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to delegate DEFINITION OF ORGANIZING  
“The process of determining the tasks to  
be

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manager's ability to prioritize work, to work efficiently, and to delegate appropriately.

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organization” (Lewis) Definition Of  
Management “The process of  
administering and coordinating

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resources effectively, efficiently, and in an effort to achieve the goals of “The process of planning, organizing, leading & controlling that encompasses human, material, financial & information

## **FUNDAMENTAL OF MANAGEMENT (MGT162)**

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...

: Fundamental of Management (MGT 162) Semester: 01 Resource Person: Puan Nurhidayah Binti Ali 1.0 OBJECTIVE At the end of the course, student should be able to: 2.0 1.1 Define basic functions of management namely, planning, organizing, leading and controlling 1.2

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To understand the management terms, concepts and its in business management

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Firstly, we would like to thanks to our Fundamentals of Management's lecturer, Sir Zainuddin Bin Mohd Piah. He had

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guided us on how to complete this assignment. Every week in class, he always reminds and gives guideline on how to search information about this assignment. ... 16 REFERENCES 1) MGT 162 FUNDAMENTALS OF MANAGEMENT (SLIDE) 2 ...

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- Management must posses vision • Management must use judgemental skill
- Management is influenced by contingency factors • However not all management authors agree that mgt is an art. Some consider management as a science. In fact most management authors consider mgt as both an art and



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a science.

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: PART A (20 Questions) PART B (20

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Questions) PART C (5 Questions) PART D (5 Questions) 2. Answer ALL questions in PART A, PART B, and PART C and three (3) from PART D.

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TO MANAGEMENT Learning Objectives  
After completing this chapter, students  
should be able to: Define what  
management is Identify and explain the



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basic managerial functions Understand the roles that managers play Describe the three levels of managers in terms of the skills that they need and the activities in which they are involved ...

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