



**MANAGEMENT IN TOURISM AND HOSPITALITY I**

<b>Credit points</b>	3 CP	
<b>Annotation of the study course</b>	The study course provides knowledge of the essence, functions and organizational structures of management. The course discusses the main theoretical and practical aspects of management. The study course provides knowledge about the stages of the decision-making process, factors and circumstances affecting it. Introduces students to the styles, methods and principles of leadership. Provides knowledge of the work of a manager and the importance of leadership in various organizations.	
<b>The aim of the study course:</b>	to promote understanding of the essence of management, to introduce the basics of management theory, as well as to develop independent thinking, an analytical approach to the assessment of various management situations and to teach how to make optimal decisions.	
<b>Study course tasks:</b>	<ul style="list-style-type: none"> <li>• to acquire knowledge about the essence of management, organization and management of the company's farm activities in market conditions.</li> <li>• introduce the mechanism of management activity, management functions, communication processes in the organization, decision-making process..</li> <li>• create an idea of formal and informal organizations, organizational structures in the company.</li> </ul>	
<b>Study course plan:</b>		
<b>Nr.p.k.</b>	<b>Topics</b>	
1.	Introduction to Management	
2.	Organization theory	
3.	Communication	
4.	Decision-making	
5.	Management functions	
6.	Management levels and styles	
7.	Principles and methods of management	
8.	Management and manager	
9.	Leadership in situations of conflict, change, stress	
10.	Management efficiency	
<b>Course results</b>	<b>Knowledge</b>	
	As a result of mastering the course, theoretical questions of management and management methodology were studied, knowledge of the current trends in the development of management theory was acquired. Upon successful completion of this study course, students 1.1. understand the theoretical guidelines of management; 1.2. demonstrate the understanding of the most important concepts and regularities in the organization and management of production in the enterprise, 1.3. know the management mechanisms, management functions and motivation systems.	
	<b>Skills</b>	
	2.1. students are able to analyse management processes in the organisation, formulate problems and tasks for their elimination;	
	2.2. are able to apply a systematic approach to the improvement of the	



	<p>management process;          2.3. are able to characterise the style and working methods of the manager;          2.4. is able to take well-thought-out objective decisions;          2.5. are able to assess the efficiency of management processes;          2.6. is able to apply the acquired theoretical knowledge in life and business situations, working in a team or individually.</p>	
	<p><b>Kompetences</b>          3.1. students are able to independently acquire, select, identify and solve management problems in the organisation;          3.2. is able to engage in the development, development, implementation and assessment of the strategy of the enterprise;          3.3. is able to prepare and present projects related to management issues in a qualified manner, analyse the results and provide management interpretation;          3.4. is able to carry out research activities and research on the issues of development and management of the enterprise, interpret and analyse the results thereof.</p>	
<p><b>Type of final examination</b></p>	<p>exam</p>	
<p><b>Compulsory literature of the study course:</b></p>		
<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. <i>Menedžments</i>. Lekciju kurss-konspекts un kontroluzdevumi klātienēs, neklātienēs un distanta apmācībai -Rīga, 2007.</li> </ol>		
<p><b>Additional literature of the study course:</b></p>		
<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, 2014. 722 lpp.</li> <li>8. Barney, Jay B.: Strategic management and competitive advantage :concepts and cases / London : Pearson, 2015. 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, 2015. 628 с.</li> <li>14. Логунов С. 27 книг успешного руководителя. – Москва: Издательство «Э», 2017. – 224 с.</li> </ol>		
<p><b>Periodicals and other sources of information:</b></p>		



1. Laikraksts "Bizness&Baltija".
2. Laikraksts "Dienas bizness".
3. Harvard Business Review, USA.
4. [www.csb.gov.lv](http://www.csb.gov.lv)
5. [www.lursoft.lv](http://www.lursoft.lv)
6. [www.cfin.lv](http://www.cfin.lv)
7. [www.kba.lv](http://www.kba.lv)
8. [www.bb.lv](http://www.bb.lv)

During the study process, changes and additions to the program and reading list are possible