

## SYLLABUS for the course Management

<b>Basic data for the course</b>			
<b>Academic unit:</b>	Faculty of Economics		
<b>Title of the course:</b>	<b>Management</b>		
<b>Level:</b>	Bachelor		
<b>Status of the course:</b>	Obligatory		
<b>Year of studies:</b>	Second year		
<b>Number of hours per week:</b>	2 lecture +1 exercise		
<b>ECTS credits:</b>	6 ECTS		
<b>Time/location:</b>	Faculty of Economics, University of Prishtina “Hasan Prishtina”		
<b>Tutor:</b>	Prof.Dr. Ymer Havolli		
<b>Tutor’s contact detail:</b>	Ymer.havolli@uni-pr.edu		
<b>Content of the course</b>			
	Principles of management and functions of performing the work of the manager in the beneficiary / non-beneficiary and governmental - non-governmental organizations.		
<b>Course’ objectives:</b>			
	After this module, students will be able to understand management as a process and as a structure. Students will be able to understand the basic management functions and understand the basic principles of management as well as apply them.		
<b>The expected outcomes:</b>			
	At the end of this course students will be able to understand: <ul style="list-style-type: none"> <li>• What includes management as a process and as a structure</li> <li>• Concepts and principles of management</li> <li>• Implementation of managerial functions in practice</li> </ul>		
<b>The students’ workload (hours per semester, ECTS)</b>			
<b>Activity</b>	<b>hours</b>	<b>Day/week</b>	<b>Total</b>
Lectures	2	13	26
Exercise	1	15	15
Colloquiums(tests)	2	2	4
Direct contact with tutor	2	1	2
Projects, presentation etc.	5	5	10
Individual study	9	10	90

Final exam	3	1	3
<b>Total</b>			<b>150</b>
<b>Teaching methods:</b>	Lectures, exercises, classroom discussion, presentation and discussion of seminar papers.		
<b>Assessment methods:</b>	<p>The exam will be in writing. Questions formulated from classroom teaching material and are form of short essay questions.</p> <p>Evaluation :</p> <ul style="list-style-type: none"> <li>• Active class participation, 10% of final exam.</li> <li>• Development and presentation of seminar paper, 10% of final exam.</li> <li>• Two tests representing 80% of the final exam.</li> </ul> <p>The first test involves about 50% of the teaching material, and the rest in the second test. Each of the tests, if passed, has a value of 40% of the final notes. Therefore, if you pass two tests, and if you are regular and active in the lesson, and if you are conducting the seminar, you do not need to undergo the final test.</p> <p>If students do not pass one of the foreseen tests, you can only repeat once. If you do not pass the exam in, you will obligated to take the final test-test.</p> <p>Final test: To pass the test, students must reach at least 51% of the predicted points.</p> <p>Comment: If students do not passed exam, the evaluation of course during the semester will not calculate for final exam.</p>		
<b>Literature</b>			
<b>Basic literature:</b>	<p>Ramosaj, B., Zeqiri, I. (2004) Menaxhmenti Financiar, Prishtinë: Universiteti i Prishtinës</p> <p>Mustafa, I. (2008), Menaxhmenti Financiar, botimi i tretë, Prishtine: Riinvest.</p>		

<b>Additional literature:</b>	Business Finance, Theory and Practice, Eddie McLaney, Pearson, 2017.  Financial Management, Theory and Practice, Eugene F. Brigham, Michael C. Ehrhardt, THOMSON, South Western, 2014
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<b>The detailed plan of work:</b>	
<b>Week</b>	<b>Topic</b>
<i>Week 1:</i>	Meaning of management
<i>Week 2:</i>	Management as a scientific discipline
<i>Week 3:</i>	Planning as a function of management
<i>Week 4:</i>	Decision making as a management function
<i>Week 5:</i>	Strategic Planning and Budgeting
<i>Week 6:</i>	Organization as a function of management
<i>Week 7:</i>	Staffing as a function of management
<i>Week 8:</i>	First exam
<i>Week 9:</i>	Leading (direction) as a function of management
<i>Week 10:</i>	Motivation and forms of motivation
<i>Week 11:</i>	Control as a function of management
<i>Week 12:</i>	Participatory management as a phenomenon of contemporary time
<i>Week 13:</i>	Experiences of different countries in the management development
<i>Week 14:</i>	Schools of management and the development trends of management
<i>Week 15:</i>	Second exam

<b>Academic policies and code of conduct:</b>
Lectures and exercises are obligatory.