

Syllabus
Course description

Course title	Introduction to Management
Course code	30106
Scientific sector	SECS-P/08
Degree	Tourism, Sport and Event Management
Semester and academic year	1st Semester – 2015_2016
Year	1st year
Credits	8
Modular	No

Total lecturing hours	48
Total lab hours	0
Total exercise hours	24
Attendance	suggested, but not required
Prerequisites	not foreseen
Course page	http://www.unibz.it/en/economics/progs/bacs/tourism/courses/default.html

Specific educational objectives	<p>The course refers to the typical educational activities and belongs to the scientific area of Business Administration.</p> <p>The main objective of the course is to provide a general overview of scientific content in the area of general management. The course is divided in two parts. The first part focuses on the scientific notions related with general management covering the main functions of management such as planning, organizing and controlling, and specific topics like managerial decision-making and quality management. The second part of the course introduces concepts and techniques related to operations management with special attention to service organizations.</p> <p>In the end of the course students should be able to understand different approaches to management and reflect on their own management style. Students should also understand principles of operations management and be able to apply them empirically.</p>
--	--

Lecturer	Dr. Oksana Tokarchuk, Tel: 0474 013645, Mail: Oksana.tokarchuk@unibz.it , Campus Bruneck-Brunico, 1 st Floor – Professors Room
Scientific sector of the lecturer	SECS-P/08
Teaching language	English
Office hours	please refer to the lecturer's web page: http://www.unibz.it/en/economics/people/StaffDetails.html

	?personid=30163&hstf=30163
Lecturing assistant	Prof. Linda Osti; Tel: 0474 013643, Mail: linda.osti@unibz.it http://www.unibz.it/en/economics/people/StaffDetails.html?personid=839&hstf=839
Teaching assistant	-
Office hours	-
List of topics covered	<p>The course covers the following main topics:</p> <p>Part I Principles of management</p> <ol style="list-style-type: none"> 1. What is management and who is a manager 2. The history of managerial thought 3. Planning in management 4. Organizational structures and human resources management 5. Control in management 6. Decision making in management <p>Part II Introduction to Operations management</p> <ol style="list-style-type: none"> 7. Analyzing processes 8. Developing process strategy 9. Quality management 10. Capacity planning 11. Planning operations
Teaching format	Frontal lectures, discussions of case studies, exercises


Learning outcomes	<p><u>Knowledge and understanding</u></p> <ul style="list-style-type: none"> • Knowledge and understanding of enterprises' management theories • Knowledge and understanding organizational behavior in different settings • Knowledge and understanding organization and management of human resources <p><u>Applying knowledge and understanding</u></p> <ul style="list-style-type: none"> • Ability to apply diverse aspects of managerial theory to the service sector • Ability to analyze internal and external managerial problems offering possible solutions • Ability to manage human resources in different organizational settings <p><u>Making judgments</u> in order to choose and apply management theories with respect to the current situation of the firm</p> <p><u>Communication skills</u> in the ability to discuss situations relevant for management in a precise and coherent way</p> <p><u>Learning skills</u> through acquisition of basic notions of</p>
--------------------------	--

	general management and instruments and models of managerial decision-making
Assessment	<p>A) Attending students: Written exam consists of some true-false questions in order to evaluate understanding of basic notions covered in the course; some exercises evaluating understanding of managerial theories; some open questions evaluating capacity to express independent judgment with respect to a managerial situation</p> <p>During the course students can voluntary choose to conduct a group project related to the managerial analysis of service operation. Written project report should be submitted within the end of the course and substitutes part of the written exam.</p> <p>B) Non-attending students: The same written exam as for attending students. Non-attending students can voluntary choose to conduct the course project in a group or individually. Written project should be submitted within the end of the course and will substitute part of the written exam.</p> <p><i>NOTE: Project works and classroom contributions are valid for 1 academic year and cannot be carried over beyond that time-frame.</i></p>
Assessment language	English
Evaluation criteria and criteria for awarding marks	<p>Written project report counts for 1/6th of final grade, written final exam counts for 5/6th of the final grade. In this case written exam will be one question shorter. This question is to be chosen by the student.</p> <p>For students that choose not to conduct a project written final exam counts for 100% of the final grade and students will have to provide answer to all questions on the exam.</p> <p>The assessment of project report is based on the clarity of problem definition, relevance of collected data with respect to the defined problem, quality of problem analysis, quality of provided solutions for the problem.</p> <p>The assessment of written exam bases on the clarity of answers and relevance with respect to the question, ability to base own opinion on acquired knowledge and critical thinking, ability to structure response into concise and clear way.</p>
Required readings	<p>Daft, R. (2014) Management, 11th edition</p> <p>Heizer, J., and Render, B. (2014) Operations</p>

Supplementary readings

Management, 11th edition

Schermerhorn, R.J. (2012). Exploring Management, 3rd Edition. John Wiley and Sons.

Krajewski, L.J., Ritzman, L.P. and Malhotra, M.K. (2013) Operations Management, 10/E 

Boddy, D. (2008). Management. An Introduction. 4th Edition.

Bazerman M.H. Moore D. A. (2009) Judgment in managerial decision making, 7th edition

Chase, R. B., Jacobs, R.F., Grando, A. and Sianesi, A. (2011) Operations management nella produzione e nei servizi, 3 edizione