

Information sheet for the course Management

University: <i>Alexander Dubček University of Trenčín</i>	
Faculty: <i>Faculty of Social and Economic Relations</i>	
Course unit code: <i>KMaREZ/lz13Pd/11</i>	Course unit title: <i>Management</i>
Type of course unit: <i>compulsory</i>	
Planned types, learning activities and teaching methods: <i>Lecture: 2 hours weekly/28 hours per semester of study; face to face (prezenčná metóda)</i> <i>Seminar: 2 hours weekly/28 hours per semester of study. Face to face</i>	
Number of credits: <i>4</i>	
Recommended semester: <i>2nd semester, 1st year.</i>	
Degree of study: <i>I. (bachelor)</i>	
Course prerequisites: <i>none</i>	
Assesment methods: <i>During the semester students are expected to complete one seminar paper (30 points) and two assignments (10 points each). Evaluation of the seminar paper: Grade A – at least 28 points, Grade B – at least 25 points, Grade C – at least 22 points, Grade D – at least 19 points, Grade E – at least 16 points. Evaluation of the assignment: Grade A – at least 9.2 points, Grade B – at least 8.4 points, Grade C – at least 7.6 points, Grade D – at least 6.8 points, Grade E – at least 6 points. Credits are not granted to a student who scores less than 16 points on seminar paper or less than 6 point on any of the two assignments. There is a computer exam and an oral examination during the examination period at the end of the semester. Final course grade: achieved average.</i>	
Learning outcomes of the course unit: <i>A student completing the course will gain knowledge and understanding about the nature of managerial work, its main functions, associated tasks and ideas on relevant historical theories of management types and styles of management. At the same time the student should acquire knowledge of the principles of organization, planning, control and decision-making in management, the essentials of division of labor and principles guiding design of organizational structure and creation of necessary organizational standards and rules. At the same time, the student should understand the issues associated with the effective and efficient management of work activities (organized, planned and controlled), foundations of communication and information flows in managerial processes as well as economic, social and psychological patterns of human behavior in organizations.</i>	
Course contents: <i>1. Introduction – course content, recommended literature, exam rules and conditions. Characteristics and basic assumptions of management.</i> <i>2. Basic concepts and theories of management.</i> <i>3. Object and subject of the management. Types of management.</i> <i>4. Communication and information systems in management.</i> <i>5. Function of organizing and formation of organizational structures.</i> <i>6. The process and procedures for planning in management.</i> <i>7. Functions and system of control in management</i> <i>8. Decision making in management.</i> <i>9. Leadership in Management.</i> <i>10. Fundamentals of strategic management.</i> <i>11. Corporate culture and ethics in management.</i> <i>12. Personnel management in the management structure of the organization.</i> <i>13. Management as a profession and managerial career.</i>	

Recommended of required reading:

Vojtovič, S. a kol.: *Personálny manažment v organizácii*. Aleš Čeněk, Praha 2013

Kajanová, H.: *Manažment. E-learning LSM Moodle*. TnUAD, Trenčín 2013

Dědina, J. – Odcházal, J.: *Management a moderní organizování firmy*. Grada Publishing, Praha 2007

Doonely, J. H. – Gibson, J. L. – Ivancevich, J. M.: *Management*. Grada Publishing, Praha 2006

Hittmár, Š.: *Manažment*. EDIS, Žilina 2006

Majtán, M. a kol.: *Manažment*. Ekonóm, Bratislava 2007

Robbinson, S. P. – Coulter, M.: *Management*. Grada Publishing, Praha 2004

Sedlák, M.: *Manažment*. Iura Edition, Bratislava 2007

Veber, J. a kol.: *Management*. Management Press, Praha 2003

Časopis FSEV – Sociálno-ekonomická revue. <http://fsev.tnuni.sk/index.php?id=218>

Hospodárske noviny: www.hnonline.sk Moderní řízení: <http://modernirizeni.ihned.cz> Trend: www.etrend.sk

Language: Slovak

Remarks: *The course is offered in the summer semester of the first year of full-time studies and in the fall semester of the second year of external studies. This course is mandatory. The number of students in a seminar group ranges from 20 to 25 students.*

Evaluation history:

A	B	C	D	E	FX
6.29	8.74	.17.83	19.93	24.48	22.73

Lectures:

doc. Mgr. Sergej Vojtovič, DrSc., PhDr. Erika Hančovská, PhD.

Last modification: 16.04.2014**Supervisor:** *doc. Mgr. Sergej Vojtovič, DrSc*