

Basics of Management and Organizations (5 ECTS)

Content

- **Management and leadership** (Development of leadership thinking and leadership theory, key concepts of management leading culture, innovation and change)
- **Organizations and organizational behaviour** (Organizational structure, organizational culture, organizational life)
- **Human resource management** (Human resource management, leading individuals, teams and groups, motivation and coaching)
- **Strategic thinking and strategic tools** (Development of strategic thinking and strategy, strategic tools, strategic management in a global environment)



Prerequisites

No prerequisites.

Learning objectives

Upon successful completion of the course, the student will be able to:

- name the key concepts and theories in the areas of organization, management and leadership,
- name the key concepts and evaluate the functions of human resource management,
- understand the major tools of strategic management,
- understand business in the network of global interactions, and
- apply theory on practical leadership and management situations.

Course assignments, literature and workload

Course assignments consist of individual assignments and an electronic exam.

The deadline for the weekly assignments is flexible; students can submit them at their convenience. The first weekly assignment, however, must be returned by **19 February, 2021** so that you can continue with the course. The individual assignments are compiled into a **portfolio, which must be returned by April 6, 2021. In addition, peer reviews must be completed and returned by 13 April, 2021. The deadlines for portfolio and peer review submissions are not negotiable. The exam is open for a period of one week (6-13 April, 2021) during which, it can be taken at a time of the student's choice. The resits are available between 16 April, 2021 and 7 May, 2021.**

Literature: Robbins, Stephen P. – Judge, Timothy A. – Campbell, Timothy T. (2017) Organizational Behavior. 2nd edition. Pearson.

The course instructors may ask students to read additional literature (e.g. articles). The details of additional readings are indicated in the course program.

Course workload (134 hours) consists of:

- online lectures: 10 hours
- individual assignments and exam: 60 hours
- literature (268 pages): 64 hours

Evaluation

Students are graded on a scale from 1 to 5. The grade comprises an exam and individual assignments.

Language

The course material and assignments are in English. The individual assignments may be completed in Finnish if a student wishes to do so.

Number of participants and registration for the course

No restrictions for the number of students admitted. **Proper registration for the course at the home university is obligatory and required for credit. Late registrations will not be accepted.**

Transfer of student information

LITO courses are organised in co-operation with multiple universities. To receive credits for the courses, students must be granted the right to attend the courses for which they have registered from the host university. To grant the right to attend a course(s), the home university will transfer personal student information to the host university responsible for organizing the course. The data to be transferred includes surname, first name, possible middle name(s), gender, nationality, e-mail address, personal identification number and home university. If a student does not have a Finnish personal identification number, his/her date of birth will be transferred. Data classified as secret will not be transferred. Receiving credit for the course(s) is not possible without transferring personal student information.

Further information

University of Jyväskylä organizes the course in the academic year 2020-21. The latest information about the course is updated and published on the course platform at www.lito.fi.