

Course title:

**Social science course II
(Organization and management)**

Course code	Course status	Semester	Number of ECTS credits	Lecture hours
131002102	Mandatory	II	2.5	2

Study program:

Basic academic studies, ELECTRICAL ENGINEERING, study program: Power systems and Control (studies last for 6 semesters, 180 ECTS credits).

Prerequisites:

No prerequisites required.

Course aims:

To familiarize students with the domain of generalized discipline of organization and management of business systems.

Teacher(s) and assistant(s) first and last names:

Ph.D. Đorđije Kovačević – teacher

Studying method:

Lectures and debates. Preparation for tests and final exam. Consultations.

Course synopsis:

Preliminary weeks	Preparation and semester enrolment.
I week	Introduction to the course. Program, literature, tests, final exam. Basic concepts and definitions of organization and management.
II week	Classical organization, principles and representatives. Fayol's administrative doctrine.
III week	F. Taylor and "taylorism". Bureaucratic organization.
IV week	Characteristics: goal, work distribution, management range and coordination.
V week	Neoclassical organization. Motivation. A.. Maslow's hierarchy of needs.
VI week	Modern organization, organization approaches in USA and Japan.
VII week	Free week
VIII week	First test
IX week	Role and tasks of management in a business system. Manager and his work.
X week	Management styles: autocratic, democratic and "Laissez-faire".
XI week	Management process. Application of cybernetics in management. Gantt's diagrams.
XII week	Network planning method, structure analysis. PERT method.
XIII week	Quality, definitions, importance. Characteristics of quality, products and services. What doesn't represent quality? Management and quality system.
XIV week	Quality systems standards: ISO-8042, ISO-9000, ISO-9001-9004. SWOT-analysis. PARETO/ABC-chart.
XV week	Second test
Final week	Administrative procedures.
XVII-XXI week	Additional consultations, correction of tests and administrative procedures.

STUDENT WORKLOAD

per week	per semester
Working hours: 2.5 credits x 40/30 = 3 hours and 20 min.	Teaching and the final exam: (3.33 hours) x 16 = 53 hours and 20 minutes.
Working hours structure: 2 hours for teaching 1 hour and 20 minutes for individual work, including consultations.	Necessary preparation (before semester): 2 x (3.33 hours) = 6 hours and 40 minutes. Total work hours for the course: 2.5 x 30 hours = 75 hours Additional hours for preparing correction of the final exam, including the exam taking: up to 15 hours. Work hours structure: 53 hours and 20 minutes (lectures) + 6 hours and 40 minutes (preparation) + 15 hours (additional work)

Lessons attendance is mandatory for students, as well as participating in debates and doing both tests.

Literature: Handouts: Đ. Kovačević, Organizacija - menadžment, Univerzitet Crne Gore, Podgorica, 2004.

The forms of knowledge testing and grading:

- Each test carries 50 points (100 points total).
Student gets the passing grade by collecting 55 points at least.

Special remarks for the course:

Teacher(s) who provided the information: Ph.D. Đorđije Kovačević

Remark: