



DESCRIPTION OF STUDY COURSE

Course unit title	Organization Management	
Programme	Bachelor International Finance	
Year of study	1st year	
Academic year	2022./2023.	
Level of course unit (e.g. first, second or third cycle)	First, Bachelor's study	
Course unit code	BFa028	
Name of lecturer(s)	Carl Olsen	
Credit points	2 CP, Latvian credit points are multiplied by 1,5 to get ECTS	
Number of ECTS allocated	3 ECTS	
Language of instruction	English	
Type of course unit (compulsory, optional)	compulsory	
Semester when the course unit is delivered	1	
Mode of delivery	face-to-face	
Aim of Course	To acquire theoretical and practical knowledge of the basic managerial functions of planning, organizing, leading, and controlling resources to accomplish organizational goals. Special emphasis will be placed on skills necessary for a manager to be effective.	
Preliminary knowledge (prerequisites and co-requisites)	Law and Office Management	
Course contents	<ol style="list-style-type: none"> 1. Organizations and management 2. The internal environment of organizations 3. The external environment of organizations 4. Levels of management 5. The roles and functions of the manager 6. Motivation and theories of motivation 7. Leadership styles 8. Time management 9. Sustainability and corporate social responsibility 10. Corporate reputation 	
Planned learning activities and teaching methods	Student attends lectures, participates in seminars, and presents individual and group works. Final grade consists of: 10% active in-class participation, 15% practical works, 35% daily quizzes, 40% final exam.	
	Teaching methods	Student work load (1 CP = 40 hours of student work)
	Lectures	15%
	Group work	10%
	Seminars, practical work	15%



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	Independent work and its presentation	10%		
	Work at the library, independent studies	50%		
		Total 80 hours		
Study outcomes of the course unit	<ol style="list-style-type: none"> 1. Understand fundamental principles of management. 2. Able to work in team, understand responsibility of manager, and the role of leadership 3. Understands the role of business ethics and corporate social responsibility in organization management 			
Assessment methods and criteria	Study outcomes	1.	2.	3.
	The form of assessment	1.	2.	3.
	In-class practical works	●	●	●
	Independent work and its presentation	●	●	●
	Written examination	●	●	●
Recommended or required reading	<p>Compulsory literature:</p> <ol style="list-style-type: none"> 1. Slocum, J.W., Jackson, S.E., Hellriegel, D., Managing: A Competency-Based Approach, Thomson, 2007 <p>Recommended literature:</p> <ol style="list-style-type: none"> 1. Armstrong, M., How to be an Even Better Manager : a complete A-Z of proven techniques and essential skills, Kogan Page, London, Philadelphia, 2021 2. Armstrong, M., Tina,S., A Handbook of Management and Leadership: a guide to managing for results, Kogan Page, London; Sterling, 2017. 3. Certo, S., Modern Management: Concepts and Skills, 2018. 4. Griffin, R.W., Fundamentals of management, South-Western Cengage Learning, Mason, 2021. 			
Recommended optional programme components	To be agreed at the start of the course			