

Study program: Industrial Engineering			
Course title: Basics of Management			
Professor/assistant: PhD Stanisa Dimitrijević			
Type of course: elective			
ECTS credits: 4			
Pre-requisites: -			
Aims of the course: Prepare a student to: - master basic production management processes, - be acquainted with planning, organization, management and control in production organizations, - learn the evolution of management theory and anticipate its importance for the upcoming business organizations			
Learning outcomes: The student is able to: - plan and organize the specific requirements of manufacturing and business organizations, - manage and control the specific requirements of manufacturing and business organizations, - communicate with colleagues, motivate them and control their work.			
Syllabus <i>Theoretical part</i> The essence and content of management. Management process. Hierarchy of managers and their role. Knowledge and skills of managers. Evolution of management theory. Evolution of management thought and management school. The cybernetic basis of management. The core of the manager. Making decision-making decisions. Stages in decision-making processes. Planning - general approach. Strategic planning. Realization of the strategic plan. Levels of organizational strategy - an all access approach. Organization design and organizational structure. Motivation. Basic assumptions and the essence of motivation. Theories of motivation. Communication. The essence and content of communication processes. Leadership, leadership and power. Leadership - influence and power. Theories of leadership. Contingent approach to leadership. Group and group dynamics. Formal and informal organization. Control (regulation). The essence of the control process. Views of control. Stages in the control process. Characteristics of an effective cocktail. Control in modern organizations. Top management. General review of top management. Delegating rights and responsibilities. Top manager's control function. Top manager and decision making. Managing organizational changes and innovations.			
Literature 1. Petrović, S., <i>Menadžment proizvodnje</i> , Niš, 2001. 2. Inić, B., <i>Menadžment</i> , Beograd, 2002. 3. Storer, Dž., i dr., <i>Menadžment</i> , Beograd, 1997.			
Number of active classes			Other forms of teaching:
Lectures: 2	Practical classes:	Research work:	
Teaching methods Interactive: lectures, analysis and defense of seminar papers. Testing			
Grading system (maximum 100 points), grading scale from 5 to 10: below 51 points grade 5, grade 6 from 51-60 points, grade 7 from 61-70 points, grade 8 from 71-80 points, grade 9 from 81-90 points, grade 10 from 91-100 points.			
Pre-exam obligations	points	Final exam	points
activity during theoretical lectures	10	written exam	30
practical training		oral exam	
colloquium(s)/seminar papers	40+20		
Sum	70	Sum	30