

Organizational Techniques and Project Management

Code: MK5SZERM04GX17-EN

ECTS Credit Points: 4

Evaluation: mid-semester grade

Year, Semester: 1st fall semester

Its prerequisite(s): -

Further courses are built on it: Yes/No

Number of teaching hours/week (lecture + practice): 2+2

Topics:

The aim of the course is to familiarize students with different leadership roles and tasks. Contribute to the student's theoretical and practical knowledge of organizing and leadership skills. Knowing the organization methodology and applying it in practical work.

Literature:

Compulsory:

- Schein, Edgar H.: Organizational culture and leadership. San Francisco: Jossey-Bass, 2004. ISBN 0-7879-6845-5
http://www.untag-smd.ac.id/files/Perpustakaan_Digital_2/ORGANIZATIONAL%20CULTURE%20Organizational%20Culture%20and%20Leadership,%203rd%20Edition.pdf
- Robbins, Stephen P.: Management. Boston, Mass. [u.a.]: Pearson, 2016. ISBN 9781292090207
- Pinto, Jeffrey K.: Project management: achieving competitive advantage. Upper Saddle River, N.J.: Prentice Hall, 2010. ISBN 9780135097557

Schedule

1st week Registration week	
2nd week: Lecture: Management methods Practice: Assessing leadership style through personality tests and situational tasks	3rd week: Lecture: Coordination of task, competence, power and responsibility Practice: In connection with the project, elaborate a complex task based on the job, power and competence
4th week: Lecture: Motivation theories Practice: Case studies and motivational tests to reveal students' self-motivation and motivational tools	5th week: Lecture: Psychology in leadership Practice: Use the psychology methodology to use situations and case studies
6th week: Lecture: Career Plan Practice: Developing specific career plans	7th week: Lecture: Strategy Practice: Develop a specific strategic plan
8th week: 1 st drawing week	
9th week: Lecture: Project life cycle and organizational influences Practice: Creating a Lifecycle of a Project	10th week: Lecture: Project management processes Practice: Preparation of project processes
11th week: Lecture: Project Scheduling Practice: Developing a project schedule	12th week: Lecture: Project Cost Practice: Developing a project Cost
13th week: Lecture: Project Risk Practice: Developing Project Risk	14th week: Lecture: Project closure Practice: Project closure
15th week: 2 nd drawing week	

Requirements

A, for a signature:

Participation at lectures is compulsory. Students must attend lectures and may not miss more than three of them during the semester. In case a student does so, the subject will

not be signed and the student must repeat the course. Attendance at lectures will be recorded by the lecturer. Being late is equivalent with an absence. In case of further absences, a medical certification needs to be presented. Missed lectures must be made up for at a later date, being discussed with the tutor.

Students have to write two midterm tests during the semester. The first (40 points max) in the 8th, the second (40 points max) in the 14th week. At the end of the semester everybody will get a seminar grade on the basis of the following (score/grade): 0-39 = fail; 40-50 = pass (2); 51-60 = satisfactory (3); 61-70 = good (4); 71-80 = excellent (5).

If somebody fails, then he has to write both tests in the 1st week of the exam period again. If the result is 40 points (50%) or better, then he can take an exam. If somebody has to repeat his midterm tests, then his seminar grade can't be better than (2).

There will be homework from week to week. Only students who have handed in all their homework at the time of the midterm test will be allowed to write it. The problems in the midterm tests will be selected from the homework assignments.

B, for a grade:

For their exam everybody will get an exam grade. The final grade will be the average of the seminar and exam grade. If it is for example (3.5) then the lecturer decides if it is (3) or (4).