

# Management in English (ZHMANE)

Spring semester 2007

## **LECTURER**

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## **LITERATURE**

Textbooks (alternatively):

**ROBBINS, S. P. *Management*. 4<sup>th</sup> ed. New Jersey : Prentice Hall, 1994. (ORG 126) - or any later edition of the book**

**IVANCEVICH et. al. *Management : Principles and Functions*. 4<sup>th</sup> ed. Homewood : Irwin, 1989. (ORG 30) – or any later edition of the book.**

Supplementary literature:

STEVENSON, W. J. *Introduction to Management Science*. Homewood : Irwin, 1989 (ORG 17)

KNOWLES, W.T. *Management Science: Building and Using Models*. Homewood : Irwin, 1989 (ORG 35)

McSHANE, S. L. *Organizational Behavior*. Boston : Irwin, 2000.

Study materials from lectures:

Available on-line through information system at:

<https://is.muni.cz/auth//el/1456/jaro2007/ZHMANE/um/>

## **COURSE STRUCTURE**

1. Introduction to Management  
The Evolution of Management Thought
2. Organizational Culture and Environment
3. Decision Making
4. Planning
5. Organizing
6. Human Resource Management  
Communication
7. Managing Groups and Teamwork
8. Motivation and Leadership
9. Controlling
10. Information Systems in Management
11. Managing Change and Innovation
12. Self-Management
13. Examination

## **EXAM REQUIREMENTS**

1. Active participation in lectures, presentations of case-studies.
2. Examination

## Detailed Course Structure and Content

Lecture	Topic	Content	Literature		
			Robbins	Ivancevich	Other
1	Introduction to Management	Managers and Management Management Skills, Roles and Performance The Evolution of Management Thought	Chap. 1 Chap. 2	Chap. 1 Chap. 2	
2	Organizational Culture and Environment	Environment Organizational Culture Managerial Ethics	Chap. 3 Chap. 5		
3	Decision Making	Types of Problems Decision Making Process Rationality of Decisions Decision Theory (methods and models)	Chap. 6	Chap. 4	Stevenson, ch. 11
4	Planning	Foundations of Planning Planning Tools and Techniques	Chap. 7 Chap. 9	Chap. 3	
5	Organizing	Foundations of Organizing Job Design Organization Design	Chap. 10 Chap. 11	Chap. 7 Chap. 8 Chap. 9	
6	Human Resource Management Communication	HRM Functions Interpersonal Skills Organizational Communication	Chap. 12 Chap. 18	Chap. 16 Chap. 11	
7	Managing Groups and Teamwork	Foundations of Behaviour Groups Teamwork	Chap. 14 Chap. 15	Chap. 10 Chap. 13	Hersey, Blanchard
8	Motivation and Leadership	Motivation and Performance Theories of Motivation Leadership	Chap. 16 Chap. 17	Chap. 12	
9	Controlling	Foundations of Control Production Operations Control Financial Control	Chap. 19 Chap. 21 (pp. 639-646)	Chap. 14 Chap. 15	
10	Information Systems in Management	Organizational Communication Management Information Management Information Systems	Chap. 20	Chap. 5	
11	Managing Change and Innovation	Current Environment Forces for Change Techniques for Change Management	Chap. 13		
12	Self-management	Personal Audit Time-management Stress-management			materials from lecturer
13	EXAMINATION				

