

Managerial Readings

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Content

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1. **Management**
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7. Leading
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	Components	Marks	
	Assignment 1	10	
	Assignment 2	10	
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	Assignment 4	10	
	Semester Exam	10	
	Final Exam	50	

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	Semester Exam	Final Exam	Types of Questions
	✓	✓	Multiple-choice questions
	✓	✓	True / False questions
	✓	✓	Fill in the blanks
		✓	Match the terms to their explanations
		✓	Define the terminologies
		✓	Short essay questions

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Assignment 1

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1. Go to Salem Al-Jundi's [YouTube channel](#).
2. Select one video clip among 49 videos in Microeconomics and Macroeconomics.
3. Each pair of students should submit Assignment 1.
4. Listen and then write an article of 200±20 words about the video you selected.

5. Write your full name, classmate, and the section (morning or evening) in the first line.
6. Write the video's title in the second line.
7. Send your answer to salem.aljundi@kunoozu.edu.iq, and start your email with your names, the section, and the video's title. The topic is assignment 1. Moreover, wait to receive confirmation.
8. Avoid similarities with other articles.
9. The first student should only send the email, not the second one.

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Assignment 1

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Assignment 1

احمد سالم علي وريم لؤي خالد (صباحي)

Scope of Economics

Economics studies how individuals and societies choose to use the scarce resources that nature and previous generations have provided.

Why Study Economics?

1. To Learn a Way of Thinking: The study of economics teaches us a way of thinking and helps us make decisions.
2. To Understand Society: The study of economics is an essential part of the study of society.
3. To Be an Informed Citizen: To be an informed citizen requires a basic understanding of economics.

The Scope of Economics

Microeconomics: The branch of economics that examines the functioning of individual industries and the behavior of individual decision-making units—firms and households.

Macroeconomics: The branch of economics that examines the economic behavior of aggregates—income, employment, output, and so on—on a national scale.

The Method of Economics

Positive (Objective) economics: An approach to economics that seeks to understand behavior and the operation of systems without making judgments. It describes what exists and how it works.

Normative (Subjective) economics: An approach to economics that analyzes outcomes of economic behavior, evaluates them as good or bad, and may prescribe courses of action. It is also called policy economics.

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Chapter 1. Management



- Management
- Functions of Management
- Questions
- Resources
- Questions

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Management

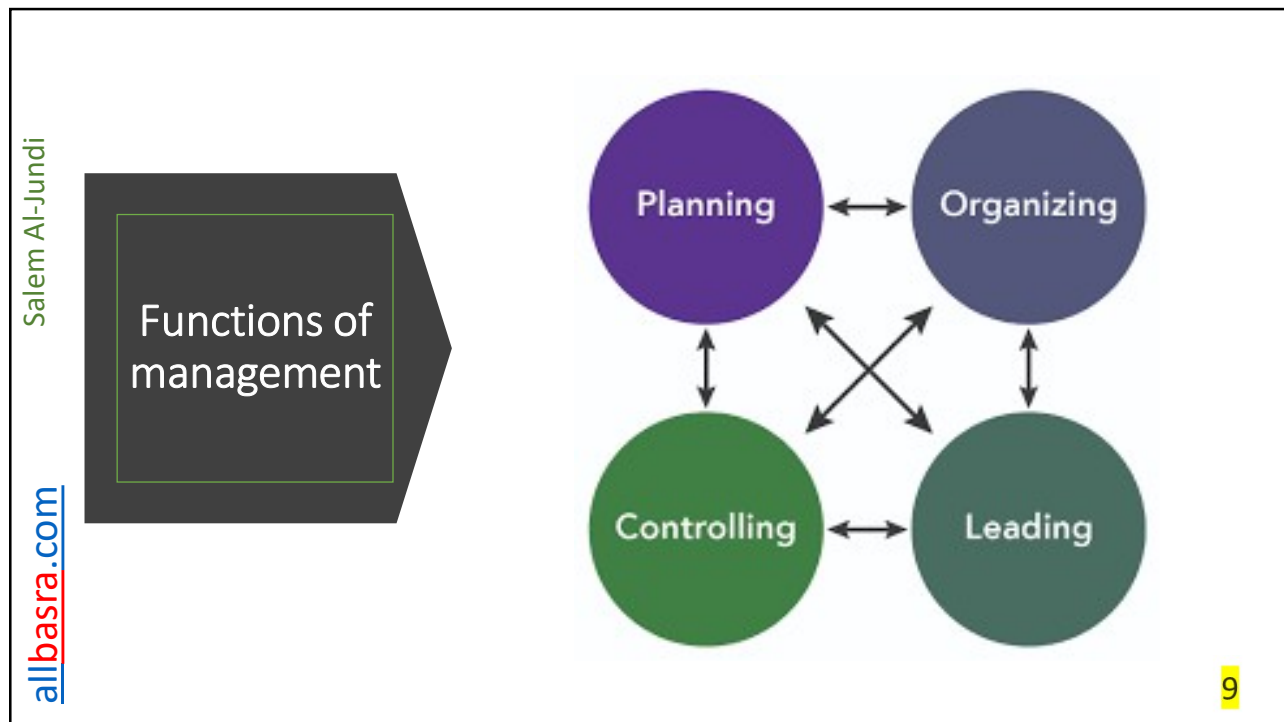
Management is the process of planning, organizing, directing, and controlling resources (human, financial, physical, and informational) **to** achieve organizational goals effectively and efficiently. It involves coordinating the efforts of people to achieve the goals and objectives of an organization. **Management is** a crucial aspect of any organized activity, whether it be a business, government agency, nonprofit organization, or any other entity **کیان**.

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Functions of management

The four key functions of management **are** often described as follows:

1. **Planning**: This involves setting goals, defining strategies, and outlining tasks to achieve the objectives of an organization. Planning is essentially اساسا the process **of** deciding in advance what needs to be done and how it will be done.

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Functions of management

2. **Organizing**: This function involves arranging and structuring the resources (human, financial, and physical) of **an** organization to implement the planned activities. It includes designing roles, responsibilities, **and** relationships among members of the organization.

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Functions of management

3. **Leading** (or directing): Leading involves influencing and motivating people to achieve organizational goals. It includes tasks such **as** decision-making, communication, and resolving conflicts. Leadership is about guiding and inspiring individuals to contribute **their** best efforts.

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Functions of management

4. **Controlling**: Controlling is the process of monitoring, measuring, and regulating تنظيم ongoing activities to ensure that they are in line with the planned goals. It involves comparing actual performance with planned performance, identifying any deviations, and taking corrective action when necessary.

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Management (Summary)

Management is applicable in various contexts, including business management, project management, public administration, and nonprofit organizations. Different management theories and styles have evolved تطورت over time, and effective managers often employ a combination of approaches based on the specific needs and circumstances of their organizations.

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Choose the best correct alternative from each of the following multiple-choice questions and put a circle at the right answer.

Which function of management involves arranging and structuring the resources of an organization to implement planned activities?

- A) Planning
- B) Organizing
- C) Leading
- D) Controlling

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Mark the following statements as true or false.

True	False	The Statements
	X	Planning is the management function that involves monitoring and regulating ongoing activities to ensure they align with the organization's goals.

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Match the terms below to their explanations in the table.

Efficiency
Manager
Organizing
Controlling

The terms:	Their explanations:
Manager	S/he is like a leader who oversees and directs the work of a team or an organization. It's someone who plans, organizes, and makes decisions to ensure things run smoothly.

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Define the following terminologies:

Terms	Definitions
Management	Management is the process of planning, organizing, directing, and controlling resources (human, financial, physical, and informational) to achieve organizational goals effectively and efficiently. It involves coordinating the efforts of people to achieve the goals and objectives of an organization. Management is a crucial aspect of any organized activity, whether it be a business, government agency, nonprofit organization, or any other entity.

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Answer the following essay questions:

Differentiate between management and leadership.

Management is primarily concerned with the efficient planning, organization, and control of resources to achieve established goals within an organization. Leadership, on the other hand, is centered around inspiring and influencing individuals or teams to collectively work toward a shared vision or goal.

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Fill in the blanks with the most appropriate words from the table.

is	with	to	of
----	------	----	----

Management is the process of planning, organizing, directing, and controlling resources (human, financial, physical, and informational) (1) ...**to**... achieve organizational goals effectively and efficiently. It involves coordinating the efforts of people to achieve the goals and objectives of an organization.

Management (2) ...**is**... a crucial aspect of any organized activity, whether it be a business, government agency, nonprofit organization, or any other entity.

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Resources (human, financial, physical, and informational)

Organizations rely on human resources for the skills and efforts of their workforce, financial resources for funding and investment, physical resources for infrastructure and tools, and informational resources for data and knowledge.

Efficient management of these resources is essential for an organization to achieve its goals and maintain a competitive edge *الميزة التنافسية* in its respective industry.

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Resources (human, financial, physical, and informational)

1. Human Resources:

Human resources refer to the people who work for an organization. This includes all employees, from entry-level workers to top executives *كبار المديرين التنفيذيين*. Human resources management involves activities such as recruitment, training, development, performance appraisal, and employee relations.

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Resources (human, financial, physical, and informational)

2. Financial Resources:

Financial resources encompass the monetary assets and capital available to an organization. This includes funds for operating expenses, investments, and strategic initiatives. Financial management involves budgeting, accounting, financial planning, and decision-making to ensure the organization's financial health and sustainability *الاستدامة*.

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Resources (human, financial, physical, and informational)

3. Physical Resources:

Physical resources include tangible assets and infrastructure used by an organization to carry out *تنفيذ* its activities. This category comprises facilities, equipment, technology, machinery, and any other physical assets required for the organization's operations. Effective management of physical resources involves maintenance, utilization optimization *تحسين الاستخدام*, and strategic planning for future needs.

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Resources (human, financial, physical, and informational)

4. Informational Resources:

Informational resources consist of data, knowledge, and information that an organization uses to support its decision-making processes and daily operations. This includes databases, software systems, intellectual property, and the expertise of employees. Information management involves gathering, processing, storing, and disseminating information to facilitate effective decision-making and operations.

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Choose the best correct alternative from each of the following multiple-choice questions and put a circle at the right answer.

What is the primary focus of the management function known as "organizing"?

- A) Setting organizational goals
- B) Coordinating resources to achieve goals
- C) Motivating and inspiring employees
- D) Monitoring and regulating ongoing activities

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Choose the best correct alternative from each of the following multiple-choice questions and put a circle at the right answer.

Which management function involves the process of monitoring, measuring, and regulating ongoing activities to ensure they align with organizational goals?

- A) Planning
- B) Organizing
- C) Leading
- D) Controlling

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Choose the best correct alternative from each of the following multiple-choice questions and put a circle at the right answer.

What is the main emphasis of leadership in an organizational context?

- A) Coordinating activities for efficiency
- B) Ensuring compliance with plans
- C) Inspiring and influencing people
- D) Monitoring and assessing performance

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Choose the best correct alternative from each of the following multiple-choice questions and put a circle at the right answer.

Which type of resource includes tangible assets such as facilities and equipment?

- A) Human resources
- B) Financial resources
- C) Physical resources
- D) Informational resources

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