

SUBJECT: **Introduction to Management**

HOURS:

ECTS:

Name/title of the author:	
Course Description:	<p>This is a blended learning course which follows the flipped classroom teaching approach. Most units adapt a problem-based learning approach. Students are required to work independently, as well as in teams. They must always come in fully prepared by accessing once a week the course content on the moodle platform and fulfilling all the activities assigned.</p>
Learning Outcomes (Goals and Objectives of the course):	<ol style="list-style-type: none">1. Familiarize with basic management theory, contemporary challenges and the complexity of contemporary managerial environments.2. Develop critical thinking skills for evaluating and applying a variety of management concepts in problem solving3. Develop effective learning practices (individual and team) as well as life-long learning attitudes and habits4. Raise awareness of contemporary environmental, social and political responsibilities of managers, along with reinforcing values such as communication and cooperation.
Entrance qualifications:	<p>General knowledge about organizations</p> <p>General knowledge about contemporary economic, social, global and environmental issues/challenges</p>
Course Content:	<ol style="list-style-type: none">1. The management process<ol style="list-style-type: none">1.1 Basic definitions1.2 Organizations as open systems1.3 Management functions1.4 Management skills2. Managerial decision making<ol style="list-style-type: none">2.1 Types of managerial decisions2.2 Rational model of decision making2.3 Limitations/behavioral aspects3. Organization's environment<ol style="list-style-type: none">3.1 Internal3.2 External3.3 Types of environment3.4 Flexible organizations4. Planning and strategy<ol style="list-style-type: none">4.1 Organizational goals4.2 Optimizing goals4.3 Levels of planning5. Organizational design and process management<ol style="list-style-type: none">5.1 Elements and features of organizational structures5.2 Types of structures5.3 Delegation5.4 Centralization/decentralization5.5 Organizational design6. Leadership and motivation<ol style="list-style-type: none">7.1 Leadership

- 7.2 Management styles
- 7.3 Organizational culture
- 7.4 Motivation in the workplace
- 8. Schools of management - moviemaking**

The final grade will comprise of:

- **6 quizzes checking how carefully you read the textbook** (each worth up to 4 points each) – (6x4=**24**)
- **6 group work presentations** (up to 5 points each) delivered after each tutorial session as a final effect of your work. This is a group mark, which means everyone in the group gets the same mark. (5x6=**30**)

Criteria: teamwork, problem solving, task completion, effectiveness, theory application, creativity, quality of graphic and/or oral presentation

- **6 notes checks** (up to 6 points each) which will be reviewed during the tutorials.

Criteria: clarity, number of inputs, neatness analytical and reflective thinking, critical thinking, number of literature references (6x6=**36**)

- **final group presentation** – role play (up to **10** points)

Criteria: facts, theme relevance, audience interest, speaking without notes, voice, eye contact, teamwork and cooperation, smile

You can gather a maximum of **100** points. In order to be qualified you must have at least 50% within each group of points. The qualification will be the following:

55-60	3,0
60-70	3,5
70-80	4,0
80-90	4,5
90-100	5,0

Assessment policy
(examination):

Course
materials/bibliography:

Management - 8th edition, R. W. Griffin, Houghton Mifflin 2005

All course materials are available on the moodle platform

Methods of Instruction:

Blended learning, PBL, flipped classroom, teamwork, presentations, discussions