

Course Description Form

1. Course Name:	
Extension Management	
2. Course Code:	
EXMA343	
3. Semester / Year:	
Second spring semester /2024– 2025	
4. Description Preparation Date:	
2025/2/1	
5. Available Attendance Forms:	
My presence	
6. Number of Credit Hours (Total) / Number of Units (Total)	
2 hours (theoretical) + 3 hours (practical) \ 3.5 units	
7. Course administrator's name (mention all, if more than one name)	
Name: Hassan Hameed Sikar Ameera Yonis Hasain	
8. Course Objectives	
<p>Theory</p> <p>1-enabling the student to know, understand, understand and apply the procedures followed in the guidance department</p> <p>2-enabling the student to choose the appropriate methods in the management of extension programs</p> <p>3-enabling the student to know the types of guidance management and how to choose the most appropriate ones</p> <p>4-enable the student to know how to write a management guidance report</p>	<p>My work</p> <p>1-training students on the application of guidance management methods.</p> <p>2-training students to use the most appropriate methods used in guidance management</p> <p>3-training students on the management of employees in the guidance organization</p> <p>4-training students to manage the stages of planning, implementation and follow-up</p>
9. Teaching and Learning Strategies	
<p>Theory</p> <p>1-interactive lecture</p> <p>2-brainstorming</p> <p>3-dialogue and discussion</p> <p>4-Assignment of tasks and report</p>	<p>My work</p> <p>1-assigning a collective work on how to develop a particular rural community according to the</p>

available possibilities
2-commissioning a report on each topic

10. Course Structure

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1	2 my theor 3 practical	Theory : To get acquainted with the vocabulary of management the importance of management the task of management the definition of management the functions of management My work : To get acquainted with the methods of scientific management	Theory : Management theory Scientific management theory Comparison of theories My work : Stages of application of the agricultural administrative program	My theory : auditory methods, writing style on the blackboard, direct dialogue style Practical: assignment of tasks and report	Short exams , assignment of Duty, discussions
2	2 my theor 3 practical	Theory : Understands the management process and the achievement of management objectives and organizational resources My work : Understand how to achieve the goals of the administrative process and organizational	Theory : Administrative process Management of regulatory materials Achieving management goals My work : Preliminary stage, steps of implementation of the administrative process	My theory : auditory methods, writing style on the blackboard, direct dialogue style Practical: assignment of tasks and report	Short exams , assignment of Duty, discussions

		resources			
3	2 my theor 3 practical	Theory : To get acquainted with the classical theories of management and organization and bureaucratic theory My work : To distinguish the steps of the implementation of classical theories and bureaucratic theory	Theory : Classical theories of management Bureaucratic theory My work : Steps for the implementation of classical theories and bureaucratic theory	My theory : auditory methods, writing style on the blackboard, direct dialogue style Practical: assignment of tasks and report	Short exams , assignment of Duty, discussions
4	2 my theor 3 practical	Theory : To get acquainted with the administrative theory of scientific management theory My work : To get acquainted with the administrative theory of scientific management theory	Theory : Management theory Scientific management theory Comparison of theories My work : The planning, executive and calendar stage of management theory	My theory : auditory methods, writing style on the blackboard, direct dialogue style Practical: assignment of tasks and report	Short exams , assignment of Duty, discussions
5	2 my theor 3 practical	Theory : To recognize the neoclassical (modified) theory, the movement of	Theory : Modified classical theory (updated) Theory of the	My theory : auditory methods, writing style on the	Short exams , assignment of Duty, discussions

		human relations My work : To explain the neoclassical (modified) theory, the identification of needs and the movement of human relations	movement of human relations Advantages and disadvantages of modified classical theories My work : Defining the needs of classical theory	blackboard, direct dialogue style Practical: assignment of tasks and report	
6	2 my theor 3 practical	Theory : To get acquainted with the concept of modern theory in management and organization My work : To identify tasks among the necessary needs of management theory	Theory : Modern theory of management and organization Origins and history Advantages and disadvantages of the theory My work : Identification of tasks among the necessary needs of modern theory	My theory :auditory methods, writing style on the blackboard, direct dialogue style Practical: assignment of tasks and report	Short exams , assignment of Duty, discussions
7	2 my theor 3 practical	Theory : To get acquainted with the concept of planning in management My work : Be able to draw a business plan from the	Theory : The concept of planning Introduction to the importance of planning in general Application of planning in	My theory :auditory methods, writing style on the blackboard, direct dialogue style	Short exams , assignment of Duty, discussions

		beginning to the final application	scientific management My work : Drawing a business plan from the beginning until the application of the extension program	Practical: assignment of tasks and report	
8	2 my theory 3 practical	Theory : To recognize the importance of organization in management My work : To identify the difficulties faced by the guidance department when planning programs	Theory : Steps of the planning process My work : Identifying difficulties during the indicative program planning process	My theory : auditory methods, writing style on the blackboard, direct dialogue style Practical: assignment of tasks and report	Short exams , assignment of Duty, discussions
9	2 my theory 3 practical	Theory : To get acquainted with the concept of organization and ways of using it in the administrative process My work : To identify the most important goals that can be achieved on The واقع reality and what are the	Theory : The meaning and concept of organization Ways to use Organization and integrate it with management Obstacles to the use of regulation	My theory : auditory methods, writing style on the blackboard, direct dialogue style Practical: assignment of tasks and report	Short exams , assignment of Duty, discussions

		consequences of achieving the objectives	My work Determine the goal that can be achieved first on reality when organizing extension programs		
10	2 my theor 3 practical	Theory : To get acquainted with the concept of influence in administrative work My work : To distinguish the most important difficulties when achieving influence in the extension management	Theory : The concept of influence and its importance in management My work : Revealing the difficulties of achieving influence in the extension department	My theory :auditory methods, writing style on the blackboard, direct dialogue style Practical: assignment of tasks and report	Short exams , assignment of Duty, discussions
11	2 my theor 3 practical	Theory : To get acquainted with the role of control and leadership, leadership methods in management My work : To clarify the importance of control in the indicative administrative	Theory : The role of control in management and its correct employment My work : The importance of administrative control in extension work, the	My theory :auditory methods, writing style on the blackboard, direct dialogue style Practical: assignment of tasks and report	Short exams , assignment of Duty, discussions

		work Theory : To learn about the role of leadership, leadership styles in management My work : To prepare a report on administrative control	difficulties that the administrator faces in agricultural extension work		
12	2 my theor 3 practical	Theory : To learn about the role of leadership, leadership styles in management My work : To prepare a report on administrative control	Theory : The role of administrative leaders in the control process and the means of administrative workflow My work : Preparation of a report on administrative control	My theory :auditory methods, writing style on the blackboard, direct dialogue style Practical: assignment of tasks and report	Short exams , assignment of Duty, discussions
13	2 my theor 3 practical	Theory : Be able to make decisions in modern management My work : To discuss the special training courses of the director Ada re	Theory : Training on management skills and presentation of topics related to rural development My work : Discussion of special training for the managing director	My theory :auditory methods, writing style on the blackboard, direct dialogue style Practical: assignment of tasks and report	Short exams , assignment of Duty, discussions

14	2 my theor 3 practical	Theory : Prepare a detailed report on the objectives of the visit and the most important observations of the visit My work : To be interested in preparing a report on the scientific visit and the most important conclusions and recommendations of the visit	Theory : A visit to the Nineveh Agriculture Directorate and get acquainted with the departments, and watch the mechanism of work of the guidance director My work : Preparation of a report on the scientific visit	My theory :auditory methods, writing style on the blackboard, direct dialogue style Practical: assignment of tasks and report	Short exams , assignment of Duty, discussions
15	2 my theor 3 practical	Theory : Oikon should learn a clear idea about the work of the Extension Center and what jobs are planned for him	Theory: A field visit to an Agricultural Extension Center	My theory :auditory methods, writing style on the blackboard, direct dialogue style Practical: assignment of tasks and report	Short exams , assignment of Duty, discussions

11. Course Evaluation

Calendar methods	Appointment date (week)	Degree	Relative weight %	ت
The first quiz(quiz)	Week 4: theoretical: short test (1) Quiz Week 4: practical : short test (1) Quiz	2.5 theoretical 2.5 practical	5%	١

Theory My work				
Monthly exam (1)	Week 9: theoretical test Week 9: practical test	10 theoretical 5 practical	15%	٢
The second quiz (quiz)	Week 11: theoretical: short quiz (2) Quiz Week 11: practical: short quiz (2) Quiz	2.5 theoretical 2.5 practical	5%	٣
Monthly exam (٢)	Week 13: theory test (2) Week 13: practical test (2)	10 theoretical 5 practical	15%	٤
Quest rate	Hourly rates are announced at the end of the semester	15 practical 25 theoretical	40%	٥
Final practical test	Practical exam week	20	20%	٦
Final theoretic al test	A week of theoretical exams	40	40%	٧
Total	The grade of the final theoretical and practical test at the end of the academic year	60	100%	٨

12. Learning and Teaching Resources

Required textbooks (curricular books, if any)	Lectures on methods and means of guidance
Main references (sources)	The book of principles of agricultural extension / by Dr. Zaki Hassan Mohammed tonight and Samir Abdul Azim Introduction to agricultural extension / by Dr. Ahmed Shoukry al-Rimawi and others
Books and supporting references that are recommended (scientific journals, reports....)	Management guide book The book Fundamentals of the calendar in psychological and Pedagogical Sciences
Electronic references, Internet sites	http://www.pnu.edu.sa http://m.mu.edu.sa

Instructor of Theoretical subject:


Hassan Hameed Sikur



Instructor of Practical Subject:

Ameera Yonis Husain




Chairperson of the Scientific Committee

Assist. Prof. Dr. Ahmed Awad Talb

Head of Department 

Assist. Prof. Dr. Talal Saeed Hameed

