

## Basics of Management Course

<i>Name of the subject:</i> <b>Basics of Management - BSc</b>	<i>SUBJECT code:</i>	Weekly hours: 3 lecture	Credit: 4
<i>Subject leader:</i> Ivan Mihajlovic (Marija Panic)	<i>Academic Degree:</i> <i>Professor</i> (Assistant professor)	Prerequisites: Basic knowledge in the field of sociology and economics from high school.	

**Purpose:** Meeting with the basic concepts and definitions in the field of science of management.

**Course description:** Through this subject, students learn the introductory remarks about the science of management through processing basic theories of management, management processes and functional areas of management.

### Schedule

Weeks	Topics
1.	Introduction to management, Concept and definitions of management
2.	Theories of management: Classical theories (Henry Fayol, Frederic Taylor – Scientific management, Max Weber - Bureaucratic approach), Behavioral theories (Theory of human relations, Theory of hierarchy of needs and motives, Motivational theory of two factors, Theory X and Theory Y, Expectancy theory, Theory Z)
3.	Systematic approach theory, Theory of situational approach, Modern management approaches, Target management
4.	Organizational structure: Functional organizational structure, Divisional organizational structure, Matrix organizational structure, Pyramidal organizational structure
5.	Management processes, Efficiency and effectiveness, Planning process
6.	Organizing process, Staffing process, Coordination process
7.	Process of control, Process of decision making, Tools for decision making
8.	Production management, Research & Development management, Marketing management
9.	Financial management, Staff management, Technology management
10.	Project management, Quality management, Strategic management
11.	Ethics in management, Human resources management, Management and Entrepreneurship
12.	Management of changes, Development of management, Managers and their characteristics
13.	Leadership, Types of leadership, Leaders and their competencies
14.	Further development of management

**Final grade:****Structure of the mark:**

- activity in class – up to 10 points;
- first test – up to 40 points;
- exam – up to 50 points.

The evaluations, based on the results are as follows:

- 0-50 fail (5);
- 51-60 pass (6);
- 61-70 good (7);
- 71-80 very good (8);
- 81-90 excellent (9);
- 91-100 exceptional (10).

**Compulsory literature:**

1. Stephen P. Robbins & Mary Coulter, Management, 7<sup>th</sup> edition, Prentice Hall, 2007.

**Supplemental literature**

1. Gerald Cole, Management Theory and Practice, Middlesax University, 2004.
2. Robert N. Lussier, Management Fundamentals (ISE), Concepts, Applications, Skill Development, Springfield College, 2006.