



## INTRODUCTION TO MANAGEMENT

<b>Credit points:</b>	<b>4 CP</b>
<b>Study course annotation</b>	The course provides knowledge on the nature, functions and organizational structures of management. The course deals with the main theoretical and practical aspects of management. The study course provides knowledge about the stages of the decision-making process, its influencing factors and circumstances. Introduces students to leadership styles, methods and principles. Provides knowledge of managerial work and the importance of leadership in different organizations.
<b>Aim of the study course</b>	The aim of the discipline is to promote understanding of the essence of management, to introduce the basics of management theory, as well as to develop independent thinking, analytical approach in evaluation of different management situations and to learn how to make optimal decisions.
<b>Tasks of the study course</b>	<ul style="list-style-type: none"> <li>to acquire knowledge of the nature of management, organization and management of the company's business operations in market conditions.</li> <li>to introduce the mechanism of management activity, management functions, communication processes in the organization, decision making process.</li> <li>to give an idea of formal and informal organizations, organizational structures in a company.</li> </ul>
<b>Study results</b>	<b>Knowledge</b>
	As a result of the course completion theoretical issues of management and methodology of management were studied, knowledge about current trends of development of management theory was acquired. Having successfully completed this course, students: <ul style="list-style-type: none"> <li>will understand the theoretical principles of management,</li> <li>will demonstrate understanding of key concepts and regularities in the organization and management of production within a company;</li> </ul> will know management mechanisms, management functions and motivation systems.
	<b>Abilities</b>
	<ul style="list-style-type: none"> <li>students are able to analyze management processes in the organization, formulate problems and tasks for their elimination;</li> <li>are able to apply a systematic approach to improve the management process;</li> <li>are able to describe manager's style and working methods;</li> <li>are able to make thought-out and objective decisions;</li> <li>are able to evaluate the efficiency of management processes;</li> </ul> are able to apply the obtained theoretical knowledge in life and business situations, working in teams or individually.
<b>Competences</b>	<ul style="list-style-type: none"> <li>students are able to independently acquire, select, identify and solve management problems in the organization;</li> <li>are able to participate in the planning, development, implementation and .1.1. evaluation of the company's strategy;</li> <li>have the ability to prepare and present management-related projects in a qualified manner, analyze results and provide management interpretation;</li> </ul> are able to carry out research work and studies on the issues of company development and management, interpret and analyze their results.
	are able to carry out research work and studies on the issues of company development and management, interpret and analyze their results.
<b>Study course plan:</b>	
<b>No.</b>	<b>Topics</b>
1.	Introduction to management
2.	Organization theory
3.	Communication
4.	Decision-making



5.	Management functions
6.	Levels and styles of the management
7.	Principles and methods of management
8.	Management and manager
9.	Management in conflict, change, stress situations
10.	Management effectiveness
<b>Form of final examination:</b>	
	exam
<b>Mandatory literature of the study course:</b>	
<ol style="list-style-type: none"> <li>1. Praude, Valērijs. <i>Menedžments</i>. Rīga : Burtene, 2012. 1,2 sēj. : diagr., il., sh., tab.</li> <li>2. Leitis Voldemārs. Vadītāja spējas. Kā vadīt uzņēmumus un ļaudis. – Rīga: AVOTS, 2019.</li> <li>3. Caurkubule Žanna. Menedžments. Lekciju kurss-konspēkts un kontroluzdevumi klātienēs, neklātienēs un distanta apmācībai -Rīga, 2007.</li> </ol>	
<b>Study course supplementary literature:</b>	
<ol style="list-style-type: none"> <li>1. Dubkēvičs Lotārs. Organizācijas kultūra, klimats un radošums.– Rīga: RaKa, 2019.</li> <li>2. Ukolov V., Mass A., Bistrjakovs I.(2006) <i>Vadības teorija</i>. R.: Jumava.</li> <li>3. Drakers Pīters u.c. Lēmumu pieņemšana (HBR) (2007).R.: Lietišķās informācijas dienests.-196 lpp.</li> <li>4. Šmidts Vorens u.c. Sarunu un konfliktu risināšana (HBR) (2007).R.: Lietišķās informācijas dienests.-184 lpp.</li> <li>5. Kortnijs Hjū u.c. Vadība nenoteiktās situācijās (HBR) (2008).R.: Lietišķās informācijas dienests.-194 lpp.</li> <li>6. Ķeniņš-Kings G. (2002) <i>Amerikas pieredze uzņēmumu vadībai: izlase lietišķām pārrunām</i>. Rīga: Apgāds "Biznesa partneri", 288 lpp.</li> <li>7. Daft, Richard L.: New era of management / Andover : South-Western/Cengage Learning, <b>2014</b>. 722 lpp.</li> <li>8. Barney, Jay B.: Strategic management and competitive advantage :concepts and cases / London : Pearson, <b>2015</b>. 395 lpp.</li> <li>9. Dessler, G. (2004) <i>Management. Principles and Practices for Tomorrow's Leaders</i> / Gary Dessler. 3rd ed. Prentice Hall, 2004 546 p.</li> <li>10. Naylor, J. (2004) <i>Management</i> / John Naylor. 2nd. Ed. Prentice Hall, 668, 20 p.</li> <li>11. Robbins, S.P. (2004) <i>Fundamentals of Management. Essential Concepts and Applications</i> / Stephen P. Robbins, David A. Decenzo. 4th ed. Pearson Education, Inc., Prentice Hall, 471, 4 p.</li> <li>12. Beardwell, I. (2004) <i>Human Resource Management. A contemporary approach</i> / Ian Beardwell, Len Holden, Tim Claydon. 4th ed.– FT Prentice Hall, 739 p.</li> <li>13. Daft, Richard L.: Менеджмент / Санкт-Петербург... {и др.} : Питер, <b>2015</b>. 628 с.</li> <li>14. Логунов С. 27 книг успешного руководителя. – Москва: Издательство «Э», 2017. – 224 с.</li> </ol>	
<b>Periodicals and other sources of information:</b>	
<ol style="list-style-type: none"> <li>1. Laikraksts "Bizness&amp;Baltija".</li> <li>2. Laikraksts "Dienas bizness".</li> <li>3. Harvard Business Review, USA.</li> <li>4. <a href="http://www.csb.gov.lv">www.csb.gov.lv</a></li> <li>5. <a href="http://www.lursoft.lv">www.lursoft.lv</a></li> <li>6. <a href="http://www.cfin.lv">www.cfin.lv</a></li> <li>7. <a href="http://www.kba.lv">www.kba.lv</a></li> <li>8. <a href="http://www.bb.lv">www.bb.lv</a></li> </ol>	
<b>During the study process changes and additions to the program and the list of references are possible</b>	