

Course title :

Course Basic Information	
Academic Unit:	Faculty of Civil Engineering
Course title:	Management in geodesy and geoinformatics
Level:	Bachelor
Course Status:	Elective
Year of Study:	Year 3, Semester 6
Number of Classes per Week:	2+0
ECTS Credits:	3
Time /Location:	According to the Timetable
Teacher:	Prof.Ass.Dr. Ymer Kuka
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Course Description:	Basic principles of management, what is management and who are the managers. The development of management, management functions. Definition of commitment, problems and mistakes of decision making, methods of commitment. Project management and its definitions.
Course Goals:	Basis of enterprise management, aims of the enterprises, enterprise frame, technological aspects, civil and economic organizations, Basic knowledge about infrastructure project managements.
Expected Learning Outcomes:	After finishing this course students will be able to understand and use in practice management definitions, basic principles of enterprise and operational project management. Another important role of this topic is to prepare future expert to overcome the management problems during their future work.

Student Workload (should be in compliance with student's Learning Outcomes)

Activity	Hours	Day/ Week	Total
Lectures	2	15	30
Theory/ Lab Work/Exercises			
Practical Work			
Study for intermediate test			
Consultations with the teacher			
Field Work	1	5	5
Test, seminar paper			
Homework			
Self-study (library or home)	1	15	15
Preparation for final exam	3	6	18
Assessment time (test, quiz, final exam)	3	1	3
Projects, presentations, etc.	4	1	4

Total		75
Teaching Methods:	Lectures, Seminars, Discussion	
Assessment Methods:	In evaluation, the percentage of the attendance of each partial evaluation in the final evaluation must be determined. One of the ways of evaluation would be: First Evaluation: 15% Second Evaluation: 15% Homework or other engagement: 10% Attendance 5% Final Exam 55% Total 100%	
Primary Literature:	<i>Lecture notes</i>	
Additional Literature:		

Designed teaching plan	
Week	Title of the Lecture
Week 1:	Basic principles of management. What is management and who are the managers. Functions of management.
Week 2:	Working commitment
Week 3:	Methods of decision making
Week 4:	Project management
Week 5:	Basis of management organizing
Week 6:	Aims of organizing. Structure of organizing.
Week 7:	The impact of environment of organizing structure
Week 8:	Working process planning First valuation
Week 9:	Leading working processes
Week 10:	Controlling working process. Financial control.
Week 11:	Cash flow in a project
Week 12:	Reporting and the ways of reporting
Week 13:	Leading and controlling with working teams
Week 14:	Leaders of the project. Their characteristics
Week 15:	Restrictions of an infrastructure project Second valuation

Academic Policies and Code of Conduct
<ul style="list-style-type: none"> - <i>Regular attendance of the lectures and exercises</i> - <i>Mobile phones are not allowed</i>

Note | If a student has more than 3 class assignments evaluated below 50%, he/she loses the right on taking the final exam. Evaluation is done from 0-100 %.