

No. 30

<b>Course syllabus for first cycle studies</b>					
1.	<b>Course title</b>	Business administration			
2.	<b>Code</b>	CDE6E21			
3.	<b>Study Program</b>	Clothing design and engineering			
4.	<b>Study program organizer (unit, institute, department, division)</b>	Faculty of Technology and Metallurgy, Institute of textile engineering			
5.	<b>Degree (first, second, third cycle)</b>	First cycle			
6.	<b>Academic year / semester</b>	3 year 6 semester	7.	<b>Number of ECTS</b>	5
8.	<b>Instructors</b>	Prof. Dr. Elena Tomovska			
9.	<b>Prerequisites for course enrollment</b>	-			
10.	<b>Objectives of the course syllabus (competences):</b>  Students should gain introductory understanding of basic functional departments of an enterprise and their interaction, the role of marketing, HR, finance and operational management in an enterprise.  <b>Acquired skills (competences):</b> Ability to gather, analyze and make decisions based on information in a business environment, ability to execute basic managerial functions – planning, organizing, leadership, control.				
11.	<b>Content of the course:</b>  Administrative Functions (planning, organizing, staffing, leadership, control, budgeting). The Role of Marketing (consumer segmentation, marketing mix). The Role of Human Resource Management (planning, selection, training and development, motivation, rewards). The Role of Financial Management (balance sheets, income statements, cash flow statements, budgeting). Principles of Operational Management (planning and control of operations, inventory management, TQM, supply chain management, JIT).				
12.	<b>Study methods:</b> lectures, practical lessons, discussion, team work, projects, home work				
13	<b>Total available time</b>	90			

14.	<b>Allocation of available time</b>		45+45			
15.	<b>Teaching activities</b>	15.1.	Lectures	30		
		15.2.	Practicals	15		
16.	<b>Other types of activities</b>	16.1.	Projects	20		
		16.2.	Individual assignments			
		16.3.	Homework	25		
17.	<b>Grading system</b>					
	17.1.	Final exam		80		
	17.2.	Project		10		
	17.3.	In class participation and activity		10		
18.	<b>Grading criteria (points/grade)</b>	Up to 61 points		5 (five) (F)		
		From 61 to 69 points		6 (six) (E)		
		From 70 to 79 points		7 (seven) (D)		
		from 80 to 89 points		8 (eight) (S)		
		From 90 to 95 points		9 (nine) (B)		
		from 95 to 100 points		10 (ten) (A)		
19.	<b>Prerequisites for taking the final exam</b>		Minimum 15 points from 17.2 and 17.3			
20.	<b>Language in which lectures are conducted</b>		English			
21.	<b>Method for monitoring the quality of lectures</b>		Survey			
22.	<b>LITERATURE</b>					
22.1.	Compulsory literature					
	No.	Author	Title	Publisher		
	1.	Elena Tomovska	Business administration	Teaching materials, TMF		
	2.					
	3.					
22.2.	Additional literature					
	No.	Author	Title	Publisher		
	1.	Katz, J., Green, R.	Enterpreneurial small business	McGrawHill		
	2.					
	3.					