

## Information sheet for the course Management

<b>University:</b> <i>Alexander Dubček University of Trenčín</i>	
<b>Faculty:</b> <i>Faculty of Social and Economic Relations</i>	
<b>Course unit code:</b> <i>REP5</i>	<b>Course unit title:</b> <i>Management</i>
<b>Type of course unit:</b> <i>compulsory</i>	
<b>Planned types, learning activities and teaching methods:</b>  <i>Lecture: 2 hours weekly/28 hours per semester of study; face to face</i> <i>Seminar: 2hours weekly/28 hours per semester of study. Face to face</i>	
<b>Number of credits:</b> <i>4</i>	
<b>Recommended semester:</b> <i>1<sup>st</sup> semester, 1<sup>st</sup> year</i>	
<b>Degree of study:</b> <i>I. (bachelor)</i>	
<b>Course prerequisites:</b> <i>none</i>	
<b>Assesment methods:</b> <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>	
<b>Learning outcomes of the course unit:</b> <i>The student that completes this course gains an overview of the theoretical basis of management in pursuit of rational decision-making with aim to achieve greater efficiency and effectiveness in achieving the goals of the enterprise. The student knows the principles of managerial decision-making and management functions while maintaining the ethical principles of the given corporate culture. The student understands the issues of economic principles, efficiency and effectiveness in the management and their interconnectedness with the work with information systems and the communication in a global context. The student also understands current issues of managerial functions in companies and also issues of corporate culture and ethics in management. After the successful completion of the learning process the student is able to perform the analysis and assessments in the field of management.</i>	
<b>Course contents:</b> <ol style="list-style-type: none"> <li>1. <i>Introduction – course content, recommended literature, exam rules and conditions. Characteristics and basic assumptions of management.</i></li> <li>2. <i>Basic concepts of management in the world.</i></li> <li>3. <i>Information and information systems.</i></li> <li>4. <i>Decision making in management.</i></li> <li>5. <i>Strategic management.</i></li> <li>6. <i>Planning.</i></li> <li>7. <i>Organising.</i></li> <li>8. <i>Controlling.</i></li> <li>9. <i>Leadership.</i></li> <li>10. <i>Communication</i></li> <li>11. <i>Corporate culture and ethics in management.</i></li> </ol>	

12. *Human resources management.*

13. *Knowledge management.*

**Recommended of required reading:**

*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*

*Elektronické zdroje: Hospodárske noviny: [www.hnonline.sk](http://www.hnonline.sk).*

*Trend: [www.etrend.sk](http://www.etrend.sk).*

*Moderní řízení: <http://modernirizeni.ihned.cz>.*

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

**Language:** *Slovak*

**Remarks :** *The course is offered in the winter semester of the first year of full-time as well as 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
0.0	0.0	0.0	0.0	0.0	0.0

**Lectures:**

*doc. Mgr. Sergej Vojtovič, DrSc., Ing. Miroslav Lukáč, PhD., Ing. Helena Kajanová, PhD., Ing. Martin Sedláček*

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**Supervisor:** *doc. Ing. Jozef Habánik, PhD.*