Faculty: FACULTY OF TELECOMMUNICATIONS AND MANAGEMENT
Department: GENERAL ENGINEERING
Professional Field: 5.13. GENERAL ENGINEERING
Specialty: DIGITAL ENTREPRENEURSHIP AND HIGH TECHNOLOGY
Educational-qualification degree: BACHELOR

LEARNING COURSE DESCRIPTION

1. Course title: *FUNDAMENTALS OF MANAGEMENT*
2. Course code: B.45.033.1
3. Type of the course: *Compulsory*
4. Level: *Bachelor*
5. Year of study: *Second*
6. Semester: *Fourth*
7. Number of credits: *6*
8. Name of the lecturer: *Assoc. Prof. Ivaylo Tsvetanov Stoyanov, PhD*
9. Course learning outcomes:

The aim of the course is to give students in a systematic way basic (fundamental) knowledge in the field of fundamentals of management theory.

Students who have completed their training in the discipline must acquire:

Basic knowledge of the nature and specifics of management tools and mechanisms in the functioning of the organization, its systemic variables and functional areas of management, human factor behavior and achieving effective business results.

Practical skills in the management technology of the organization, diagnosis of problem areas of its functioning, emphasis on modern corporate practices, administration and management of people and business processes in the organization.

Competencies: Upon completion of the course, students must have mastered the organization's management mechanisms and make decisions that respond to new trends and changes in the business environment.

10. Teachingmethods:

The teaching method is in lecture and discussion form, according to the specifics of the subject matter. Emphasis is placed on fundamentals of management issues, using multimedia.

11. Prerequisites:

Students should have a thorough knowledge of the Enterprise economy, Production management, Fundamentals of digital entrepreneurship, Fundamentals of economics, Entrepreneurial and leadership digital competencies.

Courses using the discipline are: Human Resource Management, Organizational behavior, Strategic management, Benchmarking of high-tech enterprises.

12. Course contents:

The course deals with topical topics related to management philosophy, such as the scientific and practical field, organization as a system and its behavior in the business environment. Emphasis is placed on planning and organizational structuring, the role of human resources, their involvement in teams in teams. Attention is paid to performance management, management decision-making, communication between people in the organization, the importance of organizational culture, the need for changes in the structure, systems and technologies of the organization and the effectiveness of control over performance management.

13. Bibliography

Basic literature:

1. **Griffin, R.** Fundamentals of Management, 9th Ed. Cengage Learning, 2018.
2. **Lussier, R.** Management Fundamentals, 8th Ed. Sage, 2018.
3. **Robbins, S., Coulter, M.** Fundamentals of Management, 11th Ed. Pearson, 2019.
4. **Стоянов, И.** Основи на управлението. “Авангард прима”, 2018.
5. **Темелкова, М.** Лидерство в бизнес организациите от сектора на услугите. “Колор принт”, 2017.

Additional literature:

1. **Longenecker, J., et al.** Small Business Management, 19th Ed. Cengage Learning, 2019.
2. **Scarborough, N., Cornwall, J.** Essentials of Entrepreneurship and Small Business management, 9th Ed. Pearson, 2018.
3. **Стоянов, И.** Управление на човешките ресурси. "Авангард прима", 2017.
4. **Стоянов, И.** Управление на групи и екипи. "Авангард прима", 2014.

14. Assessment methods and criteria:

The course ends with an *exam.* The student's individual and team work is taken into account during the semester - ongoing control during lectures and seminars.

1. Requirements for the assessment of the six-point system

The course grade is formed by a point system, the maximum number of points students can receive is 100 (see Table 1). They are formed by one practical assignment, developed in a team of several students, assigned by the lecturer of the course (according to the topics of the syllabus) and two assignments in the seminars - presentation of course work (at the choice of the student from the specified directions, ie topics and a practice for learning. With the assessment that is formed by the resulting sum of points (from lectures and exercises), ie. with ongoing control, the student is formed according to pre-announced criteria.

2. Formation of the final mark

The exam takes the form of a test. In the written exam, each student receives a grade on a scale corresponding to the arrangement in Table 1, to which is added the grade from the current control and the total of the two grades divided into two forms the final grade of the course.

Forming an assessment in the training course at each of the above stages, according to the points obtained and their ranking according to the six-point system is given in Table 1.

Table 1.

Number of points	**Assessment According to the 6-point Scale System**
0 – 20	Fail 2 **(**F)
20 – 39	Fail 2 (FX)
40 – 49	Satisfactory 3.00 (E)
50 – 59	Satisfactory 3.00 (D)
60 – 69	Good 4.00 (C)
70 – 84	Very good 5.00 (B)
85 – 100	Excellent 6.00 (A)

15. Language of instruction: *Bulgarian*