

Basic data of the subject	
Academic unit	Faculty of Management
Program	Business Management and Entrepreneurship
Subject	Management
Level	Bachelor
Course status	Obligatory
Year of studies	I
Semester	II
Number of hours per week	3
Value of credits - ECTS	6
Time/ Location	UASF
Course lecturer	
Contact details	
Course description	
	<p>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.</p>
Course objectives	<p>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</p>

	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.		
Expected learning outcomes	<p>Upon completion of this module, students will be able to:</p> <ul style="list-style-type: none"> • Recognize the historical development of work management and organization, • Develop and organize management, • Understand the main features of modern management, • Know about the forms of managerial decision making, • Distinguish the efficient ways of communication in an enterprise, • Gain basic organizational skills and competencies in an enterprise, • Be competent as part of the management team for business activities in an enterprise, 		
Contribution to the student load (which must correspond with learning outcomes)			
Activity	Hours	Days/Weeks	Total
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
Total			150
Teaching methodology	Lectures and exercises combined with case studies and class discussions,		
Assessment methods	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), 10 points - Activity and attendance 10 points - Seminar paper (midterm)/ Case study 80 points - two tests, or final exam
Teaching tools	Whiteboard, the Internet, wireless, computer, projector, Power Point, etc.
Theory vs. practice ratio	70% - Theory 30% - Exercises
Literature	
Basic literature	1. Stephen P. Robbins & David DeCenzo, "Bazat e Menaxhimit" - Koncepte dhe Aplikime themelore, Prentice Hall, 2011
Additional literature	1. Shyqri LLACI "Manaxhimi", Tiranë 2010 2. Shyqri LLACI "Teste, Ushtrime dhe Raste Studimore" 2010
Designated learning plan:	
Week	Lecture
Week one	Managers and Management, History Module, Managerial Environment Literature: Stephen P. Robbins & David DeCenzo, "The Basics of Management" - Basic Concepts and Applications, Prentice Hall, 2011, pp. 29-118
Week two	Basics of Planning, Definition of Planning and Planning in unsafe environments Literature: The same book Pp.124-162
Week three	Basics of Decision Making Processes and Quantitative Techniques that Assist in Decision Making Literature: The same book Pp.164-206
Week four	Organization, Basic Designs of the Organization Literature: The same book Pg.210-244
Week five	Hiring Staff and Human Resource Management, Career Module and Building Your Career. Literature:

	The same book Pages 246-299
Week six	Leadership, Basics of Individual Behavior and Group Behavior, Literature: The same book Pp.334-397
Week seven	Introduction of work teams, First Test,
Week eight	Employee Motivation and Reward, Early Motivation Theories Literature: The same book Pp.404-441
Week nine	Leadership and Trust, Managers vs. Leaders Literature: The same book Pp.443-480
Week ten	Communication and Interpersonal Skills, Understanding communication functions Literature: The same book Pp.482-523
Week eleven	Control and its processes and actions Literature: The same book P.526-536
Week twelve	Types of Control, Entrepreneurs and Control Literature: The same book P.537-560
Week thirteen	Operations Management, Literature: The same book Pp.562-570
Week fourteen	Value Chain Management and PERT Analysis Literature: The same book Pp.571-593
Week fifteen	Control - review, Second Test,
Academic policies and rules of conduct	
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.	