

Information sheet for the course

University: <i>Alexander Dubček University of Trenčín</i>	
Faculty: <i>Faculty of Social and Economic Relations</i>	
Course unit code: KMaREZ/Man/11z1dA/22	Course unit title: <i>Management</i>
<p>Type, scope and method of learning activities: <i>Weekly number of teaching hours in the form of lectures, seminars: full-time form 2/2;</i> <i>Teaching method: face to face / combined</i></p> <p><i>Weekly number of teaching hours in the form of lectures, seminars: part-time form 2/2;</i> <i>Teaching method: face to face / combined</i></p>	
Number of credits: 6	
Recommended semester/trimester of study: <i>1st semester in the full-time form of study and 1st semester in the part-time form of study within the Human Resources and Personnel Management study program</i>	
Degree of study: <i>I. (Bc.)</i>	
Course prerequisites:	
<p>Assessment methods: <i>A student may receive a maximum of 100 points in total, including 80 points for the preliminary assessment and 20 points for the final assessment.</i> <i>The preliminary assessment consists of:</i> <i>- Preliminary test 2x = 40 points.</i> <i>- Management seminar = 40 points.</i> <i>The final assessment consists of:</i> <i>- Exam - 20 points.</i> <i>The overall assessment consists of a preliminary assessment and examination.</i> <i>Grade: A: 100 - 93points, Grade B: 92-85 points, Grade C: 84-76 points, Grade D: 75-68 points, Grade E: 67-60 points, Grade Fx: less than 60 points.</i></p>	
<p>Learning outcomes: <i>The student will understand the fundamentals of management concepts, principles and theories, be able to critically think about management problems and analyze and solve them independently. The student will be able to explain who a manager is and how his/her roles change and what skills he/she should have. Can explain the importance of studying of management. Can apply management skills, has the ability to work in a team, manage a team, reflect the views of colleagues from other professions and respond flexibly to their suggestions. Memories remembers the relationship between an organisation's social responsibility and its performance.</i> <i>Theoretical knowledge:</i> <i>- Understand and describe the four functions of management: planning, organizing, leading and controlling, and how they contribute to the overall functioning of an organisation.</i> <i>Practical skills</i> <i>- Apply management theories to practical problems of managing organisations</i> <i>- Identify the ethical issues currently facing organisations</i> <i>Competencies</i> <i>- Communication skills. The student is able to listen actively, ask stimulating questions and provide feedback, present and defend their own feelings, opinions and needs in a cultured manner in interaction with other people and/or in front of a professional audience.</i></p>	

Course contents:

1. Characteristics and basic background of management.
2. Basic concepts of management in the world.
3. Information and information systems.
4. Decision-making in management.
5. Strategic management.
6. Planning process and procedures in management.
7. The function of organizing and the formation of organizational structures.
8. The function and system of control in management.
9. People management in management.
10. Communication in management.
11. Corporate culture and ethics in management.
12. Human Resource Management. Knowledge management.

Recommended and required reading:

- Kinicki, A, Williams, B.K. (2020). Management. McGraw-Hill Higher Education. ISBN: 9781260075113*
- Robbins, Stephen, et al. (2015). Fundamentals of Management: Essential Concepts and Applications, Pearson. ISBN: 978-0-13-349991-9.*
- Sedlák, M., Lišková, C. (2016). Manažment. Wolters Kluwer. ISBN: 9788081682964*
- Blažek, L. (2014) Management. Organizování, rozhodování, ovlivňování - 2., rozšířené vydání. Grada. ISBN: 978-80-247-4429-2*

Language: Slovak/English**Remarks:***The course is compulsory.**Full-time study:*

- Lectures and seminars 24+12 = 36 hours
- Preparation for lectures and seminars = 36 hours
- Preparation for preliminary tests = 30 hours
- Preparation of the seminar paper (Seminar in Management) = 24 hours
- Exam preparation = 24 hours

*Student's contact workload: 36 hours,**non-contact: 114 hours**Part-time study:*

- Lectures and seminars 10+5 = 15 hours
- Preparation for lectures and seminars = 57 hours
- Preparation for preliminary tests = 30 hours
- Preparation of seminar paper (Seminar in Management) = 24 hours
- Exam preparation = 24 hours

*Student's contact workload: 15 hours,**non-contact: 135 hours**In total, a minimum of 150 hours of work must be required from the student for 6 credits.**1 credit represents 25 hours of student's work.***Evaluation history:***Total number of evaluated students:*

A	B	C	D	E	FX

Lecturers:

Doc. PhDr. Zoltán Rózsa, PhD., Ing. Jakub Holúbek, Ing. Veronika Mozolová, Ing. Richard Rigó

Last modification:

Approved by:
