

قراءات ادارية E / الكورس الاول

Managerial readings

Week	Subjects
1	<ul style="list-style-type: none">• Management and organization• Why are managers important• Where do managers work and what they do
2	<ul style="list-style-type: none">• Functions of management• Roles of managers• Skills of managers
3	<ul style="list-style-type: none">• Classical perspective of management thought• Humanistic perspective of management thought
4	<ul style="list-style-type: none">• Quantitative perspective• Contemporary perspective
5	<ul style="list-style-type: none">• Defining planning• Steps in planning• Types of plans• Identifying barriers to planning
6	<ul style="list-style-type: none">• Defining goals• Types of goals• Steps in goal setting• Characteristics and criteria of effective goals
7	<ul style="list-style-type: none">• Meaning of organizing• Purpose of organizing• Departmentalization
8	<ul style="list-style-type: none">• Chain of command• Span of control• Centralization and Decentralization
9	<ul style="list-style-type: none">• Delegation• Types of structures• Factors effecting structure choice
10	<ul style="list-style-type: none">• Definition of leadership

	<ul style="list-style-type: none"> • From management to leadership • Leadership traits
Week	Subjects
11	<ul style="list-style-type: none"> • Leadership and power • Leadership styles • Challenging facing leadership
12	<ul style="list-style-type: none"> • Nature of motivation • Definition of motivation • Job design for motivation
13	<ul style="list-style-type: none"> • Nature of control • Control objectives • The control process
14	<ul style="list-style-type: none"> • Types of control • Characteristics of effective control system
15	<ul style="list-style-type: none"> • Budgeting control • Marketing controls • HRM controls