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| **UNIVERSITY OF NIŠ** |
| **Course Unit Descriptor** | **Faculty** | Faculty of Mechanical Engineering |
| **GENERAL INFORMATION** |
| Study Program | **Mechanical Engineering** |
| Study Module (if applicable) | - |
| Course Title | Basics of engineering management |
| Level of Study | ☒Bachelor | ☐ Master’s | ☐ Doctoral |
| Type of Course | ☐ Obligatory | ☒ Elective |
| Semester | ☒ Autumn | ☐ Spring |
| Year of Study | II |
| Number of ECTS Allocated | 4 |
| Name of Lecturer/Lecturers | Pedja M. Milosavljević |
| Teaching Mode | ☒ Lectures | ☐ Group tutorials | ☐ Individual tutorials |
| ☒ Laboratory work | ☒ Project work | ☒ Seminar |
| ☐ Distance learning | ☐ Blended learning | ☐ Other |
| **Purpose and Overview (max. 5 sentences)** |
| *Introduce students to the basic function of management and modern tools and methods used by managers in global competitive environment. Getting basic knowledge in the field of management, relating to planning, organizing, staffing, leadership, communication, work motivation, decision making and control. Introduction to examples from manufacturing and other organizations, which allows better understanding of the importance of engineering management and introduction of new technologies for decision making and problem solving. Mastering of the knowledge in the field of management and ability of students to participate in the process of management, as well as the willingness to apply acquired knowledge in engineering activities and theoretical work. Students would be trained for managing the processes and for making decisions, using modern methods and tools.* |
| **Syllabus (brief outline and summary of topics, max. 10 sentences)** |
| 1) Concept, development, importance and principles of management, 2) Planning as the phase of management, 3) Organizing as the phase of management, 4) Personnel policy as the phase of management, 5) Leadership as the phase of management, 6) Communication as the phase of management, 7) Work motivation as the phase of management, 8) Decision making as the phase of management, 9) Basics of marketing, 10) Quality management, 11) Strategic management, 12) Lean principles, 13) Six Sigma methods, 14) Quality tools, 15) Kaizen philosophy. |
| **Language of Instruction** |
| ☒Serbian (complete course) | ☒ English (complete course) | ☐ Other \_\_\_\_\_\_\_\_\_\_\_\_\_ (complete course) |
| ☐Serbian with English mentoring | ☐Serbian with other mentoring \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Assessment Methods and Criteria** |
| **Pre exam Duties** | **Points** | **Final Exam** | **Points** |
| **Activity During Lectures** | **10** | **Written Examination** | **0** |
| **Practical Teaching** |  | **Oral Examination** | **Max. 60 (depending on Teaching Colloquia)** |
| **Teaching Colloquia** | **30** | **Overall Sum** | **100** |
| **\*Final examination mark is formed in accordance with the Institutional documents** |