



## **SYLLABY “MANAGEMENT BASIS ”**

Basic Subject data:			
Faculty:	Fakultety of Economy		
Subject:	Management Basis		
Program:	Bussiness Administration		
Level of studies:	Bachelor, Y1,S2		
Cours status:	O(Mandatory)		
Viti i studimeve:	2022/2023		
Hours/week:	2L,1E		
ECTS:	4		
Time/ lokacation:			
Course Professor:	Prof.Asoc. Dr. Behxhet Brajshori		
Email:	Email: behxhet.brajshori@uni-prizren .com		
Subject Description:	The course aims to at elaborating the integrative management function and tools needed to implement managerial policies(knowledge, analysis and interpretation).Students will also gain knowledge on management intentions, knoledge on the methods and mechanism of implementation of the management goals as wel as the opportunities for their application. Since managers will be the main problem solving provider , this cours will be in the function of student knowledge to be able to become a successful manager in certain management areas.		
Aim and learning Outcomes:	By the end of this course, students will gain knowledge from this area which they will apply in the exercise of their activity regarding the conduct of managerial activities in companies with extensive business scope and requiring contemporary managemet, efficient and decision –making. Which bring positive business results in competitive business environments.		
Student’s Workload for the course			
Aktiviteti	Hours	Day/week	Total
Lectures	2	15/week	30
Teoritical Exercises	1	15	15
Punë praktike	/	/	/
Consultations with professor	1	15	15



2. Planning as a management function, predictions and predictions methods, goals, decision process, strategic planning, operational planning, sustainable and special plans, budget, financial planning, contemporary management models, etc.	2	1
3. Organization as a function of management, division of labor, organizational functions, organization's development, delegation of work and authority, centralization and decentralization of management, organizational structure of the company.	2	1
4. The size of the management, the organizational structure according to the situation, the dynamics of organization and changes in organization, resources, organization and environment, the organizational features, management types.	2	1
5. Staff, staff selection, manager selection, staff management/leadership, success assessments (rewards, protection and health of workers, retirement and replacement of employees, continuing education).	2	1
6. Leadership as a function of management, personnel development,	2	1

group, role and status, communication, capability.		
7. Leadership and authority, knowledge as authority, managers and leaders, motivation and its understanding.	2	1
8. Medium term exam	2	1
9. Control as a management function, time and control cycle, business standards, control methods, organization as control, control of the entire business, management control	2	1
10. New trends in management development, new technology and management, the relationship between scientific achievements and management, the influence of technique on managerial actions.	2	1
11. Future's prediction according to new technology, the future of the information society and the impact of information technology on individuals and society. Management as a Conceptual Scientific Incentive	2	1
<div> <div></div> <div>12 Management and Economy, Management and Society, Contemporary Applied Models (Euro-American</div> </div>	2	1

Management, Japanese, Pacific Asian Countries).		
13. Entrepreneurial management (meaning of entrepreneurial management, relationship between managerial and entrepreneurial functions).	2	1
14. Relationships between scientific achievements and management	2	1
15. Preparation for the Final Exam	2	1
<p>Lectures: To participate regularly in lectures, to be active, to use all possibilities to gain new knowledge, to use the basic literature and are highly encouraged to use additional literature as well, to respect the students code of ethics.</p> <p><b>Seminars:</b> Students are expected to be active and reflect readiness and knowledge for initiatives, ideas and demonstrate the knowledge they have gained during the lectures.</p>		