

Course Title:	Management Writing Skills
Course code:	FIN105
Pre-required courses:	None
Course Level:	Fourth
Credit Hours:	2 hours
Teaching Language:	Arabic
<b>Course Description:</b>	
<p>This course describes skills, information and methods used in writing reports in general, and financial reports in particular in order to deepen students' abilities on functional precise writing, and to overcome writing problems. The course helps in the acquisition of knowledge and in building cultural awareness. Students will be assessed through variety of tools to polish their skills.</p>	
<b>Course Aims:</b>	
<p>This course aims to :</p> <ul style="list-style-type: none"> <li>• Introduce the concept of financial reporting and its importance.</li> <li>• Recognize the relationship between reporting and communications.</li> <li>• Differentiate between administrative and financial reports.</li> <li>• Understand the objectives of the report.</li> <li>• Recognize basic skills for writing a good report.</li> <li>• Acquire basic steps and stages for report preparation.</li> </ul> <p>Recognize ways to save reports.</p>	
<b>Course Contents:</b>	
<ul style="list-style-type: none"> <li>• To learn about reports: their nature and importance.</li> <li>• Types of reports and their characteristics.</li> <li>• The aim of the report.</li> <li>• Stages and steps of preparing a report.</li> <li>• Good report specifications.</li> <li>• The formal aspects of a report.</li> <li>• Summarizing and saving reports.</li> <li>• Developing administrative writing skill.</li> </ul>	