

<b>Study program:</b> Road Traffic Engineering			
<b>Course title:</b> Basics of Organization and Management			
<b>Professor/assistant:</b> Rajković D. Dragan			
<b>Type of course:</b> Elective			
<b>ECTS credits:</b> 6			
<b>Prerequisites:</b> none			
<b>Aims of the course:</b> Acquiring knowledge of the theory and practice of organization and management, with an emphasis on the production and technical functions of a commercial organization. Mastering the methodology of organizational structuring, new production approaches, types and principles of management.			
<b>Learning outcomes:</b> Enabling the student to independently or in a team participates in the process of planning, organization and management; to practically apply the principles of management and team work in solving organizational tasks, and managing production and service organization. Mastering the basic skill of strategic management for independent entrepreneurship.			
<b>Syllabus:</b> <i>Theoretical part:</i> Basics of organization and management; The theory of organization. Organization of business systems – models; Organizational structuring; Organization and management of product and technical functions; Institutional forms of organization; The concept and development of management; Functions, principles and types of management; Management processes; Planning, organizing, directing and controlling; Human resource management and teamwork; <i>Practical part:</i> Models of organizational structures – examples. Functions of a company and work places (work description).			
<b>Literature:</b> 1. Jaško O., Čudanov M., Jeftić M., Krivokapić J., Osnovi organizacije i menadžmenta, Fakultet organizacionih nauka – FON, Beograd 2013 2. Jovanović P., Menadžment teorija i praksa, FON, 2009 3. Smiljanić S., Organizovanje industrijskih preduzeća 1 i 2, Eskod, 1992			
<b>Total number of active classes: 60</b>		<b>Lectures: 30</b>	<b>Practical classes: 30</b>
<b>Teaching methods:</b> Lectures; Interactive approach; Practical training – solving tasks, preparation of term papers about organizational structuring, 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 theoretical lectures	max 5	Oral exam	max 50
Practical training	max 5		
Written test(s)	max 20		
Term paper	max 20		
Minimum requirement for the final exam	30		