

<b>Study program:</b> Industrial engineering – Mechanical engineering			
<b>Course title:</b> Basics of Organization and Management			
<b>Professor/assistant:</b> Radivojević Nikola			
<b>Type of course:</b> Elective			
<b>ECTS credits:</b> 6			
<b>Prerequisites:</b> none			
<b>Aims of the course:</b> Students gain knowledge about basics of theory and practice in organization and management, with a special emphasis on production and technical functions of the commercial enterprise. Students master the methodology of organizational structuring, new production approaches, types and principles of management.			
<b>Learning outcomes:</b> The student independently or in a team plans, organizes, manages and practically applies the principles of management and team work in solving organizational tasks and managing the business of a production or service company. The student uses basic management skills applicable to independent entrepreneurship.			
<b>Syllabus:</b> <i>Theoretical part:</i> <ol style="list-style-type: none"> <li>1. Basics of organization and management; The theory of organization;</li> <li>2. Organization of business systems – models; Organizational structuring;</li> <li>3. Organization and management of products and technical functions;</li> <li>4. Institutional forms of organization;</li> <li>5. Concept and development of management;</li> <li>6. Functions, principles and types of management;</li> <li>7. Management Processes: Planning, organizing, leading and controlling;</li> <li>8. Management of human resources and teamwork</li> </ol> <i>Practical part:</i> Models of organizational structure - examples. Company functions and jobs - job descriptions			
<b>Literature:</b> <ol style="list-style-type: none"> <li>1. Jaško O., Čudanov M., Jeftić M., Krivokapić J., Osnovi organizacije i menadžmenta, Fakultet organizacionih nauka – FON, Beograd, 2013.</li> <li>2. Jovanović P., Menadžment teorija i praksa, FON, 2009.</li> <li>3. Smiljanić S., Organizovanje industrijskih preduzeća 1 i 2, Eskod, 1992.</li> </ol>			
<b>Total number of active classes:</b> 60		<b>Lectures:</b> 30	<b>Practical classes:</b> 30
<b>Teaching methods:</b> <b>Lectures:</b> interactive approach; Practical training - solving task, preparation of term papers about organizational structure, consultations.			
<b>Grading system</b> (maximum 100 points) grading scale from 5 to 10: below 51 points grade 5, grade 6 from 51- 60 points, grade 7 from 61-70 points, grade 8 from 71-80 points, grade 9 from 81-90 points, grade 10 from 91- 100 points.			
<b>Pre-exam obligations:</b>	<b>Points:</b>	<b>Final exam:</b>	<b>Points:</b>
Activity during lectures	min 5	Oral exam	50
Practical training	min 5		
Written test(s)	min 20		
Term papers	min 20		
Minimum requirement for the final exam	30		