

## SYLLABI

Basic data of the subject	
Academic unit	Faculty of Management
Subject	Management
Level	Bachelor
Course status	Mandatory
Year of studies	I
Semester	II
Number of hours per week	3
Value of credits - ECTS	6
Time/ Location	USHAF
Course lecturer	Prof. Asoc. Dr. Afrim E. Loku
Contact details	Afrim.Loku@ushaf.net
Course description	
<b>Course description</b>	This course gives students basic management concepts and knowledge. Through this course students will be introduced to the basics of management as a science and as a profession focusing on the topics: Managers and Management, Basics of Planning, Definition of Planning and Planning in Unsafe Environments, Basics and Decision Making Processes and Quantitative Techniques that help in Decision Making, Organization, Basic Organizational Designs, Staffing and Human Resource Management, Career Module and Career Building, Leadership, Basics of Individual Behavior and Group Behavior, Employee Motivation and Reward, Early Motivation Theories, Leadership and Trust, Managers vs. Leaders, Communication and Interpersonal Skills, Understanding and Functions of Communication, Types of Control, Entrepreneurs and Control, Value Chain Management and PERT Analysis, students will also have the opportunity to get to know and master the processes managerial and managerial functions.
<b>Course objectives</b>	The main purpose of this course is to provide students with basic knowledge on the roles and functions of a manager in a business organization, to analyze in detail the environment in which organizations operate in order for managerial decisions to have a high level of effectiveness. Also, this course aims to help students understand how to rationally use assistive techniques in order to improve the quality of management.
<b>Expected learning outcomes</b>	Upon completion of this module, students will be able to: <ul style="list-style-type: none"> <li>• Recognize the historical development of work management and organization,</li> <li>• Develop and organize management,</li> <li>• Understand the main features of modern management,</li> <li>• Know about the forms of managerial decision making,</li> <li>• Distinguish the efficient ways of communication in an enterprise,</li> <li>• Gain basic organizational skills and competencies in an enterprise,</li> </ul>

	<ul style="list-style-type: none"> <li>Be competent as part of the management team for business activities in an enterprise,</li> </ul>		
<b>Contribution to the student load (which must correspond with learning outcomes)</b>			
<b>Activity</b>	<b>Hours</b>	<b>Days/Weeks</b>	<b>Total</b>
Lectures	2	15	30
Theoretical exercises / laboratory	1	15	15
Internship	5	1	5
Contacts with teacher / consultations	1	5	5
Field exercises			
Midterm, seminars and projects.	2	2	4
Homework	2	10	20
Studying (at the library or at home)			45
Final preparation for the exam	3	5	15
Time spent on evaluation (tests, quiz and final exam)	3	2	6
Projects and presentations	1	5	5
<b>Total</b>			<b>150</b>
<b>Teaching methodology</b>	Lectures and exercises combined with case studies and class discussions,		
<b>Assessment methods</b>	<p>During the semester two written tests with 40 points each will take place, or the student has the right to take only the final exam which has 80 points (written / oral test), the test contains open-ended questions, assignments and multiple-choice questions (student passes the exam if he or she accumulates 50 points from all the evaluation criteria),</p> <p>10 points – Activity and attendance  10 points – Seminar paper (midterm)/ Case study  80 points – two tests, or final exam</p>		
<b>Teaching tools</b>	Whiteboard, the Internet, wireless, computer, projector, Power Point, etc.		
<b>Theory vs. practice ratio</b>	70% - Theory 30% - Exercises		
<b>Literature</b>			
<b>Basic literature</b>	1. Stephen P. Robbins & David DeCenzo, “Bazat e Menaxhimit” - Koncepte dhe Aplikime themelore, Prentince Hall, 2011		
<b>Additional literature</b>	1. Shyqri LLACI “Manaxhimi”, Tiranë 2010 2. Shyqri LLACI “Teste,Ushtrime dhe Raste Studimore” 2010		
<b>Designated learning plan:</b>			
<b>Week</b>	<b>Lecture</b>		
<b>Week one</b>	<b>Managers and Management, History Module, Managerial Environment</b> Literature: Stephen P. Robbins & David DeCenzo, “The Basics of		

	Management” - Basic Concepts and Applications, Prentice Hall, 2011, pp. 29-118
<b>Week two</b>	<b>Basics of Planning, Definition of Planning and Planning in unsafe environments</b> Literature: The same book Pp.124-162
<b>Week three</b>	<b>Basics of Decision Making Processes and Quantitative Techniques that Assist in Decision Making</b> Literature: The same book Pp.164-206
<b>Week four</b>	<b>Organization, Basic Designs of the Organization</b> Literature: The same book Pg.210-244
<b>Week five</b>	<b>Hiring Staff and Human Resource Management, Career Module and Building Your Career.</b> Literature: The same book Pages 246-299
<b>Week six</b>	<b>Leadership, Basics of Individual Behavior and Group Behavior,</b> Literature: The same book Pp.334-397
<b>Week seven</b>	<b>Introduction of work teams, First Test,</b>
<b>Week eight</b>	<b>Employee Motivation and Reward, Early Motivation Theories</b> Literature: The same book Pp.404-441
<b>Week nine</b>	<b>Leadership and Trust, Managers vs. Leaders</b> Literature: The same book Pp.443-480
<b>Week ten</b>	<b>Communication and Interpersonal Skills, Understanding communication functions</b> Literature: The same book Pp.482-523
<b>Week eleven</b>	<b>Control and its processes and actions</b> Literature: The same book P.526-536
<b>Week twelve</b>	<b>Types of Control, Entrepreneurs and Control</b> Literature: The same book P.537-560
<b>Week thirteen</b>	<b>Operations Management,</b> Literature: The same book Pp.562-570
<b>Week fourteen</b>	<b>Value Chain Management and PERT Analysis</b> Literature: The same book Pp.571-593
<b>Week fifteen</b>	<b>Control - review, Second Test,</b>
<b>Academic policies and rules of conduct</b>	
The student is required to attend the lectures regularly and to have appropriate behavior towards the colleagues and the staff of the University, as well as to maintain order in the classroom and actively participate in lectures and exercises.	