



- \* Level 1: Tutorial support sessions, materials and exams in this language
- \* Level 2: Tutorial support sessions, materials, exams and seminars in this language
- \* **Level 3: Tutorial support sessions, materials, exams, seminars and regular lectures in this language**

Faculty of Business Economics Academic Year 2019/2020	
1. COURSE BASIC INFORMATION	
<b>COURSE NAME:</b> MANAGEMENT	<b>CODE: 5.01.02.E008</b>
<b>LANGUAGE: english</b>	<b>LEVEL: 3</b>
<b>YEAR: 1<sup>st</sup></b>	<b>SEMESTER: 2<sup>nd</sup></b>
	<b>ECTS CREDITS: 8</b>
2. LECTURER BASIC INFORMATION:	
<b>NAME: Tanja Gavrić</b>	
<b>e-mail: tanja.gavric@gmail.com</b>	
<b>LANGUAGE: english</b>	<b>LEVEL: 3</b>
<b>Course goals:</b>	To introduce functions and tasks of corporative management, which represents an engine of the organization. Students should understand techniques of the managerial functions, as well as to understand basic management functions.
<b>Competencies/learning outcomes</b>	Knowledge regarding management functions, as well as understanding of the role, significance and tasks performed by managers.
<b>Skills</b>	Skills are derived through knowledge regarding planning and realization of managers' functions.
<b>Content description:</b>	<ol style="list-style-type: none"> <li>1. Significance of management</li> <li>2. Micro and macro environment</li> <li>3. Functions of a manager</li> <li>4. Characteristics of a manager</li> <li>5. Planning as a function</li> <li>6. Organizing as a function</li> <li>7. Leading/Leadership as a function</li> <li>8. Recruitment and HR as a function</li> <li>9. Control as a function</li> <li>10. Modern management concept</li> </ol>
<b>Teaching methodology</b>	
Lectures are held in forms: ex cathedra, discussion, guest lecturer. Practical classes of the course include group and individual case study, discussion	
Assessment methodology	
<b>a) Full time students</b>	<b>b) Part-time students</b>
1. WrittenTest 1 ( the first 50% of the content) .....30 points	1. WrittenTest 1 ( the first 50% of the content) .....30 points
2. Written Test 2 (other 50% of the contenst).....30 points	2. Written Test 2 (other 50% of the contenst).....30 points
3. Lecture and practical classes (attendance and activity).....20 points	3. Case study/Seminar paper.....30 points
4. Practical classes (case study/presentaton).....20 points	4. Presentation of activity 3.....5 points
Total :.....100 points	5. Attendance at one of the lectures.....5 points
	Total :.....100 points

<b>NOTE:</b> To achieve the final grade, the student needs to obtain a minimum of 30 points (cumulative for test 1 and test 2, and a minimum of 10 points for one of the tests ) in order to add points from other activities. To pass the course, the student needs to obtain 55 points.	
<b>BOOKLIST:</b> <b>Management – T.S. Bateman, S.A. Snell, R. Konopaske; McGraw Hill, 2015.</b> <b>Fundamentals of management – 11<sup>th</sup> edition, S.P. Robbins; Pearson</b> <b>Strategic management – A. Thompson, A. Strickland, J. Gamble</b>	