



**UNIVERSITY OF NEW YORK IN TIRANA**  
**Course Syllabus**

**Course: PRINCIPLES OF MANAGEMENT ( 3 credit hours ) MGT 781104R**

**Professor: Ass prof. Dr. Suzana Guxholli**

**Class Hours : Thursday 15:00 – 18:00**

**Phone: 068 20 74 755**

**E-mail: sguxholli@km.gov.al**

**Required Readings, Text : Contemporary Management 4<sup>th</sup> EDITION  
GEORGE / JONES McGraw-Hill**

**Catalog Description**

This course identifies the key elements of management, such as planning, organizing, leading and controlling. Theory and practice are presented through case studies and discussion of current issues with the aim of distilling effective management skills.

**Course Purpose**

The program will prepare students for careers in managing successfully people and organizations , processes in it. They will be able to understand how business works in a fast growing and changing environment.

Global economy. The concepts in management include principles of organization and its structure, leadership, motivation and rewards, decision-making, job satisfaction, effective Corporate communications and the impact of demographic diversity on organizations. Students develop critical thinking and communication skills and benefit from the broad-based education to survive in today's competitive market place.

**Course Objectives**

1. To gain an understanding of the role of management in organizations
2. To identify and understand the managerial functions
3. To explore the historical data and current issues and trends of management
4. To be able to relate management theory and principles to real business practices
5. To understand how emerging economies can benefit from the study of management

**Upon completion of this course, students should be able to :**

Understand the managerial functions

Learn how businesses are organized, and how to incorporate change and innovation

Understand how managers lead and motivate their teammates

Understand how the role of HR has developed the last 50 years

## Content of the Course

1. Managers and Managing
2. The Manager as a Person
4. Managing Diverse Employees
5. Managing in the Global Environment
6. The Manager as a Planner and Strategist
7. The Manager as a Decision Maker
8. Value-Chain Management
9. Leadership
10. Motivation and Performance
11. Effective Groups and Teams
12. Communication
13. Managing Organizational Structure
15. Human Resource Management
16. Managing Organizational Conflict
17. Promoting Innovation, Product Development

**Exams:** One exam will be taken, (multiple choice questions).

**Final Exam: Thursday, January 31 st**  
**Criteria for Determination of Grade, including Evaluation**

<b>Participation</b>	20%
<b>Absenteeism</b>	15%
<b>Case Discussions</b>	30%
<b>Final</b>	35%

<b>Grading Scale</b>	96-100 A	90-95 A-	87-89 B+
	83-86 B	80-82 B-	77-79 C+
	73-76 C	70-72 C-	67-69 D+
	63-66 D	60-62 D-	0-59 F

<b>Letter Grade</b>	<b>Percent (%)</b>	<b>Generally Accepted Meaning</b>
A	96-100	Outstanding work
A-	90-95	
B+	87-89	Good work, distinctly above average
B	83-86	
B-	80-82	
C+	77-79	Acceptable work
C	73-76	

C-	70-72	
D+	67-69	Work that is significantly below average
D	63-66	
D-	60-62	
F	0-59	Work that does not meet minimum standards for passing the course

September 2007