

**(Table 5.2) Course unit description**

<b>Study program:</b> Business Economics and Management, Economics				
<b>Type and level of studies:</b> Graduate studies				
<b>Course unit:</b> Introduction to management				
<b>Teacher in charge:</b> Jelena Eric Nielsen, Jelena Nikolic				
<b>Language of instruction</b> ( <i>English or other foreign language</i> ): English				
ECTS:7				
Prerequisites:				
Semester: <i>Summer Semester</i>				
<b>Course unit objective:</b> The course is developed to provide basic theoretical and practical knowledge and competences in the field of management. Teaching process will be focused on major roles, competences, skills and functions of management dedicated to effective and efficient organization. Through integration of traditional and contemporary approaches key management activities, planning, organizing, leadership and control will be analyzed. Acquired knowledge is foundation for further development and refining of management skills.				
<b>Learning outcomes of Course unit</b>				
<ul style="list-style-type: none"> <li>• Critical understanding of management concepts, ideas and approaches</li> <li>• Ability to implement management roles and skills in dealing with key challenges</li> <li>• Analysis and evaluation of managerial problems and possible solutions</li> <li>• Learn how to use effective management tools and instruments</li> <li>• Team work, development of communication skills</li> </ul>				
<b>Course unit contents</b>				
<ol style="list-style-type: none"> <li>1. Introduction to management: definition of management, management skills and types;</li> <li>2. Development of management theory;</li> <li>3. The management environment;</li> <li>4. Managerial ethics and corporate social responsibility;</li> <li>5. Foundations of decision making and planning;</li> <li>6. Strategic management;</li> <li>7. Basic organizations design;</li> <li>8. Leadership in organizations;</li> <li>9. Human resource management;</li> <li>10. Controlling: productivity through management and quality control system</li> </ol>				
<b>Literature</b>				
<ul style="list-style-type: none"> <li>• Robbins, S.P. &amp; DeCenzo, D. A. (2005). <i>Fundamentals of Management: Essential Concepts and Applications</i>. Pearson Prentice Hall, New Jersey</li> <li>• Daft, R. &amp; Marcic, D. (2007). <i>Management: The New Workplace</i>. Thomson Higher Education, USA</li> </ul>				
<b>Number of active teaching hours</b>				<b>Other classes</b>
Lectures:	Practice:	Other forms of classes: mentoring system 3 weekly	Independent work: 2 weekly	
				<b>1</b>
<b>Teaching methods</b>				
Case study, individual research				
<b>Examination methods ( maximum 100 points)</b>				
<b>Exam prerequisites</b>	<b>No. of points:</b>	<b>Final exam</b>	<b>No. of points:</b>	
Student's activity during lectures		oral examination	50	
practical classes/tests	20	written examination		
Seminars/homework	30	.....		
Project				
Other				
<b>Grading system</b>				
<b>Grade</b>	<b>No. of points</b>		<b>Description</b>	
<b>10</b>	<b>91-100</b>		Excellent	
<b>9</b>	<b>81-90</b>		Exceptionally good	
<b>8</b>	<b>71-80</b>		Very good	
<b>7</b>	<b>61-70</b>		Good	
<b>6</b>	<b>51-60</b>		Passing	
<b>5</b>	<b>0-50</b>		Failing	