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|--|--------|---------------------|----------------------------------|
| <b>Study program:</b> Finance, accounting and banking, Management of business and logistics, Business informatics and e-business, Tourism and hospitality, Management of food technology and gastronomy  |        |                     |                                  |
| <b>Course name:</b> Basics of management   |        |                     |                                  |
| <b>Professor:</b> prof. Stojanovic R. Zika, PhD  |        |                     |                                  |
| <b>Subject status:</b> compulsory  |        |                     |                                  |
| <b>ECTS:</b> 5   |        |                     |                                  |
| <b>Requirements:</b> no requirements   |        |                     |                                  |
| <b>Aim of the course</b><br>The aim of the course is to familiarize the students with the basic principles of management in different organizations and types of companies, as well as to offer them an opportunity to study leadership and motivation through all management functions, i.e., planning, organization, motivation and control.   |        |                     |                                  |
| <b>Course outcomes</b><br>After successfully completing the course the students will be able to: comprehend the management process through planning, organization and control, apply planning techniques, apply the principles of business organization, use different methods of control, understand the role of leadership and participate in HR management.   |        |                     |                                  |
| <b>Content of the course</b><br><i>Theoretical lectures</i><br>Management genesis in developed economies; Development and expansion of management theory; Hierarchy of motifs and needs; Contemporary management models; Organizational structure and types of management; Management implementation; Management assets; Organizing; Motivation; Control; Organizational behavior; Importance of personality; Life-long manager education; General and specific training programs for managers.<br><i>Practical course work</i><br>The origin and development of management as a science; Scientific management; Functions of management and principles of management operation; X,Y, Z theory; Instrumental and other theories of motivation; American, Japanese, Asia-Pacific management, global economy; The problem of organization – functional, divisional, matrix structure; The management process and planning; SWOT analysis; TOWS matrix; Organizational development, time management; Strategies, measurement and cycles of motivation; Process, types and control power; The scope of organizational behavior, management and leadership. |        |                     |                                  |
| <b>Literature</b> <ul style="list-style-type: none"> <li>• Стојановић, Ж. <i>Основи менаџмента</i>, ВЕШ Лесковац 2003.</li> <li>• Адигес, И. <i>Стилови доброг и лошег управљања</i>, Адигес МЦ Нови Сад, 2004.</li> <li>• Адигес, И. <i>Управљање променама</i>, Адигес Нови Сад, 2005.</li> <li>• Drucker, P. <i>Менаџмент за будућност</i>, Пословни систем Грмеч, Београд, 1995.</li> </ul>  |        |                     |                                  |
| <b>Total number of active teaching classes</b>   |        | <b>Lectures:</b> 30 | <b>Practical course work:</b> 30 |
| <b>Teaching methods</b><br>Lectures; practical course work, presenting successful examples of professional practice in the field of study, case studies, preparation and presentation of term papers.  |        |                     |                                  |
| <b>Evaluation (maximum points 100)</b>   |        |                     |                                  |
| <b>Pre-exam activities</b>   | Points | <b>Final exam</b>   | Points                           |
| Active participation in lecture classes  | 5      | Written exam        | /                                |
| Active participation in practical course work  | 5      | Oral exam           | 45                               |
| Colloquium 1   | 30     | .....               |                                  |
| Colloquium 2   | /      |                     |                                  |
| Term paper(s)  | 15     |                     |                                  |