

<b>Annex N.3</b>		<b>Course Program Undergraduate - I (First) study cycle</b>			
1.	Course title	Fundamentals of Management			
2.	Code	MGT 210			
3.	Study program	Management and Entrepreneurship			
4.	Organizer of the study program (university unit i.e. institute, chair, department)	Ss. Cyril and Methodius University in Skopje Faculty of Economics - Skopje Chair of Management			
5.	Level (first, second, third cycle)	First			
6.	Academic year / semester	Second year / first semester	7.	Number of ECTS credits	7,5
8.	Professor	Prof. Leonid Nakov PhD Prof. Stojan Debarliev PhD			
9.	Preconditions for enrolment	None			
10.	<p>Objectives of the course program (competencies): After completing the teaching and successfully taking the course exam, students should manifest ability to:</p> <ul style="list-style-type: none"> <li>• Define and elaborate key phrases in relation to the character of management and basic management functions in the management process;</li> <li>• Explain the content of the work of managers and the importance of acquiring the required management competencies in contemporary business environment;</li> <li>• Explain and discuss contemporary management challenges in the fields of decision-making, social responsibility and business ethics, small business and entrepreneurship, corporate governance, diversity management and their implications for organizational and developmental challenges;</li> <li>• Apply fundamental management principles in diagnosing and solving real business cases;</li> <li>• Analyze processes, functions and cooperation in any business forms, as well as to enhance business efficiency;</li> <li>• Evaluate effectiveness of various management decisions, solutions and model in function of improving the business performances.</li> </ul>				
11.	<p>Course content:</p> <ol style="list-style-type: none"> <li>1. Character of management</li> <li>2. The evolution of management thought</li> <li>3. The nature of the manager's job</li> <li>4. Environment and organizational culture</li> <li>5. Management process (planning, organizing, coordinating, motivation and controlling)</li> <li>6. Managerial decision-making</li> <li>7. Social responsibility and managerial ethics</li> <li>8. Managing small business and entrepreneurship</li> <li>9. The challenge of corporate governance</li> <li>10. Managing diversity</li> </ol>				

12.	Learning methods: Lectures with presentations, interactive lectures, guest speakers, case studies, preparation and presentation of a group project					
13.	Total hours	225				
14.	Allocation of hours per activities	90+30+15+90				
15.	Types of teaching activities	15.1.	Lecture – theoretical part	90		
		15.2.	Exercises (seminars)	0		
16.	Други форми на активности	16.1.	Project work	30		
		16.2.	Individual work	15		
		16.3.	Homework and study assignments	90		
17.	Grading method:					
	17.1.	Tests	60			
	17.2.	Individual work/project (presentation: written and oral)	30			
	17.3.	Attendance and class participation	10			
18.	Grading scale		less than 50 points	5 (five) (F)		
			from 51 to 60 points	6 (six) (E)		
			from 61 to 70 points	7 (seven) (D)		
			from 71 to 80 points	8 (eight) (C)		
			from 81 to 90 points	9 (nine) (B)		
			from 91 to 100 points	10 (ten) (A)		
19.	Preconditions for taking the final exam		Realized activities from points 15 (15.1, 15.2) and 16 (16.1, 16.2 and 16.3)			
20.	Language		Macedonian (or English)			
21.	Evaluation method		Internal evaluation and survey			
22.	Literature					
	22.1.	Compulsory Literature				
		No.	Author	Title	Publisher	Year
		1.	Бобек Шуклев	<i>Менаџмент 9/и</i>	Економски факултет-Скопје	2015
		2.	Stephen P. Robbins, Mary Coulter et.al.	<i>Management: Global Edition</i>	Pearson Education Inc., Upper Saddle River	2019
3.	Џон Ф. Шермахорн	<i>Менаџмент (превод)</i>	Европа 92, Кочани	2014		
22.2.	Additional Literature					

		No.	Author	Title	Publisher	Year
		1.	Gareth R. Jones Jennifer M. George	<i>Essentials of Contemporary Management Eighth Edition</i>	McGraw-Hill Education, New York	2019
		2.	Stephen P. Robbins, Mary Coulter	<i>Management:</i> Fourteenth edition	Pearson Education Inc., Upper Saddle River	2018
		3.	Samuel C. Certo, S. Trevis Certo	<i>Modern Management, Concepts and skills,</i> Fourteenth edition	Pearson Education Inc., Upper Saddle River	2016