



مديرية التربية والتعليم بالدقهلية
التوجيه الفني التجاري
توجيه السكرتارية الإنجليزية

دفتر تحضير دروس الإدارة باللغة الإنجليزية

الصف الخامس التجاري
للمدارس الفنية المتقدمة التجارية
نظام السنوات الخمس



إعداد



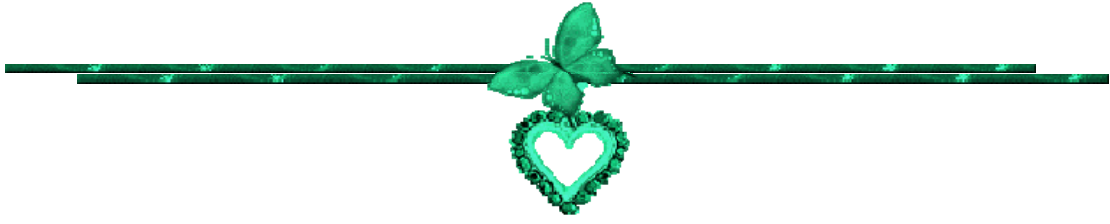
أ / محمد سعد صقر

معلم خبير مواد تجارية

مدرسة الكردي الفنية المتقدمة التجارية

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شكر وتقدير
أسرة توجيه المادة بالدقهلية

الموجه العام	الموجه الأول	موجه المادة
أ/ مسعد البحقيري	أ/ منى عنتر	أ/ محمود ذكي
مستشار المادة بالقاهرة		
أ/ عوني العراقي العراقي سلطان		





	المدرسة
	اسم المعلم
الادارة باللغة الانجليزية	المادة
الخامس	الصف
الإدارة والتسويق و سوق المال	الشعبة
	الفصول
٢٠١ / ٢٠١	العام الدراسي

جدول الحصص الأسبوعية

الثامنة	السابعة	السادسة	الخامسة	الرابعة	الثالثة	الثانية	الأولى	الحصص / اليوم
								السبت
								الأحد
								الاثنين
								الثلاثاء
								الأربعاء
								الخميس

ملاحظات:

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Date					
Period					
Class					

Management (Fifth Year)

Syllabus (three periods weekly)

الادارة باللغة الانجليزية

لدبلوم الدراسة الفنية المتقدمة التجارية نظام الخمس سنوات

{شعبة الادارة والتسويق وسوق المال} ، بواقع {ثلاث حصص أسبوعيا}

Subject	month
Introduction the managerial function: 1- Planning function: - The definition of planning- characteristics of planning - Advantages of planning – steps of planning. - Types of plans – strategic planning process. 2- The organization function: - some keys definitions. - Formal and informal organization.	2018 September + October
- Steps in organizing.. - Organization and job description. - Departmentation. – Coordination. - Authority and responsibility. – Delegation of authority. - Decentralization of authority. – Committee in organization.	November
3- The directing function: - nature of directing and leading. - Some characteristics of directing. - Aspects of directing.	December 2018
4- The controlling function: - meaning and nature of controlling functions. - Characteristics of the control function. - Basic elements of the control function. - Requirements of an effective and adequate control system. - cost control. - Advantages of cost accounting and control.	2019 February
5- The Organization function: - Marketing function – Production function – Financing function.	March
6- Scientific management. - Elements of scientific management. - Henry Fayol and scientific management. - Advantages of scientific management. - Objections of scientific management.	April
• General revision. • Model of examination.	May 2019

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Date					
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فهرس التمارين الأسبوعية

بكراسة تدريبات – MANAGEMENT

الصف الخامس التجاري (نظام السنوات الخمس)

{شعبة الإدارة والتسويق وسوق المال} ، بواقع {ثلاث حصص أسبوعيا}

Exercise	Subject	month
Exercise No: (1)	Planning function	2018 September + October
Exercise No: (2)		
Exercise No: (3)		
Exercise No: (4)		
Exercise No: (5)		
Exercise No: (6)	organization function	November
Exercise No: (7)		
Exercise No: (8)		
Exercise No: (9)		
Exercise No: (10)	The organization function	December 2018
Exercise No: (11)		
Exercise No: (12)		
Exercise No: (13)	The directing function	2019 February
Exercise No: (14)		
Exercise No: (15)	The controlling function:	March
Exercise No: (16)		
Exercise No: (17)		
Exercise No: (18)		
Exercise No: (19)		
Exercise No: (20)	The Organization function:	April
Exercise No: (21)		
Exercise No: (22)	Scientific management.	May 2019
	Scientific management.	
	General revision. Model of examination	

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Date					
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First Term





Date					
Period					
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Subject	Managerial Functions
Aims	To define student what is the managerial function.
Aids	Set book - Black board

Items: New words

English	Arabic	English	Arabic
Planning	وظيفة التخطيط	Organizing	التنظيم
Plans	خطط	Directing & Leading	التوجيه والقيادة
Planner	المخطط	Condoling	الرقابة

• There are four managerial functions: الوظائف الادارية دبلوم ٢٠١١/٢٠١٥

1 – The planning function وظيفة التخطيط

2- The organizing function وظيفة التنظيم

3 – The directing & leading function وظيفة التوجيه والقيادة

4- The controlling function وظيفة الرقابة

• The planning function وظيفة التخطيط

- **Planning** is that managerial function which consists of determining in advance what should be done. دبلوم ٢٠٠٤
- **Planning** is deciding in advance what to do, how to do it, and who is to do. ٢٠٠١
- **Planning** is the most basic of all the managerial function. ٢٠٠١
- **Planning** consists of determining the goals, policies, procedures, and other plans needed to achieve the objective of the organization.
- **Planning** is mental work,
- **Planning** means to **think** before **acting**. دبلوم ٢٠٠٦/٢٠١٥/٢٠١٦





Date					
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Class					

Subject	Characteristics of planning
Aims	To define student what is the Characteristics of planning.
Aids	Set book - Black board

Items: New words

English	Arabic	English	Arabic
objectives	أهداف	decision making	اتخاذ القرار
mental activity	نشاط عقلي	future activity	أنشطة مستقبلية
facts	حقائق	considered forecasts	تنبؤات متوقعة

• **Characteristics of planning:** خصائص التخطيط دبلوم ٢٠٠٩

- 1- It is based on objectives and policies of the organization.
- 2- It concerns future activity. دبلوم ٢٠٠٦
- 3- It is a mental activity, and involves thinking.
- 4- It is not a guess work and is based on facts and considered forecasts. دبلوم ٢٠١٥
- 5- It pervades all managerial activities as decision making.
- 6- It is a primary function of management.
- 7- It is a continuous function of management.
- 8- It is directed towards efficiency.

• **The nature of planning:** طبيعة التخطيط دبلوم ٢٠٠٣

- 1- Contribution to purpose and objective.
- 2- Primacy of planning.
- 3- Pervasiveness of planning. and efficiency of plans.

Exercise No (1)
Training Note book كراسة التدريبات
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Date					
Period					
Class					

Subject	Advantages of planning: مزايا التخطيط
Aims	To define student what is the Advantages of planning.
Aids	Set book - Black board

Items: New words

English	Arabic	English	Arabic
hastily decision	قرارات متسرة	contingencies	طوارئ
performance	أداء	departments	إدارات
uncertainty	عدم اليقين	stipulated time	الوقت المحدد

• **Advantages of planning: مزايا التخطيط**

- 1- Minimize the chance of making hastily decision.
- 2- All the departments are conscious of the enterprise objectives and make coordinated efforts to achieving to them with the stipulated time.
- 3- Manager will be able to exercise control over performance by comparing the standards laid down.
- 4- It helps in minimizing the hazards of uncertainty.
- 5- Planning helps in making provision for future contingencies. دبلوم ٢٠١١





Date					
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Subject	Steps in planning: خطوات التخطيط دبلوم ٢٠١٦
Aims	To define student what is the Steps in planning.
Aids	Set book - Black board

Items: New words

English	Arabic	English	Arabic
problem	المشكلة	Assumptions	افتراضات
alternatives	بدائل	clear-cut goals	أهداف واضحة
consequences	نتائج - آثار	Steps	خطوات

• **Steps in planning: خطوات التخطيط دبلوم ٢٠١٦**

- 1- Define the real problem.
- 2- Establish clear-cut goals and objectives of the organization.
- 3- Assumptions and predictions.
- 4- Search for the assess the consequences of alternative courses.
- 5- Compare the alternative importance.
- 6- Decide the course of action to be taken.

Exercise No (2)

Training Note book كراسة التدريبات

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Date					
Period					
Class					

Subject	Importance of planning: أهمية التخطيط
Aims	To define student what is the Importance of planning.
Aids	Set book - Black board

Items: New words

English	Arabic	English	Arabic
Importance	أهمية	opportunities	فرص
unifying	موحد	threats	تهديدات
frame work	اطار عمل	facilities control	تسهيل الرقابة

• **Importance of planning: أهمية التخطيط**

- 1- Planning provides direction. دبلوم ٢٠٠٢
- 2- Planning provides a unifying frame work. دبلوم ٢٠١٥/٢٠٠٢
- 3- Planning helps to reveal future opportunities and threats. دبلوم ٢٠١١/٢٠٠٧
- 4- Planning facilities control. دبلوم ٢٠٠١





Date					
Period					
Class					

Subject	Types of plans: ٢٠١٥/٢٠٠٧/٢٠٠٦ أنواع الخطط دبلوم
Aims	To define student what is the Types of plans.
Aids	Set book - Black board

Items: New words

English	Arabic	English	Arabic
Strategies	استراتيجية	thinking	التفكير
Procedures	اجراءات	task assignments	المهام المسندة
Budgets	موازنات	long term goals	اهداف طويلة الأجل

• **Types of plans: ٢٠١٥/٢٠٠٧/٢٠٠٦ أنواع الخطط دبلوم**

- 1 – Objectives أهداف 2- Strategies استراتيجيات 3- Policies سياسات
4- Procedures اجراءات 5 – Rules قواعد 6- Programs برامج
7- Budgets. موازنات

- **Objectives or goals** are the ends toward which activity is aimed. دبلوم ٢٠٠٨
- **Strategy** is the determination of the basic long term goals and objectives.
- **Policies** are general statements or understanding which guide or channel to thinking and action in decision making. دبلوم ٢٠٠٤
- **Procedures** are plans establish a customary method of handling future activity. They guide to action, rather than to think.
- **Rules** are plans that they are required actions. it simplest type of plans. دبلوم ٢٠٠٦
- **Programs** are a complex of goals, policies, procedures, rules, task assignments. ٢٠١٤
- **Budgets** are a plan is a statement of expected results expressed in numerical terms. دبلوم ٢٠٠٩

Exercise No (3)

Training Note book كراسة التدريبات

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Date					
Period					
Class					

Subject	The strategic planning process: عملية التخطيط الاستراتيجي
Aims	To define student what is The strategic planning process.
Aids	Set book - Black board

Items: New words

English	Arabic	English	Arabic
Developing	تطوير	strategic forecast	تنبؤات استراتيجية
strengths	القوة	enterprise	مشروع
weakness	الضعف	target domain	المجال المستهدف

• **The strategic planning process: عملية التخطيط الاستراتيجي**

The strategy should identify three things:

- 1- The firm's domain in terms of the products or services.
- 2- The basic strategic moves the firm plans.
- 3- The operational goals the firm hopes to achieve.

• **Developing strategic plan involves the following steps.**

• **خطوات تطوير الخطة الاستراتيجية**

- 1- Determine the current domain of the enterprise.
- 2- Make a strategic forecast.
- 3- Determine current strengths and weakness. دبلوم ٢٠١٥
- 4- Decide what target domain and best strategy.
- 5- Set specific objectives commence action planning.





Date					
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Subject	Ten principles of effective planning: المبادئ العشرة للتخطيط الفعال دبلوم ٢٠١٤
Aims	To define student what is the Ten principles of effective planning.
Aids	Set book - Black board

Items:

New words

English	Arabic	English	Arabic
accurate forecasts	تنبؤات دقيقة	criteria	معايير
acceptance	القبول	market	السوق
effective	كفاءة	sound one	موحد

- **Ten principles of effective planning:** المبادئ العشرة للتخطيط الفعال دبلوم ٢٠١٤
 - 1- Develop accurate forecasts.
 - 2- Gain acceptance for the plan.
 - 3- The plan must be a sound one.
 - 4- Develop an effective planning organization.
 - 5- Be objective.
 - 6- Measure the total market and your organization's market share as accurately as possible.
 - 7- Decide in advance the criteria for abandoning a project. تحديد معايير التخلي عن المشروع مقدما
 - 8- Keep the plan flexible.
 - 9- Revise your 6- year plan every year.
 - 10- Fit the plan to the situation.

Exercise No (4)

Training Note book كراسة التدريبات

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Date					
Period					
Class					

Subject	Organizing Function: وظيفة التنظيم
Aims	To define student what is the Organizing Function.
Aids	Set book - Black board

Items: New words

English	Arabic	English	Arabic
coordination	التنسيق	effective performance	الأداء الفعال
individual effort	جهود فردية	communication	الاتصال
aimed	يهدف	resources	موارد

- **Organizing** is the **second** managerial function. دبلوم ٢٠٠٤/٢٠٠٦.
- **Organizing** aimed essentially at developing an intentional structure of rules **for** effective performance a net work **of** decision communication centers from which **to secure** coordination of individual effort toward group goals.
- **Meaning of organizing:** معنى التنظيم دبلوم ٢٠٠١/٢٠٠٣/٢٠٠٥/٢٠٠٨/٢٠١١/٢٠١٥
- **Organizing:** means arranging the resources of the enterprise. in such a way that **its activities** systematically contribute to the enterprise's goals.





Date					
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Subject	Formal and informal organizations: المنظمات الرسمية وغير الرسمية
Aims	To define student what is the Formal and informal organizations.
Aids	Set book - Black board

Items: New words

English	Arabic	English	Arabic
power structure	هيكل قوي	limited	محدود
social structure	هيكل اجتماعي	vast numbers	أكبر عدد
personality	الشخصية	earned or accepted	اكتساب أو قبول

- **Formal and informal organizations:** المنظمات الرسمية وغير الرسمية "هام جدا" -
Organizations are classified on formal and informal. دبلوم ٢٠٠٢

Formal Organization	Informal Organization
1 – It is a power structure designed to accomplish the company's goals ٢٠١٤/٥	1 – It is a social structure designed to meet personal needs ٢٠٠٧/٥ ٢٠١٤/٢٠٠٩/٢٠٠٨/
2 – It is not based on the personality of the individual.	2 – It is based on the personalities, ie.. Leaders involved.
3 – It designed in advance.	3 – It arises spontaneously.
4 – It can bind together vast numbers of people.	4 – It is a limited in number.
5 – It is based on delegated or vested authority. ٢٠١١/٢٠٠٥/٥	5 – It is based on earned or accepted authority. ٢٠١٦/٢٠٠٨/ ٥

Exercise No (5)

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Date					
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Subject	Steps in organizing: ٢٠١٥/٢٠٠٢/٢٠٠١ خطوات التنظيم دبلوم
Aims	To define student what is the Steps in organizing.
Aids	Set book - Black board

Items: New words

English	Arabic	English	Arabic
Determine	تحديد	subordinates	مرؤوسين
Departmentalize	التقسيم الاداري	authority	السلطة
span of control	نطاق الرقابة	organization chart	خريطة المنظمة

• **Steps in organizing:** ٢٠١٥/٢٠٠٢/٢٠٠١ خطوات التنظيم دبلوم

- 1- Determine what is to be done. دبلوم ٢٠٠٩
- 2- Departmentalize: assign tasks.
- 3- Decide how to achieve coordination دبلوم ٢٠٠١
- 4- Decide on a span of control. دبلوم ٢٠١٥/٢٠١٤

Span of control is the number of subordinates reporting directly to the person.

- 5- Decide how much authority you should designate.
- 6- Draw an organization chart.





Date					
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Subject	Organization chart and job description: خريطة المنظمة ووصف الوظيفة
Aims	To define student what is the Organization chart and job description.
Aids	Set book - Black board

Items:

New words

English	Arabic	English	Arabic
job description	وصف الوظائف	chain of command	تسلسل الأوامر
manager's job	وظيفة المدير	Actual patterns	النماذج الحقيقية
responsibilities	مسئوليات	duties	واجبات

Organization chart and job description: خريطة المنظمة ووصف الوظيفة

• Organization chart show (useful – advantages): دبلوم ٢٠١١/٢٠٠٨

- 1- Show titles of each manager's job. دبلوم ٢٠٠٦
- 2- Show who accountable to whom.
- 3- Show who in charge of what department.
- 4- Show sorts of departments have been established.
- 5- Show the chain of command. دبلوم ٢٠١٤/٢٠٠٨/٢٠٠٧
- 6- Let each employee know his job title and place in organization.

- Organization chart do not show (dis advantages):

- 1- Job description or specific day-to-day duties and responsibilities. دبلوم ٢٠١٦
- 2- Actual patterns of communication in the organization. دبلوم ٢٠٠٩
- 3- How closely employees are controlled. دبلوم ٢٠٠٧
- 4- The actual level of authority and power each position holder.

Exercise No (6)

Training Note book كراسة التدريبات

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Date					
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Subject	Departmentation: التقسيم الاداري
Aims	To define student what is the Departmentation.
Aids	Set book - Black board

Items: New words

English	Arabic	English	Arabic
grouping activities	تجميع الأنشطة	Location and territory	الموقع والأرض
units	وحدات	Customers	عملاء
sub units	وحدات فرعية	Products and services	سابع وخدمات

• **Departmentation: التقسيم الاداري**

- **Departmentation** is the process of grouping activities into units and sub units for purposes of administration.

• **Patterns of departmentation: نماذج التقسيم الاداري**

- 1 – By Functions
- 2- By Products and services.
- 3 – By Location and territory, area.
- 4- By Customers.





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Subject	Coordination: التنسيق
Aims	To define student what is the Coordination.
Aids	Set book - Black board

Items: New words

English	Arabic	English	Arabic
unity of action	وحدة الاجراء	techniques	اساليب
interdependent	تباعد	unexpected problems	مشاكل غير متوقعة
values	قيم	rules	قواعد

• **Coordination: التنسيق**

- **Coordination** is the process of achieving unity of action among interdependent activities. دبلوم ٢٠١٦/٢٠٠٨/٢٠٠٧/٢٠٠٦/٢٠٠٤/٢٠٠٢

- **Principle of Coordination: مبادئ التنسيق**

1. The first coordination techniques a manager should implement are rules, target, and the hierarchy.
2. The **more interdependent** are the departments, the **more difficult** is the task of coordinating them.
3. The **more divers** are the interests, values, and goals of the departments to be coordinated, the **more difficult** is the job of coordinating them.
4. As the number of unexpected problems increases, you should rely less on rules and targets for coordination.

Exercise No (7)

كراسة التدريبات Training Note book

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Date					
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Subject	Authority: السلطة
Aims	To define student what is the Authority.
Aids	Set book - Black board

Items: New words

English	Arabic	English	Arabic
Authority	السلطة	Sources of Authority	مصادر السلطة
Responsibility	المسئولية	real	حقيقي
obligation	التزام	obligation	التزام

• **Authority: السلطة**

- **Authority** is essential to discharge managerial functions. دبلوم ٢٠١٦/٢٠٠٧/٢٠٠٦/٢٠٠٤
- It is authority that makes the management position real and vests him with power.

• **Sources of Authority: مصادر السلطة**

1. The formal and informal theory.
2. The acceptance of authority theory.
3. The competence theory.

• **Responsibility: المسئولية دبلوم ٢٠١٦**

- **Responsibility** is referred to the obligation to perform a task or as the task itself. دبلوم ٢٠١٦.





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Subject	Delegating authority: تفويض السلطة دبلوم ٢٠٠٨
Aims	To define student what is the Delegating authority.
Aids	Set book - Black board

Items: New words

English	Arabic	English	Arabic
Elements	عناصر	Delegating authority	تفويض السلطة
accountable	يحاسب	duties	واجبات
commensurate	مرتبط بـ	transferred	نقل

• **Elements of Responsibility:** عناصر المسئولية

1. There is an obligation on the part of a subordinate to perform the duty assigned to him.
2. Responsibility originates from superior-subordinate relationship.
3. Responsibility cannot be delegated or transferred; It is only authority which can delegated. دبلوم ٢٠١٤/٢٠١١
4. The person who accepts the responsibility is accountable for the performance of the assigned duties.
5. Responsibility is commensurate with authority. دبلوم ٢٠١٥

• **Delegating authority:** تفويض السلطة دبلوم ٢٠٠٨

- **Delegation** is the process of entrusting part of the work by superior to his subordinates. دبلوم ٢٠٠٧

• **The process of delegating:** خطوات تفويض السلطة

1. Assignment of duties to subordinates.
2. Granting of authority to subordinates.
3. Granting an obligation on the part of the subordinates to perform duties assigned to him.

Exercise No (8)

Training Note book كراسة التدريبات

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Date					
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Subject	Decentralization of authority لامركزية السلطة
Aims	To define student what is the Decentralization of authority .
Aids	Set book - Black board

Items: New words

English	Arabic	English	Arabic
Decentralization	لامركزية	time consuming	ضياع الوقت
centralization	مركزية	motivation	التحفيز
routine	روتين	diversification	التنوع

• **Decentralization of authority لامركزية السلطة**

- Decentralization means authority is delegated to the levels where the work is to be performed.
- Complete centralization is possible only a one-man enterprise.

• **Advantages of decentralization. مزايا اللامركزية.**

- 1- It relives the top executives from routine and time consuming detailed work. ٢٠٠٥
- 2- It provides a better means of developing future manager and executives.
- 3- It facilitates diversification of product liens.
- 4- It helps an motivation of subordinates to high performance.

• **Disadvantages of decentralization. عيوب اللامركزية.**

- 1- It is not an easy process.
- 2- It may increase the problem of coordination.
- 3- It may hamper the adoption of uniform policies. ٣- قد تعرقل اعتماد سياسات موحدة.
- 4- It may increase administrative expenses.
- 5- It is not very easy to take decision in emergency. ٥- ليس من السهل للغاية أن تتخذ القرار في حالات الطوارئ.





Date					
Period					
Class					

Subject	Committees in organization. اللجان في المنظمة
Aims	To define student what is the Committees in organization.
Aids	Set book - Black board

Items: New words

English	Arabic	English	Arabic
committees	اللجان	Benefits	فوائد
Advisory	استشارية	experience	الخبرة
Executives	تنفيذية	co-operation	التعاون

• **Committees in organization. اللجان في المنظمة**

- **Kind of committees:**

- 1- Advisory committee. 2- Executives committee.

- **Benefits of committees:** دبلوم ٢٠١٥/٢٠٠٧ أهمية اللجان (فوائد)

- 1- Committee **promotes** better understand among the different departmental heads. دبلوم ٢٠٠٩
- 2- It provides a form for the pooling of knowledge and experience.
- 3- As committee is impersonal in action its decision are based on facts.
- 4- Committee secure co-operation of the various departments.
- 5- It promotes the coordination of various activities of an enterprise.

Exercise No (9)

Training Note book كراسة التدريبات

Page no : 11





Date					
Period					
Class					

Subject	Directing and Leading Function وظيفة التوجيه والقيادة
Aims	To define student what is the Directing and Leading Function.
Aids	Set book - Black board

Items: New words

English	Arabic	English	Arabic
Directing	التوجيه	human factor	العنصر البشري
Leading	القيادة	enterprise	مشروع
aspects	مفاهيم	interpersonal	شخصي

- **The nature of Directing and Leading:** are the interpersonal aspects of managing directly to the manager. دبلوم ٢٠١٥
- **Directing** and leading is **difficult** function دبلوم ٢٠١٦ / ٢٠١٥ / ٢٠١٤ / ٢٠١١ / ٢٠٠١
- **The objective of Enterprise.**
- All organized effort is undertaken to produce some of kind of goods and services.
- **The human factor:**
- **The directing and leading function:**
- In order to **direct** human effort toward enterprise objectives, **managers** soon realize that they **should think** in terms of the issues related to orientation, communication, motivation, and leadership.





Date					
Period					
Class					

Subject	Important principles of directing المبادئ الهامة للتوجيه
Aims	To define student what is the Important principles of directing.
Aids	Set book - Black board

Items: New words

English	Arabic	English	Arabic
principles	المبادئ	objective	هدف - غرض
harmony	تجانس	apply	تطبيق
Important	اهمية	command	أمر

• **Important principles of directing:** دبلوم ٢٠٠٥

The first two apply to directing and leading; the third applies to the process.

- 1- The principles of **directing** objective.
- 2- The principles of **harmony** of objective. دبلوم ٢٠٠٩
- 3- The principle of **unity** of command.

The principle of unity of command is a directing and leading, as well as an organizing principle. دبلوم ٢٠٠٤

Exercise No (10)

Training Note book كراسة التدريبات

Page no : 12





Date					
Period					
Class					

Subject	characteristics of directing خصائص التوجيه
Aims	To define student what is the characteristics of directing.
Aids	Set book - Black board

Items: New words

English	Arabic	English	Arabic
superior manager	المدير الأعلى (المتميز)	Motivation	التحفيز
Issue instruction	اصدار التعليمات	willingness	استعداد - رغبة
communication	الاتصال	reward	مكافأة

• **Some characteristics of directing:**

- 1- The level manager's concern with the directing function.
Directing is a function of [superior] دبلوم ٢٠٠٢ / ٢٠١٥
- 2- It is function of superior manager and never vice versa.
- 3- It is not merely concerned with issuing orders and instruction, but also guiding and counseling the subordinates.
- 4- It concerns with the supervision of the performance of subordinates.
- 5- The manager has to coordinate the work of the people to get objectives.
- 6- There are four important aspects of directing: Supervision, Motivation, leadership, and communication. دبلوم ٢٠٠٣ / ٢٠١٥

• **Aspects of directing:** دبلوم ٢٠١٦

- 1 – Employee orientation.
 - 2 – Issue instruction.
 - 3 – Supervision.
 - 4- Motivation.
 - 5 – Communication.
 - 6 – Leadership.
- The first line supervisors observe the work performance of the operating people. دبلوم ٢٠٠٨
 - **Motivation** is a willingness to expend energy to achieve a goal or a reward. دبلوم ٢٠١٦





Date					
Period					
Class					

Subject	The needs الحاجات
Aims	To define student what is the needs.
Aids	Set book - Black board

Items: New words

English	Arabic	English	Arabic
needs	حاجات	Ego need	حاجات ذاتية
protection	حماية	Self- actualization or fulfillment needs	الحاجة الى تحقيق الذات
Social needs	حاجات اجتماعية		

The needs are found in human being:

- 1- **Physical need:** include food, water, shelter, clothing, etc. دبلوم ٢٠١١/ ٢٠١٤
- 2- **Safety or security needs:** include protection against danger, threat and deprivation. دبلوم ٢٠١١
- 3- **Social needs:** include love and affection, friendship, sociability. دبلوم ٢٠١١/٢٠٠٦/٢٠٠٥
- 4- **Ego need:** include needs for self-team, self-confidence, independence,.etc. دبلوم ٢٠١٦/٢٠١١/٢٠٠٦
- 5- **Self- actualization or fulfillment needs:** Include needs for realizing one's own potentialities. دبلوم ٢٠١١

Communication: الاتصال

- **Communication** is the process of passing information and understanding from one person to another. دبلوم ٢٠٠١/٢٠٠٥/٢٠٠٧

Exercise No (11)

Training Note book كراسة التدريبات

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Date					
Period					
Class					

Subject	Importance of communication: أهمية الاتصال
Aims	To define student what is the Importance of communication.
Aids	Set book - Black board

Items: New words

English	Arabic	English	Arabic
Feature	ملامح - سمات	emotion	عاطفة
staffing	التوظيف - هيئة العاملين	agencies	وكالات
opinion	رأي	presupposes	يفترض مقدما

• **Feature of communication: ملامح (سمات) الاتصال**

- 1- It is a two-way traffic and involves two persons – a sender and a receiver.
- 2- The act of communication presupposes existences of some facts, information, opinion, emotion.
- 3- There are two basic channel of communication formal and informal.
- 4- The important communication media are words, picture, and actions.
- 5- The organizational communication travel up and down and also from side to side.
- 6- The extra organizational communication provides a link between the organization and the outside agencies.

• **Importance of communication: أهمية الاتصال**

- **In the case of organizing:** communication is the means by which the act of delegation is accomplished.
- **In the case of control:** it is impossible to think of the effective system control, in the absence of communication.
- **In case of directing:** the function of motivation Depends upon communication. / دبلوم ٢٠٠٣
- **In the case of staffing:** the communication helps in maintaining better union relation.
- **The mechanism of coordination** presupposes a good and effective system of communication.





Date					
Period					
Class					

Subject	Leadership: القيادة
Aims	To define student what is the Leadership.
Aids	Set book - Black board

Items: New words

English	Arabic	English	Arabic
Leading	القيادة	common goals	أهداف مشتركة
activity	نشاط	influence	تأثير
followers	تابعين	members	أعضاء

• **Leadership: القيادة**

- **Leading** is another important tool of directing. دبلوم ٢٠٠٤
- **Leading** the task of getting other people to follow you. دبلوم ٢٠٠٥
- **Leading** is an activity on the part of managers to get something done by others. ٢٠١١

• **Characteristics of leadership:**

- 1- It envisages followers there can't be leadership without followers.
- 2- Leadership contemplates interpersonal influence.
- 3- Leadership is a **dynamic** and **continuing** process. / دبلوم ٢٠١٤
- 4- Leadership presupposes existence of some common goals.
- 5- Leadership **involves** guiding and directing the members of the group.
دبلوم ٢٠٠١ / ٢٠٠٣ / ٢٠٠٧ / ٢٠٠٨

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كراسة التدريبات Training Note book

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Date					
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Date					
Period					
Class					

Second Term





Date					
Period					
Class					

Management

Fifth Year

Syllabus (three periods weekly)

الادارة باللغة الانجليزية

لدبلوم الدراسة الفنية المتقدمة التجارية نظام الخمس سنوات

(شعبة الادارة والتسويق وسوق المال) ، بواقع {ثلاث حصص أسبوعيا}

Subject	month
1- The controlling function: <ul style="list-style-type: none">- meaning and nature of controlling functions.- Characteristics of the control function.- Basic elements of the control function.- Requirements of an effective and adequate control system.- cost control.- Advantages of cost accounting and control.	2019 February
2- The Organization function: <ul style="list-style-type: none">- Marketing function – Production function – Financing function.	March
3- Scientific management. <ul style="list-style-type: none">- Elements of scientific management.- Henry Fayol and scientific management.- Advantages of scientific management.- Objections of scientific management.	April
<ul style="list-style-type: none">• General revision.• Model of examination.	May 2019

يعتمد ،، مدير المدرسة

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مشرف المادة

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مدرس المادة

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Date					
Period					
Class					

Subject	Controlling Function: وظيفة الرقابة
Aims	To define student what is the Leadership.
Aids	Set book - Black board

Items: New words

English	Arabic	English	Arabic
Controlling	الرقابة	measuring performance	قياس الأداء
ensuring	ضمان	corrective action	إجراء تصحيحي
setting a target	وضع أهداف	desired results	النتائج المطلوبة

- **The control process is very important function.**

- **The meaning and nature of controlling function:** / دبلوم ٢٠٠١
- **Control:** is the task of ensuring that activates are providing the desired results. / دبلوم ٢٠٠٢ / ٢٠٠٣ / ٢٠٠٥ / ٢٠٠٦ / ٢٠٠٧ / ٢٠٠٨ / ٢٠٠٩ / ٢٠١٤
- **Control:** involves setting a target, measuring performance, and taking corrective action. / دبلوم ٢٠٠١ / ٢٠٠٤ / ٢٠١٥
- **The purpose of control function** is to examine the **past** and **present** activities.





Date					
Period					
Class					

Subject	Characteristics of the control function: خصائص وظيفية الرقابة
Aims	To define student what is the Characteristics of the control function.
Aids	Set book - Black board

Items: New words

English	Arabic	English	Arabic
Establishment	تأسيس	overlaps	تداخل
Feedback	التغذية المرتدة	standards set	المعايير الموضوعية
merges	دمج	actual performance	الأداء الحقيقي

• **Characteristics of the control function: خصائص وظيفية الرقابة**

1- **Control merges** into and **overlaps** with other functions of management.

دبلوم ٢٠١٥

Control begins with planning. دبلوم ٢٠٠٣/٢٠٠٤

2- **Control exercised** at all levels of management. دبلوم ٢٠٠٢ / ٢٠٠٣ / ٢٠٠٥

٢٠٠٧/٢٠٠٩

3- **Control** is a **continuing** process. دبلوم ٢٠١٤

4- It consists of controlling the actions of the people who are responsible for various operations and activating them towards the goals of the organization.

• **Basic elements of the control process العناصر الرئيسية لعملية الرقابة**

1- Establishment of standards or objectives. دبلوم ٢٠٠١

2- **Measurement** of actual **performance** against the standard set.

3- Determining the reasons for deviation.

4- Taking **corrective** action.

5- Feedback.

Exercise No (13)

كراسة التدريبات Training Note book

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Date					
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Subject	Requirement of an effective and adequate control system
Aims	To define student what is the Requirement of an effective and adequate control system.
Aids	Set book - Black board

Items: *New words*

English	Arabic	English	Arabic
Requirement	متطلبات	flexible	مرن
effective	كفاء	economical	اقتصادي
adequate	مناسب	tailored to	يتلائم مع

• **Requirement of an effective and adequate control system** دبلوم ٢٠١٦/٢٠١٤

- 1- **Control** should be tailored to plans and positions.
 - 2- **Control** must be tailored to individual managers and their personalities.
 - 3- **Control** should point up exceptions at critical points.
 - 4- **Control** should be **objective**.
 - 5- **Control** should be **flexible**. دبلوم ٢٠١٦/٢٠١٤ / ٢٠٠٢
- Controls** should be **flexible** when it remain workable in the face of changed plans.
- 6- **Control** should be economical. دبلوم ٢٠٠٢
- Control** should be **economical** when it must be worth their cost.
- 7- **Control** should be **lead to corrective** action. دبلوم ٢٠١٦/٢٠١١





Date					
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Class					

Subject	Cost control مراقبة التكاليف
Aims	To define student what is the Cost control .
Aids	Set book - Black board

Items: New words

English	Arabic	English	Arabic
Cost control	مراقبة التكاليف	estimates	تقديرات
profitable	مربحة	tenders	مناقصات
reducing cost	تخفيض التكلفة	invaluable data	بيانات قيمة

• **Cost control** مراقبة التكاليف

- **Cost accounting** is concerned with cost finding. دبلوم ٢٠١٦
 - **Cost control** attempts to reducing cost.
 - The aim of cost control is to reduce the cost of products and services.
 - **Advantages of cost accounting and cost control.** مزايا محاسبة ومراقبة التكاليف
- 1- Costing helps the management in finding out profitable and unprofitable activities.
 - 2- It reveals the various items of productions cost of each job.
 - 3- Management gets invaluable data through costing.
 - 4- By data the management can prepare estimates and tenders with reasonable accuracy.
 - 5- Costing helps in formulation of appropriate price policy.
 - 6- It is considered as a tool of managerial control.
 - 7- Costing helps the management in controlling various inventories expenses.
 - 8- It helps the management in budgeting and planning.

Exercise No (14)
Training Note book كراستا التدريبات
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Date					
Period					
Class					

Subject	Major control principles. المبادئ الأساسية للرقابة.
Aims	To define student what is the Major control principles.
Aids	Set book - Black board

Items:

New words

English	Arabic	English	Arabic
assurance	ضمان	direct	مباشرة
reflection	انعكاس	exception	الاستثناء
critical point	النقطة الحرجة	individuality	الشخصية

• **Major control principles. المبادئ الأساسية للرقابة.**

- 1- Principle of assurance of objective.
- 2- Principle of future directed control.
- 3- Principle of control responsibility.
- 4- Principle of efficiency of controls.
- 5- Principle of direct control.
- 6- Principle of reflection of plans.
- 7- Principle of organizational suitability.
- 8- Principle of individuality of controls.
- 9- Principle of critical point control.
- 10- The exception principle.
- 11- Principle of flexibility of control.
- 12- Principle of action control.





Date					
Period					
Class					

Subject	The Organization's Functions: وظائف المنظمة
Aims	To define student what is The Organization's Functions.
Aids	Set book - Black board

Items: New words

English	Arabic	English	Arabic
promotion	ترويج	satisfy the needs	تلبية الحاجات
Financing	التمويل	Marketing mix	المزيج التسويقي
Human relation	علاقات انسانية	price	السعر

- **Organizations** have many functions that must be done in order to achieve its main goals **efficiently** and **effectively**. دبلوم ٢٠٠٩
- **The Organization's Functions: وظائف المنظمة**
 - 1- Production function.
 - 2- Financing Functions.
 - 3- Personal Functions.
 - 4- Human relation Functions
 - 5- Purchases and storing function.
- **Marketing function:** / دبلوم ٢٠٠٥
include all activities of a business undertakes in order to satisfy the needs of the customer. دبلوم ٢٠٠١/٢٠٠٢/٢٠٠٣/٢٠٠٤/٢٠٠٧/٢٠١٤
- **Marketing mix:** / دبلوم ٢٠٠٩ المزيج التسويقي
 - 1- getting the product right.
 - 2- Suiting the price to the market.
 - 3- Promotion activities.
 - 4- Right place.
- **Marketing Mix** includes [4P's] are **product**, **promotion**, **price**, and **place**. دبلوم ٢٠١٥

Exercise No (15)
Training Note book كراسة التدريبات
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Date					
Period					
Class					

Subject	Marketing activities include: الأنشطة التسويقية تشمل
Aims	To define student what is The Marketing activities include.
Aids	Set book - Black board

Items: New words

English	Arabic	English	Arabic
Marketing activities	أنشطة تسويقية	customers	عملاء
internal audit	مراجعة داخلية	weaknesses	الضعف
co-ordination	تعاون	threats	تهديدات

- **Marketing activities include:** الأنشطة التسويقية تشمل

- 1- The need for the business to find out what the market wants. / دبلوم ٢٠٠٧ / ٢٠١١
- 2- The cooperation between the departments of the business to discover the extent to which it is able to satisfy those needs. (**called internal audit**)
- 3- The co-ordination of the production and distribution of the product.
- 4- Communication with the customer and the final customer.
- 5- Checking the effectiveness of marketing effort.

- **Difference between Marketing and Selling** الفرق بين التسويق والبيع

Selling	Marketing
1 – Concentrate on existing product. / دبلوم ٢٠١١ / ٢٠١٥ / ٢٠١٦	1 – Who are our customers? Who could be our customer?
2 – How many have we sold?	2 – What are our strengths, weaknesses, / دبلوم ٢٠١٥ opportunities and threats? (the SWOT analyses)
3 – Concentrate on the customer.	3 – What strategy will give us the most profit? From consumer satisfaction.

- The achievement of objective depends on the **right mix** of product, price, promotion and place (**4P'S**)

Subject	Production Function : وظيفة الانتاج دبلوم ٢٠٠٨
Aims	To define student what is The Production Functions.





Date					
Period					
Class					

Aids

Set book - Black board

Items:

New words

English	Arabic	English	Arabic
Production Function	وظيفة الانتاج	useful	مفيد
forms	صور- أشكال	premises	عقارات
classified	تصنيف	Level	المستوى

- Production Function : ٢٠٠٨ دبلوم ٢٠٠٥

- Is the part of business activity which converts raw materials, components and finished goods into new goods and services. دبلوم ٢٠١٤/٢٠١١/٢٠٠٧/٢٠٠٥

- The production process can take a number of forms:

- 1- Changing the form of raw materials so that they become more useful.
- 2- Combining components so that they form a new product.
- 3- Using premises, equipment and other products to help provide a service.

- Production activity can be classified in two ways:

- 1- By Level
- 2- By process.

Exercise No (16)

Training Note book كراسة التدريبات

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Date					
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Subject	العوامل المؤثرة فى أنشطة الانتاج دبلوم ٢٠٠٦ Factors affection production activity
Aims	To define student what is The Factors affection production activity.
Aids	Set book - Black board

Items: New words

English	Arabic	English	Arabic
Factors	عوامل	Synthetic methods	طرق تركيب صناعي
Legislation	التشريع	Analytic methods	طرق تحليلية
Manufacturing	التصنيع	Extraction	استخراج

- **Classification by level:**

- * Extraction استخراج
- * Raw material process معالجة المواد الخام
- * Manufacturing التصنيع
- * Administration and services. الادارة والخدمات.

- **Classification by process:**

- 1- Analytic methods طرق تحليلية
- 2 Synthetic methods. طرق تركيب صناعي
- 3- Continuous methods. طرق مستمرة

العوامل المؤثرة فى أنشطة الانتاج دبلوم ٢٠٠٦ Factors affection production activity

- 1- Finance ١- التمويل
- 2- The skills of workforce ٢- مهارة قوة العمل
- 3- The available technology ٣- التكنولوجيا المتاحة
- 4- The market ٤- السوق
- 5- Legislation ٥- التشريع
- 6- The state of the economy ٦- حالة الاقتصاد





Date					
Period					
Class					

Subject	The Financing Function ٢٠١١ / ٢٠٠٣ / ٢٠٠٢ وظيفة التمويل دبلوم
Aims	To define student what is The Financing Function .
Aids	Set book - Black board

Items: New words

English	Arabic	English	Arabic
Financing Function	وظيفة التمويل	spends	إنفاق
sources	مصادر	equipment	معدات
monetary	النقدية	acquiring factories	الحصول على المصانع

The Financing Function ٢٠١١ / ٢٠٠٣ / ٢٠٠٢ وظيفة التمويل دبلوم

- The function of **Financing** describes the sources of finance available to a business. دبلوم ٢٠٠٨
- **A study of the finance of a business is concerned with three areas:**
 - 1-The **monetary** resources of a business. الموارد النقدية للأعمال التجارية.
 - 2- The acquisition of **monetary** resources by a business. الحصول على موارد مالية من قبل رجال الأعمال
 - 3- The effective management of **monetary** resources الإدارة الفعالة للموارد النقدية
 - **Money and its markets:** النقود وأسواقها
- The common denominator of each of the three areas is the word "Monetary"
 - **The use of Funds:** استخدام النقود
- A business spends money on acquiring factories and equipment.
 - On paying in the stock to carry business.
 - On paying labour and other necessary expenses.

Exercise No (17)

كراسة التدريبات Training Note book

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Date					
Period					
Class					

Subject	A business must be influenced in the final decision.
Aims	To define student how the business influenced in final decision
Aids	Set book - Black board

Items:

New words

English	Arabic	English	Arabic
final decision	القرار النهائي	size of market	حجم السوق
Borrowing	الاقتراض	business confidence	الثقة بالأعمال
development	التطوير	Management skill	مهارة الادارة

• **A business must be influenced in the final decision.**

- 1- The nature of business. طبيعة الأعمال التجارية
- 2- The size of business. حجم الأعمال التجارية
- 3- The stage of development. مرحلة التطوير
- 4- The size of market. حجم السوق
- 5- Management skill. مهارة الادارة
- 6- The government. الحكومة
- 7- The state of the economy and business confidence. حالة الاقتصاد والثقة بالأعمال

• **Sources of Finance.** مصادر رأس المال

- 1- Owner's capital. رأس المال المملوك
- 2- Borrowing from other people or organization. الاقتراض من الناس أو منظمة أخرى
- 3- Obtaining goods on credit. الحصول على بضائع بالأجل





Date					
Period					
Class					

Subject	Scientific Management: الادارة العلمية دبلوم ٢٠١٤/٢٠٠١
Aims	To define student what is the Scientific Management
Aids	Set book - Black board

Items: New words

English	Arabic	English	Arabic
Scientific Management	الادارة العلمية	Motion study	دراسة الحركة
Method study	دراسة طريقة العمل	Mental revolution	الثورة العقلية
Routing	تحديد خط سير العمليات	Improvement	تحسينات

• **Scientific Management: دبلوم ٢٠١٤/٢٠٠١ الادارة العلمية**

- Is the art of knowing exactly what to be done and the best way of doing it. دبلوم ٢٠١٥/٢٠٠٨ / ٢٠٠٦/٢٠٠٤ / ٢٠٠٣

• **Elements of Scientific Management: عناصر الادارة العلمية / دبلوم ٢٠٠٩/٢٠٠٦/٢٠٠٤**

- 1- Determination the task. تحديد المهام / دبلوم ٢٠٠٢
- 2- Planning of industrial operation. تخطيط العمليات الصناعية
- 3- Proper selection and training workers. الاختيار والتدريب المناسب للعمال
- 4- Improvement in methods of work. تحسين طرق العمل / دبلوم ٢٠٠٢
- 5- Modification of organization. تعديل المنظمة
- 6- Mental revolution. الثورة العقلية / دبلوم ٢٠١٥

• **The task must be:**

1- **Method study: دراسة طريقة العمل / دبلوم ٢٠٠٩/٢٠٠٧**

- Method study should be conducted before making motion and time studies.

2- **Routing: تحديد خط سير العمليات**

- "Routing sheet" is prepared indicating the exact route for each task.

3- **Motion study: دراسة الحركة / دبلوم ٢٠١٦/٢٠١٤/٢٠٠٣/٢٠٠٢**

- is an examination of methods and movements of the operation.

Exercise No (18)

كراسة التدريبات Training Note book

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Date					
Period					
Class					

Subject	Scientific Management: الادارة العلمية
Aims	To define student what is the Scientific Management
Aids	Set book - Black board

Items: New words

English	Arabic	English	Arabic
Time study	دراسة الوقت	incentive	حافز
Fatigue study	دراسة الاجهاد	Issuing orders	اصدار الأوامر
Rate setting	وضع المعدلات	sweating of labour	ضيق العمل

4- **Time study:** دراسات زمنية (دراسة الوقت) دبلوم ٢٠٠٢/٢٠٠٨

- is the art of observing and recording the time required to do each detailed elements of an industrial operation.

Time study leads to the following benefits: الدراسات الزمنية تؤدي للفوائد التالية

- 1- It determines the standard time for each task. دبلوم ٢٠٠٢
- 2- It facilitates the setting of piece rate.
- 3- It eliminates indefiniteness.

5- **Fatigue study:** دراسة الاجهاد

- under this study it will be found out, how a long period of rest should be.
- is meant to prevent any sweating of labour and at the same time to increase the workman's productivity.

6- **Rate setting:** وضع المعدلات

- is required to create incentive in a workman to exert him to the fullest capacity.

● **Planning of industrial operation:**

- After setting the task to the work the next step is to plan the production so that the work goes systematically.

● **The following function depending on the degree of control designed:**

- 1- Issuing orders.
- 2- Routing or laying out the sequence of machines, operations and process.
- 3- Stating all operations and processes as per the schedule.
- 4- Collecting all returns and records of performance.





Date					
Period					
Class					

Subject	Taylor and eight functional formen وظائف تايلور الثمانية
Aims	To define student what is the Taylor and eight functional formen
Aids	Set book - Black board

Items: New words

English	Arabic	English	Arabic
Proper selection	الاختيار المناسب	Route clerk	كاتب خط سير العمليات
training	تدريب	gang clerk	رئيس مجموعة
Symbols	عينات	The inspector	المفتش

- **Proper selection and training of workers:** would lead to increase in efficiency as is evidenced from the two well-known instances cited by Taylor.
- **Improvement in the methods of work involves:** تحسين طرق العمل يتضمن
 - 1 - Tools and equipment. الأدوات والمعدات
 - 2 - Speeds. السرعة
 - 3 - Conditions of work. ظروف / حالات العمل
 - 4 - Materials. مواد خام
 - 5 - Symbols. عينات

1 Modification of organization:

- **According Taylor there should be eight functional formen. Viz.**

- 1- Route clerk. موظف كاتب خط سير العمليات
- 2- Instruction card clerk. موظف التعليمات
- 3- Time and cost clerk. موظف الوقت والتكلفة
- 4- The function of gang clerk. وظيفة رئيس مجموعة
- 5- The functions of speed boss. موظف رئيس السرعة
- 6- The functions of repair boss. موظف رئيس التصليحات
- 7- The inspector. المفتش
- 8- The shop disciplinarian. الحريص على النظام

Exercise No (19)

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Date					
Period					
Class					

Subject	Henry Fayol and Scientific Management. هنرى فويل والادارة العلمية
Aims	To define student what is the Henry Fayol and Scientific Management
Aids	Set book - Black board

New words

English	Arabic	English	Arabic
activities	أنشطة	Commercial	تجارية
Coordination	التنسيق	Technical	فنية
Command	الأوامر	Security	ضمان - أمان

2 Henry Fayol and Scientific Management. هنرى فويل والادارة العلمية

3 **Fayol** saw management as a scientific process built up of **five** elements.

1- Planning. فويل رأى ان الادارة كعلم تبني على خمس عناصر: 1- التخطيط

2- Organization. التنظيم

3- Command. الأوامر

4- Coordination. التنسيق

5- Control. الرقابة

4 **Fayol** group the activities at: فويل جمع الأنشطة فى

1- Technical. فنية

2- Commercial. تجارية

3- Financial. مالية

4- Security. ضمان - أمان

5- Accounting. المحاسبة

6- Managerial. الادارية





Date					
Period					
Class					

Subject	Fayol Fourteen principles of management: مبادئ فويل فى الادارة
Aims	To define student what is the Fayol Fourteen principles of management
Aids	Set book - Black board

Items: New words

English	Arabic	English	Arabic
principles	مبادئ	Unity of direction	وحدة التوجيه
Division of work	تقسيم العمل	Scalar chain	تدرج السلطة
Unity of command	وحدة الأمر	Equity	العدالة

5 Fayol Fourteen principles of management: مبادئ فويل فى الادارة

- 1- Division of work. تقسيم العمل دبلوم ٢٠٠١
is the **principle of specialization** through which higher norms of efficiency and standardization are attained. دبلوم ٢٠٠٤
- 2- Authority and accountability. السلطة والمحاسبة
- 3- Discipline. الانضباط
- 4- Unity of command. وحدة الأمر
The principles of **Unity of command** Is a directing and leading, as well as an organizing principle. دبلوم ٢٠٠٢/٢٠٠٤/٢٠١٦
Unity of command provides security. دبلوم ٢٠٠٥
- 5- Unity of direction. وحدة التوجيه
- 6- Superiority of the general interest over partial or individual interests.
- 7- Adequate remuneration and incentive payment. الحوافز والمكافآت المناسبة
- 8- Centralization. المركزية
- 9- Scalar chain. دبلوم ٢٠١٦ / تدرج السلطة - تسلسل الأوامر
- 10- Order. الأمر- الترتيب
- 11- Equity. العدالة. دبلوم ٢٠٠٥
- 12- Stability and Security. الاستقرار والأمان
- 13- Initiative. دبلوم ٢٠٠٦ الحافز
- 14- Cooperation and follow feeling (esprit de corps) التعاون - روح الفريق

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Date					
Period					
Class					

Subject	Advantages of Scientific Management: مزايا الادارة العلمية
Aims	To define student what is the Advantages of Scientific Management
Aids	Set book - Black board

Items: New words

English	Arabic	English	Arabic
Objections	اعتراضات	earning	مكاسب
healthy co-operation	تعاون صحي - مفيد	wages	أجور
aptitude	اتجاهات	avoided	تجنب

1 Advantages of Scientific Management: مزايا الادارة العلمية

- 1- Workers are selected for jobs according to their aptitude.
- 2- The workers are benefited by the training.
- 3- The workman is paid extra wages if he completes the work within the specified time.
- 4- There is no sweating of labour.
- 5- The scientific management has developed a healthy co-operation between the workers and employer. دبلوم ٢٠٠٣
- 6- All types of wastages and losses are avoided, output is maximized and costs are lowered.
- 7- There is possibility for raising the earning of workers, increasing the profits.

2 Objections to Scientific Management: الاعتراضات على الادارة العلمية دبلوم ٢٠٠٥

- 1- Employee objections.
- 2- Workers objections.

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Date					
Period					
Class					

Subject	Revisions
Aims	To training student about the examination
Aids	Examination last years

Items:

New words

حل امتحانات الأعوام السابقة

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Date					
Period					
Class					

Subject	Revisions
Aims	To training student about the examination
Aids	Examination last years

Items:

New words

حل امتحانات الأعوام السابقة

Exercise No (23)
Training Note book كراسة التدريبات
Page no :





Date					
Period					
Class					

Subject	Revisions
Aims	To training student about the examination
Aids	Examination last years

Items:

New words

حل امتحانات الأعوام السابقة

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Training Note book كراسة التدريبات
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Date					
Period					
Class					



Date					
Period					
Class					



كل عام وأنتم بخير
أ/ محمد سعد صقر

