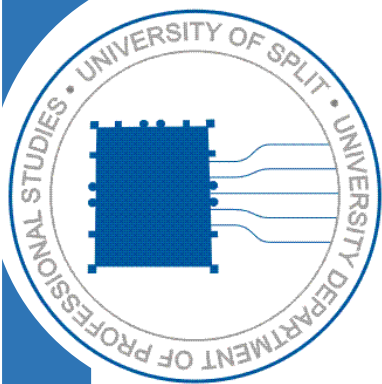


# Course syllabus

## Management



<b>COURSE TITLE</b>		<b>MANAGEMENT</b>				
Course code	STT015	Year of study	1 <sup>st</sup>			
Lecturer(s)	Anita Krolo Crvelin, MsC, senior lecturer	ECTS (Number of credits allocated)	7			
Associates	-	Total lesson hours per semester	Lecture	Seminar	Practical	Laboratory
			30	20	10	0
Course status	obligatory	Percentage share of e- learning	20%			
<b>COURSE DESCRIPTION</b>						
Course Objectives	<ul style="list-style-type: none"> <li>• Critical understanding of basic management concepts and theories and of the manager's roles and tasks in contemporary business organisations.</li> <li>• Acquiring knowledge and applying methods and techniques appropriate for individual managerial functions in modern business conditions.</li> <li>• Developing potential and competencies for management analysis and managerial work on different organisation levels and in different types of organisations.</li> <li>• Adopting and applying effective team-work skills.</li> </ul>					
Course enrolment requirements and entry competencies required for the course	None					
Learning outcomes  On successful completion of this course, student should be able to:	<ol style="list-style-type: none"> <li>1. To define basic terms in the field of Management.</li> <li>2. To explain the influence of different factors affecting business management.</li> <li>3. To interconnect previously gained knowledge in formulating the framework for managerial functions analysis.</li> <li>4. To show the possibility to apply gained theoretical knowledge in real-life business cases.</li> <li>5. To demonstrate effective team-work skills.</li> </ol>					
Course content	week	Content:				
	1.	Introduction to management. Introduction to course, providing information on course, teacher, student's obligations and activities. Introduction to seminar and practical.				
	2.	Basic terms and concepts of management. Roles, tasks and skills of managers. Functions of management.				
	3.	Historical development of management theory. Management in contemporary world. Ethics and social responsibility.				

	4.	Business environment and its influence on management. Types of environment. Environmental analysis (methods and techniques). Adjustment with environmental conditions.					
	5.	Planning – basic concepts and process. Types of business plans. Content of plans.					
	6.	Business strategy and strategic planning. Strategic management. Decision making process.					
	7.	Organizing. Organization structures.					
	8.	1 <sup>st</sup> mid-term exam.					
	9.	Human resource management. Recruiting and selection.					
	10.	Training and development. Performance appraisal. Labour relations.					
	11.	Leadership – basic characteristics and models. Leaders.					
	12.	Motivation. Interpersonal relationships. Communication.					
	13.	Managerial control. Levels of control. Methods and techniques of control.					
	14.	International management. Conclusion.					
	15.	2 <sup>nd</sup> mid-term exam.					
	Types of teaching:	<input checked="" type="checkbox"/> lecture <input checked="" type="checkbox"/> seminars and workshop <input checked="" type="checkbox"/> practical <input checked="" type="checkbox"/> combined e-learning <input type="checkbox"/> field research			<input checked="" type="checkbox"/> self-study <input type="checkbox"/> multimedia <input type="checkbox"/> laboratory <input checked="" type="checkbox"/> mentoring work <input type="checkbox"/> (others)		
	Student obligations	Attending classes, seminar workshops, exams.					
	Monitoring student work (enter the share in ECTS credits for each activity so that the total number of ECTS credits	Class attendance	2,00	Research		Practical work	
Experimental work			Report				
Essay			Seminar	1,50			
Self-study		2,80	Workshop				

corresponds to the credit value of the course):	Project		Office hours, mid-term exams and final exam	0,70		
Assessment and evaluation of student work during classes and at the final exam	<b>CONTINUOUS ASSESSMENT</b>					
	Continuous testing indicators			Performance $A_i$ (%)	Grade ratio $k_i$ (%)	
	Class attendance and activities			50-100	10	
	Seminar			50-100	20	
	First mid-term exam			50-100	35	
	Second mid-term exam			50-100	35	
	<b>FINAL ASSESSMENT</b>					
	Indicators checks			Performance $A_i$ (%)	Grade ratio $k_i$ (%)	
	Final exam			50 - 100	70	
	Previous activities			50 - 100	30	
	Indicators checks			Performance $A_i$ (%)	Grade ratio $k_i$ (%)	
	Final exam			50 - 100	70	
	Previous activities			50 - 100	30	
	Seminar paper and presentation as well as class attendance are prerequisites to attend final exams.					
	The grade (in percentages) is formed on the basis of all indicators that describe the level of student activities according to the relation:					
$Grade (\%) = \sum_{i=1}^N k_i A_i$						
$k_i$ - weighting factor for each activity,						
$A_i$ - success in percentage achieved for a particular activity,						
$N$ - total number of activities.						
<b>PERFORMANCE AND GRADE</b>						
Percentage		Criteria			Grade	
od 50% - 62,4%		basic criteria met			sufficient (2)	
od 62,5% - 74,9%		average performance with some errors			good (3)	

	od 75% - 87,4%	above average performance with minor errors	very good (4)
	od 87,5% - 100%	outstanding performance	outstanding (5)
Required reading	<ol style="list-style-type: none"> <li>1. Robbins, S.P., Coulter, M. (2012). <i>Management</i>. Pearson education inc. New Jersey</li> <li>2. Daft, R.L. (2010.). <i>Management</i>. Cengage Learning. Mason, Ohio.</li> </ol>		
Optional reading	<ol style="list-style-type: none"> <li>1. Principles of management: <a href="https://d3bxy9euw4e147.cloudfront.net/oscms-prodcms/media/documents/PrinciplesofManagement-OP.pdf">https://d3bxy9euw4e147.cloudfront.net/oscms-prodcms/media/documents/PrinciplesofManagement-OP.pdf</a></li> <li>2. Mullins, L. J. (2010). <i>Management &amp; Organisational Behaviour</i>. Pearson. Harlow.</li> <li>3. Robbins, S.P., Judge, T.A. (2013). <i>Organisational Behavior</i>. Pearson.</li> </ol>		
Quality monitoring to ensure the acquisition of established learning outcomes	<ul style="list-style-type: none"> <li>• Records of class attendance and success in performing student obligations</li> <li>• Updating detailed course curricula</li> <li>• Supervision of teaching activities</li> <li>• Continuous quality control of all parameters of the teaching process in accordance with the Action Plans</li> <li>• Semester-based student survey in accordance with the "Ordinance on the procedure of student evaluation of teaching work at the University of Split" (UNIST, Centre for Quality Improvement).</li> </ul>		
Other information	-		