

**Ministry of Higher Education and Scientific Research**  
**Scientific Supervision and Scientific Evaluation**  
**Department of Quality Assurance and Academic Accreditation**

**Academic Program Description Form for Colleges and Institutes**

**University: of Warith Al.anbiyaa**  
**Faculty/Institute: Management and Economics**  
**Scientific Department: Business Management**  
**File Filling Date: 1/3/ 2025**

**Signature:**

**Head of Department Name:**

**Date:**

**Signature:**

**Scientific assistant Name:**

**Date:**

**Check the file before**

**Division of Quality Assurance and University Performance**

**Name of the Director of the Quality Assurance and University  
Performance Division:**

**Date:**

**Signature:**

**Ratification of the Dean**

## Course Description Form

### Course Description

The course is taught in English

This beginner course introduces students to fundamental managerial concepts through selected readings. It covers leadership, communication, decision-making, and workplace ethics. The course enhances students' ability to comprehend and analyze business texts, develop critical thinking, and apply managerial insights in real-world contexts. Emphasis is placed on improving reading comprehension and business vocabulary to prepare students for further studies in management.

Educational institution	University of Warith Al-Anbiyaa
Scientific Department / Center	Business Administration
Course Name	Managerial Readings
Available Attendance Forms	Face-to-face attendance in the classroom
Semester / Year	Academic Year: 2024-2025
Number of Credit Hours (Total)	75 hours theoretical and practical
The history of preparation of this description	1/ 3 / 2025
Course Objectives: Introduce students to key managerial concepts through structured readings. Develop comprehension skills to analyze business and management texts. Enhance students' ability to extract and summarize key ideas from managerial literature. Improve business vocabulary and professional language	

proficiency.

Strengthen critical thinking and problem-solving abilities in business contexts.

Foster an appreciation for ethical and effective managerial decision-making.

#### 9. A. Course Outcomes and Methods of Teaching, Learning and Assessment

- Understand foundational managerial concepts through readings.
- Develop strong reading comprehension skills for business-related texts.
- Identify and summarize key ideas from managerial literature.
- Expand their business vocabulary and improve their professional communication skills.
- Critically analyze different management approaches and perspectives.
- Apply managerial insights from readings to real-world business situations.
- Recognize ethical considerations in decision-making and leadership.
- Demonstrate the ability to engage in discussions on management topics with clarity and confidence.

#### B - Skills objectives of the course.

- **Reading Comprehension** – Develop the ability to understand and analyze business texts.
- **Critical Thinking** – Strengthen reasoning and evaluation skills for managerial topics.
- **Business Communication** – Enhance vocabulary and clarity in discussing management concepts.
- **Decision-Making Analysis** – Improve understanding of ethical and strategic business choices.

<p><b>C. Thinking skills</b> Developing thinking skills through analysis, inference, and problem-solving. Critical thinking is stimulated through classroom discussions and interactive questioning. Creative thinking skills are enhanced by applying concepts to practical examples and case studies.</p>
<p><b>D. Evaluation methods</b> The course depends on written exams, assignments, and class participation. Understanding is assessed through quizzes and final exams, while projects and presentations reflect practical application skills. Interaction and classroom discussions contribute to continuous assessment.</p>
<p>Teaching and learning methods</p>
<p>Direct interaction between the instructor and students. Content is delivered through verbal explanations, presentations, and classroom discussions. Visual aids such as whiteboards and projectors enhance understanding. Students are encouraged to ask questions and participate in discussions to reinforce comprehension.</p>
<p>References <b>Robbins, S. P., Coulter, M., &amp; DeCenzo, D. A. (2020).</b> <i>Fundamentals of management: Essential concepts and applications</i> (11th ed.). Pearson.</p>

10. Infrastructure: Classroom, data show or smart board.	
Topics by week	Learning outcomes by weeks
<p>1. Management and organization, Why are managers important, Where do managers work and what they do</p> <p>2. Functions of management, Roles of managers, Skills of managers</p> <p>3. Classical perspective of management thought, Humanistic perspective of management thought</p>	<p>1. Explain the concept of management and organization and highlight the importance and roles of managers.</p> <p>2. Identify management functions, managerial roles, and the essential skills for managers.</p> <p>3. Distinguish between the classical and humanistic perspectives in management</p>

<p>4. Quantitative perspective, Contemporary perspective</p> <p>5. Defining planning, Steps in planning, Types of plans, Identifying barriers to planning</p> <p>6. Defining goals, Types of goals, Steps in goal setting, Characteristics and criteria of effective goals</p> <p>7. Meaning of organizing, Purpose of organizing, Departmentalization</p> <p>8. Chain of command, Span of control, Centralization and Decentralization</p> <p>9. Delegation, Types of structures, Factors effecting structure choice</p> <p>10. Definition of leadership, From management to leadership, Leadership traits</p> <p>11. Leadership and power, Leadership styles, Challenging facing leadership</p> <p>12. Nature of motivation, Definition of motivation, Job design for motivation</p> <p>13. Nature of control, Control objectives, The control process</p> <p>14. Types of control, Characteristics of effective control system</p> <p>15. Budgeting control,</p>	<p>thought.</p> <p>4. Compare the quantitative and contemporary perspectives in management.</p> <p>5. Clarify the concept of planning, its steps, types, and the barriers it faces.</p> <p>6. Define goals, their types, steps for setting them, and criteria for their effectiveness.</p> <p>7. Explain the concept of organizing, its purpose, and methods of departmentalization.</p> <p>8. Describe the chain of command, span of control, and concepts of centralization and decentralization.</p> <p>9. Clarify the concept of delegation, types of organizational structures, and factors influencing structure choice.</p> <p>10. Define leadership, differentiate it from management, and identify leadership traits.</p> <p>11. Explain the relationship between leadership and power and compare different leadership styles.</p> <p>12. Identify the nature of motivation, its importance in job design, and how it</p>
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Marketing controls, HRM controls	<p>influences employee performance.</p> <p>13.Explain the concept of control, its objectives, and the stages of the control process.</p> <p>14.Differentiate between types of control and identify the characteristics of an effective control system.</p> <p>15.Describe the role of control in budgeting, marketing, and human resource management.</p>
<p>Hours: Three hours per week</p> <p>Teaching method: Live lecture, case studies</p> <p>Evaluation method: Daily tests.</p>	

### 11.Course Development Plan

Expanding the vocabulary of the curriculum by adding the following

- Ethical Decision-Making in Business Management
- Leadership in the Digital Age