

Syllabus

Basic data of the subject			
Academic unit:	Faculty of Engineering and Informatics		
Title of the subject:	Theory and Management Practices		
Level:	Master		
Course Status:	Core		
Year of studies:	I		
Number of hours per week:	3		
Value of Credits - ECTS:	6		
Time / location:			
Course lecturer:	Prof.As.Dr. Sejdi Hoxha		
Contact details:			
Course Description	Introduction to Management. Evolution of Management. Understanding Organizations, Corporate Culture, Organizational Structure, Business Communication, Managerial Decision Making Process, Leadership, Motivation, Change Management, Management Information System.		
Objectives of the course:	This course aims to develop conceptual knowledge of Business Management. The study approach also enables students to understand and analyze the practical aspects of management to become a skilled manager in a corporate business.		
Expected learning outcomes:	<p>Upon successful completion of this subject, student will be able to:</p> <ul style="list-style-type: none"> • understand the mechanics of engineering materials • analyse the physical and chemical properties of materials including metals, ceramics, polymers and their contents • analyse the processes of obtaining these materials • appreciate the possibilities of applying modern materials instead of traditional ones 		
Contribution to the student load (which must correspond with learning outcomes)			
Activity	Hour	Day/Week	In total
Lectures with lab tutorials	4	15	60
Internship			
Contacts with teacher / consultations	2	4	8
Field exercises			
Midterm, seminars and projects.	20		20
Homework			
Self-learning time student (at the library or at home)	3	15	45
Final preparation for the exam	15		15
Time spent on evaluation (tests, quiz and final exam)	1		1

Projects and presentations.	1	1
Total		150
Teaching methodology:	Lectures combined with case studies, interactive group discussions, and student presentations.	
Assessment methods:	Assignment 50 % Exam 50 %	
Literature		
Basic Literature:	<ol style="list-style-type: none"> 1. Koontz, Harold Wechrich, H. Management, Tata McGraw Hill, N.Y. 2. Bazat e Menaxhimit, Roobins & DeCenzo; UET, Tiranë, translation in Albanian 3. Management: Stephen Robins & Mary Coulter, Prentice Hall, 2007 or later editions 	
Additional Literature:	1. Management: Stephen Robins & Mary Coulter, Prentice Hall, 2007 or later editions	
The ratio of theory and practice	<i>60% theory with numerical exercises and 40% laboratory work.</i>	

Designed learning plan	
Week:	Lectures and exercises to be held
Week one:	<i>Presentation - introducing students to the syllabus of the course, Introduction to the subject, Introduction to Management</i>
Week two:	<i>Evolution of Management.</i>
Week three:	<i>Understanding organizations, Case study: according to the lecture</i>
Week four:	<i>Corporate Culture Case study: according to the lecture</i>
Week five:	<i>The structure of an Organization Case study: according to the lecture</i>
Week six:	<i>Business Communication, Case study: according to the lecture</i>
Week seven:	<i>Managerial decision-making process Case study: according to the lecture</i>
Week eight:	<i>Importance of managerial decision making Case study: according to the lecture</i>
Week nine:	<i>Leadership Case study: according to the lecture</i>
Week ten:	<i>Motivation Case study: according to the lecture</i>
Week eleven:	<i>The impact of employee motivation in organizations Case study: according to the lecture.</i>
Week twelve:	<i>Change Management Case study: according to the lecture</i>
Week thirteen:	<i>Information Management System; Case study: according to the lecture</i>
Week fourteen:	<i>Student presentations</i>
Week fifteen:	<i>Course summary and exam preparation</i>

Academic policies and rules of conduct

Regular attendance of lectures and exercises is necessary, as well as active participation with discussion and solution of tasks. Not impeding the progress required for learning using mobile phones turned off or in silent mode.