**Answer all Questions**

Q1:
Controlling is one of the manager functions that required attention; refer to this concept answer the followings:

1. Controlling conceptions and the needs for it.
2. Steps of controlling.
3. Types of control.

Q2:
Planning is usually leading, while controlling is lagging, depend on this theme, explain the followings:

1. What your understand from this theme, explain.
2. Types of plans.

Q3:
Speaks briefly about the function of coordination, explain the types of depending between department, mentioning the problems that facing effective coordination.

Q4:
Organization hierarchy differ from organization to another, due to its functions, referred to this idea, explain the following:

1. Types of organizations hierarchy.
2. Advantage and dis advantages of matrix organization.