

Course title: Management
Course code: 24040
ECTS credits: 5
Requirements:None
Basic information
Level of studies: Undergraduate applied studies
Year of study: 1
Trimester: 3
Goal: Acquiring basic knowledge of management through basic management functions; acquainting students with the development of scientific thought and application of management, and thus theoretically and practically enabling them to perform complex tasks in the processes of work, management and leadership in organizations, starting from each segment in the process of product production or service provision.
Outcome: Upon completion of this course, students will be able to: define, recognize and apply basic management processes; use concepts, methods and techniques to effectively implement the functions of planning, organizing, leading and controlling; successfully apply all aspects of modern management in a real economic environment; develop managerial logic and thinking
Contents of the course
Theoretical instruction
1.Introduction to management theory; Definition and functions of management; Interdisciplinarity of management, Emergence and development of management, Concepts of modern management; Types and characteristics of managers, Evaluation of managers;
2.Planning and decision making. Nature of planning and planning process, Planning techniques, Stages of planning process, Plan that works; Strategic planning and strategic management, Methods and techniques of strategic management. The concept and significance of decision making. Stages of the decision-making process. Group decision making; Ethics and decision making. Organizational culture: Concept and significance; Sources of organizational culture; Organizational culture management.
3.Organizing. Basic approach to organizing; Organizational structure and organization process, Division of labor and job description; Organizational models; Authority and delegations, authority.

<p>4. Leadership. The concept and essence of leadership; Leadership Fatkori, Leadership Styles, Communication: The Concept and Significance of Communication; Communication process, Types of communication; Forms of organizational communication; Employee Motivation, Motivation Theories, The Role of Managers in Motivating Employees; Innovation and change: The concept and significance of innovation and change; Organizational innovations and changes; Innovation and Change Management</p>
<p>Control: The concept, significance and types of control, Process and methods of control;</p>
<p>Practical instruction (Problem solving sessions/Lab work/Practical training)</p>
<p>1. The exercises, according to the distribution of the material, follow the methodological units and the emphasis is on determining and applying the teaching contents through practical examples and case studies.</p>
<p>2. Students are required to explain, logically connect and analyze management issues in exercises and in that way they show their knowledge and understanding of the teaching material.</p>
<p>Textbooks and References</p>
<p>1. Malesevic V. 2018. Management, School of Applied Studies for Information and Communication Technologies.</p>
<p>2. Williams C, 2011. Principles of Management, Data Status, Belgrade.</p>
<p>3. Petkovic. M; Janićijević N., Bogićević MB, 2014. Organization, Faculty of Economics, Belgrade.</p>
<p>4. Hamel G., The Future of Management, Mate, Zagreb, 2009</p>
<p>Number of active classes (weekly)</p>
<p>Lectures:4</p>
<p>Practical classes: 1</p>
<p>Other types of classes: -</p>
<p>Grading (maximum number of points: 100)</p>
<p>Pre-exam obligations: Points</p>
<p>Activities during lectures: 10</p>
<p>Activities on practical exercises: -</p>
<p>Seminary work:10</p>
<p>Colloquium:40</p>
<p>Final exam: Points</p>

Written exam:40
Oral exam:
Lecturer
Valentina Malešević, MSc
Associate