and get a framework for implementing a new ERM program and solution. * Develop a governance procedure and operating model to improve the records management system continuously. * Address new and emerging records management issues, including email and social media records. |
| **13.** | **Course Requirement: Core Course** |
| **14.** | **Teaching and Learning Method:** The module will be delivered to the students through the use of modern technology, case studies, reading material, flipped classroom, video, and case analysis. The student-centered approach will be applied. The strategies to be implemented to target students learning outcomes. |
| **15.** | **Assessment Scheme:**   * 25 % Mid-term Examination * 15 % Assignments and Quizzes and home works and discussions * 60 % Final Examination |
| **16.** | Students Learning Outcome:  By the end of the course, students should be able to:   1. Understanding of Electronic Management Principles students should demonstrate a solid understanding of the fundamental principles and concepts related to electronic management, including the role of information systems, data governance, and digital technologies in organizational contexts. 2. Digital Document and Records Management students should be capable of implementing best practices for digital document and records management, including organizing, storing, and retrieving electronic documents in compliance with legal and regulatory requirements. 3. Application of Information Governance students should be able to apply information governance principles to effectively manage electronic information, including considerations related to data security, privacy, compliance, and ethical use of electronic resources. 4. Cybersecurity Awareness students should demonstrate an awareness of cybersecurity issues and be able to identify potential security threats, assess risks, and recommend measures to protect electronic information assets within organizations. 5. Use of Electronic Collaboration Tools students should be proficient in using electronic collaboration and communication tools to facilitate virtual teamwork, document sharing, and effective communication within organizational settings. 6. Change Management in Electronic Environments students should understand the challenges and strategies for managing organizational change related to electronic systems, processes, and technologies and be able to propose change management initiatives in electronic environments. 7. Legal and Ethical Compliance students should be able to identify and apply legal and ethical considerations related to electronic management, including intellectual property rights, data protection laws, and ethical use of electronic resources in organizational contexts. 8. Emerging Technologies and Trends students should be aware of current trends and emerging technologies in electronic management, such as artificial intelligence, big data analytics, and cloud computing, and understand their potential impact on organizational information management practices. |
| **17.** | **Course Reading List and References:**  Here is a sample reading list and a list of references for a Strategic Planning and Marketing in Healthcare course. These resources cover various topics related to Strategic Planning at an advanced level. Keep in mind that this is just a sample, and you may want to adapt it to your specific needs and course objectives.  Reading List:   1. Montori, V. M., Dinneen, S. F., Gorman, C. A., Zimmerman, B. R., Rizza, R. A., Bjornsen, S. S., ... & Translation Project Investigator Group. (2002). The impact of planned care and a diabetes electronic management system on community-based diabetes care: the Mayo Health System Diabetes Translation Project. *Diabetes care*, *25*(11), 1952-1957. 2. Ayaz, A., & Yanartaş, M. (2020). An analysis on the unified theory of acceptance and use of technology theory (UTAUT): Acceptance of electronic document management system (EDMS). Computers in Human Behavior Reports, 2, 100032. 3. AlHamad, A., Alshurideh, M., Alomari, K., Kurdi, B., Alzoubi, H., Hamouche, S., & Al-Hawary, S. (2022). The effect of electronic human resources management on organizational health of telecommuni-cations companies in Jordan. International Journal of Data and Network Science, 6(2), 429-438. |
| **18.** | **Course Content** |

**Course Content**

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| **S. No.** | **Lecture Week** | **No. of Hours** | **Topics** |
| 1. | Week 1 | 3 | Introduction to e-management |
| 2. | Week 2 | 3 | Key Principles of e-management |
| 3. | Week 3 | 3 | Type of electronic management |
| 4. | Week 4 | 3 | Tools and Techniques of e- Management |

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| 5. | Week 5 | 3 | E- management & E- Business& E- Commerce |
| 6. | Week 6 | 3 | Motive for electronic management from traditional management to electronic management |
| 7. | Week 7 | 3 | E- Management Objective |
| 8. | Week 8 | 3 | AI & E- Management |
| 9. | Week 9 | 3 | **MID TERM** |
| 10. | Week 10 | 3 | E- Management Record Management |
| 11. | Week 11 | 3 | E- Management Document |
| 12. | Week 12 | 3 | Advantages & Disadvantages |
| 13. | Week 13 | 3 | Applications of E- Management |
| 14. | Week 14 | 3 | E- Management Requirements |
| 15. | Week 15 | 3 | Presentation by the Students in Groups |

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| **19.** | **Examinations:**   * **Define the terms of** E-management and elaborate the type * **List the methods e-management & e-Business and explain them** * **Solve the problems** * **Interpreting the result** |
| **20.** | **Course Policy:**   * There will be many activities going on throughout the course period in order to ensure and guarantee the learning outcomes. Therefore, students are expected to pay full attention and participate in all classroom activities in order to maximize their learning and understanding. |
| **21.** | **Note:**   * Seek help from the lecturer or your classmates whenever you need to. * Time spent in learning is never wasted, however, make sure that you make it enjoyable. * Keep a personal notebook to write down your notes in the lectures. Don’t rely on your friend’s notes as each one of you is different and has different learning approaches. |