

1- Management

Subject divided to 6 parts:

Part 1: an introduction to management

Part 2: the environment context of management

Part 3: planning and decision making

Part 4: the organizing process

Part 5: the leading process

Part 6: the controlling process

2- Organizational behavior

Subject divided to 4 parts:

Part 1: an introduction

Part 2: individual behaviour :includes personality and learning; perception, attribution and judgement of others; values, attitudes, and work behaviour; theories of work motivation; and motivation in practice.

Part 3: social behaviour and organizational process: includes groups and teamwork; social influence, socialization, culture, and leadership; communication; decision making; power; politics, and ethics; conflict and stress.

Part 4: the total organization: includes organizational culture; environment, strategy, and technology; organizational change, development, and innovation.