

SYLLABUS

The basic course informations:			
Academic Unit:	Faculty of Tourism and Environment		
Title:	Theory and practice of management		
Level:	Master		
Status:	Compulsory		
Year of studies:	I		
The number of hours per week:	4		
ECTS:	6		
Time / Location:			
Course Professor:	Bashkim Mustafa		
Contact details:	bashkim.mustafa@ushaf.net		
Course description			
	<i>This course will introduce students to management, organizational culture and the environment. Thus, this course aims to train students on management theory and practices.</i>		
Objectives:			
	<i>The objective of this module is to prepare students with contemporary concepts about the theory of management, as enable them to develop the adequate skills set concerning its practical application in business companies and other organizations.</i>		
Learning outcomes:			
	<p><i>After successfully completing this module, students will be able to:</i></p> <ul style="list-style-type: none"> • <i>know of the theoretical concepts on management and the systems of management on a global and local scale with particular emphasis on industrial management connected with the planning, organizing, and leadership.</i> • <i>able to understand the critical role and functions of managers in various organizations</i> • <i>analyze and develop contemporary practices of management so as to develop a successful and well-running business</i> • <i>assess management practices in business and advance strategies to a higher scale.</i> 		
Contribution to the student's charge (which should correspond with the results of the student's learning results)			
Activity	Hour	Day/week	In total
Theoretical and practical teaching	4	15	60
Practical work	2	5	10
Contacts with the teacher / consultants	1	15	15
Field exercises	1	1	2

Kollokfiume, seminars	1	1	2
Homework			
Student study time (in library or at home)	3	15	45
Final Preparation for Examination	1	10	10
Time spent on assessment (tests, quiz, final exam)	2	1	2
Projects, presentations, etc			
Total			150
Methodology of teaching:			
	<i>Lectures and exercises combined with case studies.</i>		
Methods of assessment			
	<i>Seminar (case study) 50%</i> <i>Exam 50%</i>		
Literature			
Basic Literature	1. "Bazat e Menaxhmentit" Prof. Dr Berim Ramosaj, Prishtine 2010		
Supplementary Literature:	2. Roobins & DeCenzo, Bazat e Menaxhimit, UET, Tiranë, përkthim në gjuhën shqipe. 3. Management : Stephen Robins & Mary Coulter, Prentince Hall, 2007 or later seditions 4. Bazat e Menaxhimit: Stephen P !o""in Universiteti Shtete'ror i San Diegos 5. "Management" Hicks and Gullet, McGraw-Hil – New York		
The lesson plan Design:			
Week	Lectures to be held		
WEEK 1:	<i>Introduction to Theory and Management Practices. Basic concepts and application in business.</i>		
WEEK 2:	<i>Management over time.</i>		
WEEK 3:	<i>Organizational Culture and the Environment</i>		
WEEK 4:	<i>Global Environmental Management</i>		
WEEK 5:	<i>Social Responsibility and Managerial Ethics</i>		
WEEK 6:	<i>Making decisions and planning</i>		
WEEK 7:	<i>Organizational structure and its design</i>		
WEEK 8:	<i>Organisative structure</i>		
WEEK 9:	<i>Communication and IT</i>		
WEEK 10:	<i>Leadership</i>		
WEEK 11:	<i>Managing Changes</i>		
WEEK 12:	<i>Entrepreneurship Management</i>		
WEEK 13:	<i>Control as a function of management</i>		
WEEK 14:	<i>Management development trends</i>		
WEEK 15:	<i>Seminars presentation</i>		

Academic policies and rules of conduct:

Regular attendance, tranquility and active engagement in dialogue during lectures and exercises are obligatory. As a matter of courtesy, mobile phones should be switched off during classes and exams.