

QARSHI MUHANDISLIK-IQTISODIYOT INSTITUTI**KALENDAR REJA****O'quv yili:** 2022-2023, **Semestr:** 7-semestr, **Guruh:** MJ-108-19**Mutaxassislik:** Menejment (tarmoqlar va sohalar bo'yicha)**Kafedra:** Xorijiy tillar**Fan nomi:** Amaliy ingliz tili**O'qituvchi F.I.Sh.:** DJUMAYEVA GO'ZAL AZIZOVNA**Mashg'ulot:** Amaliy

№	Fan mavzulari	Soat	Sana	Belgi
1	What is management?	2	10.09.2022	+
2	Functions of management	2	17.09.2022	+
3	Leadership styles	2	24.09.2022	+
4	Office supplies	2	08.10.2022	+
5	Office equipment	2	15.10.2022	+
6	Parts of the office	2	22.10.2022	+
7	Types of businesses	2	29.10.2022	+
8	Types of work	4	05.11.2022 19.11.2022	+
9	Pay and benefits	2	12.11.2022	+
10	Money	6	12.11.2022 26.11.2022 03.12.2022	+
11	Using money	2	10.12.2022	+
12	Bank accounts	2	17.12.2022	+
13	Changes in value	2	24.12.2022	+
14	Departments	2	28.01.2023	+
15	Corporate Governance	2	04.02.2023	+
16	Telephone interactions	2	18.02.2023	+
17	Correspondence			
18	Delegating tasks	2	11.02.2023	+
19	International clients			
20	Business in different cultures	2	25.02.2023	+
21	Getting the job	2	04.03.2023	+
22	Hiring new employees	2	11.03.2023	+
23	Promotions			
24	Terminations	2	18.03.2023	+

25	Scheduling	2	25.03.2023	+
26	Meetings	2	01.04.2023	+

O'qituvchi F.I.Sh. _____

Kafedra mudiri _____