

Basic data of the subject			
Academic unit:	Faculty of Management		
Subject title:	Management		
Study level:	Bachelor		
Subject status:	Compulsory		
Year of study:	I		
Number of hours per week:	4		
Value of credits - ECTS:	6		
Lecturer of the subject:	Afrim Loku, PhD		
Contact details:	afrim.loku@ushaf.net		
Description subject			
Description subject	The module is focused on the manner and organization of management as a discipline, with the emphasis on: Importance, Understanding and Necessity of Management; Historical Development of Management Science; Business and business environment; External Business Environment; Communication & Coordination; Planning; Decision Making Process; Delegation of Decision Making; Organizational Managerial Function; Motivation; Leadership; Management Control; International Business Management; Information Technology and Business.		
Purpose of the subject			
Purpose of the subject	Students will be provided with the basic knowledge of the importance and role of management in the company. They will be acquainted with the process of applying management functions to a company that pursues to have long-term market sustainability. They will become familiar with the duties and work of a manager in business organization.		
Learning outcomes:			
Learning outcomes:	<p>After the successful completion of the module, the student will be able to:</p> <ul style="list-style-type: none"> <li>• Understand the core concept of management as a process,</li> <li>• Analyse management problems and provide feedback,</li> <li>• Apply skills in function of efficient management in company,</li> <li>• Be competent to be part of a management team in the company,</li> </ul>		
Contribution in Student's learning ( should correspond with Students learning outcomes)			
Activity	Hrs	Days/weeks	Total
Lectures	4	15	60
Theory/Lab exercises			
Practical work	1	5	5
Contact hours/consultations with lecturer	1	5	5

Exercises in the field			
Tests, seminars	1	2	2
Home work	2	5	10
Student's independent study time (library or home)			60
Final preparation for exam	1	2	2
Time spent during assessment (tests, quizzes, final exam)	3	2	6
Projects, presentations, etc.			
<b>Total</b>			<b>150</b>

<b>Methodology of teaching (and learning)</b>	Lectures and exercises combined with case studies and classroom discussions
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<b>Assessment Methods (Eligibility Criteria)</b>	Assessment method: 45 % - Test 1, 45 % - Test 2, 10 % - Attendance and participation, 90 % - Final exam, (for students who fail to score with Test 1 and Test 2)
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<b>Facilitating Equipment - IT</b>	Use of Internet, Wireless, Projector, Power Point, Computer, Black Board, etc.
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<b>Theory and practice ratio</b>	75% Theory, 25% Case studies, Discussions, Presentations.
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#### List of References

<b>Basic literature:</b>	➤ <i>Stephen P. Robbins dhe David DeCenzo: "Bazat e Menaxhimit - Koncepte dhe aplikime themelore, Botimi i gjashtë, 2011.</i>
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<b>Additional literature:</b>	➤ <i>Shyqri LLACI "Manaxhimi", Tiranë 2008,</i> ➤ <i>Berim Ramosaj: "MENAGEMENT – Bazat e menaxhmentit" Botimi i katert, Prishtine, 2004,</i> ➤ <i>Shyqri LLACI "Teste, Ushtrime dhe Raste Studimore" 2008</i>
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#### Lectures Timeline

<b>Week</b>	<b>Lectures to be held:</b>
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<i>First week:</i>	Presentation - Introduction to the students with the course syllabus, Management - its importance, meaning and necessity,
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<i>Second week:</i>	Historical development of management science,
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<i>Third week:</i>	Business and the business environment,
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<i>Fourth week:</i>	The external business environment,
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<i>Fifth week:</i>	Communication & Coordination,
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<i>Sixth week:</i>	Planning, Decision Making Process,
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<i>Seventh week:</i>	Interactive Discussion on the course material - The first test,
<i>Eighth week:</i>	Delegation of decision-making,
<i>Ninth week:</i>	The managerial function of the organization,
<i>Tenth week:</i>	Motivation, Leadership,
<i>Eleventh week:</i>	Managerial control,
<i>Twelfth week:</i>	Leadership, and managerial skills,
<i>Thirteenth week:</i>	International Business Management,
<i>Fourteenth week:</i>	Information Technology and Business
<i>Fifteenth week:</i>	Interactive Discussion on the course material - Second Test,
<b>Academic policies and rules of conduct:</b>	
<i>Regular attendance, maintaining the order and active engagement in dialogue during lectures and exercises is compulsory.</i>	