

DESCRIPTION OF A STUDY COURSE – SYLLABUS

Title of a course	Basics of Management				
Head of course	PhD Zlatko Šehanović, Senior Lecturer				
Study programme	Professional undergraduate study Information Science				
Status of a course	Obligatory				
Year of study	2	Semester	III	ECTS credits	5
Teaching plan (L + E + S+ Pr)	2L+2S				
Goals of a course					
Introducing students to basic management concepts. Acquisition of competences from individual management functions					
Conditions for enrolling course					
No conditions					
Learning outcomes on a level of a study programme which includes course					
<p>Outcome 2: Apply business information system design methods.</p> <p>Outcome 3: Establish a computer network and network services.</p> <p>Outcome 5: Apply website design and implementation methods.</p> <p>Outcome 7: Design and produce digital multimedia materials needed in business systems.</p> <p>Outcome 8: Evaluate the cost-effectiveness of business information systems.</p> <p>Outcome 9: Apply economic and accounting principles in the development of business information systems.</p> <p>Outcome 11: Apply mathematical and statistical methods in information science.</p> <p>Outcome 12: Apply engineering methods and principles in information science.</p> <p>Outcome 14: Participate in teamwork.</p> <p>Outcome 15: Independently present professional content in written and spoken form in Croatian and English.</p>					
Expected learning outcomes on a level of a course					
<ol style="list-style-type: none"> 1. Substantiate the link of the levels and scope of management with the roles and skills of managers 2. Explain different types of planning and decision-making techniques 3. Draw and comment on certain types of organizational structures 4. Design individual elements of human resources management 5. Critically evaluate different motivation theories and leadership styles 6. Describe the process and methods of control 7. Research and present specific management topics 					
Content of a course					
<p>Management definition; system approach to management; management vs. entrepreneurship, manager person and levels of management; roles and activities of managers, manager's skills. Planning - nature and purpose of planning; types of plans; SWOT analysis, Porter's model of generic strategies, BCG matrix; hierarchy and types of strategies; decision making. Organizing - organization and its contents, organization structure modelling, types of organizational structures - classical and modern forms, modern trends in organizing, organizational culture; organizational conflicts. Human resource management - prediction of needs, recruitment and selection, career management, performance appraisal, education and development, creation of excellent managers, salaries and compensations. Leadership - definition, leader, leadership skills, elements, power and authority, leadership styles, approaches to leadership, motivation theories and techniques. Control - process of control; phases of control; systems and techniques of control.</p>					
Teaching modes	<input checked="" type="checkbox"/> lectures <input type="checkbox"/> auditory exercises <input checked="" type="checkbox"/> seminars and workshops <input type="checkbox"/> distance learning <input type="checkbox"/> field classes		<input checked="" type="checkbox"/> individual assignments <input type="checkbox"/> multimedia and network <input type="checkbox"/> laboratory <input type="checkbox"/> supervisor's work <input type="checkbox"/> other _____		

Comments						
Students' obligations						
Grading, evaluation and monitoring of students' work continuously during lectures and exams						
Grading is based upon evaluation of course's learning outcomes' adoption. Grading is performed continuously during lectures and/or during exam, in compliance with the provisions of Regulation on the assessment of students.						
Continuous check-up:						
Outcomes	Pre-exam I	Pre-exam 2	Seminar work (presentation)	Assignment	Threshold	Max
Outcome 1	5 %		18 %	5 %	14 %	28 %
Outcome 2	10 %		2 %		6 %	12 %
Outcome 3	10 %		2 %		6 %	12 %
Outcome 4	10 %		2 %		6 %	12 %
Outcome 5		10 %	2 %		6 %	12 %
Outcome 6		10 %	2 %		6 %	12 %
Outcome 7		10 %	2 %		6 %	12 %
Percentage of ECTS	1,55	1,9	0,8	0,75		
Total	35 %	30 %	30 %	5 %	50 %	100 %
A student has passed the exam if he has acquired a percentage of credits for each learning outcome higher or equal to defined threshold.						
Exam term:						
Outcomes	Written exam	Oral exam	Max			
Outcome 1	10 %	5 %	15 %			
Outcome 2	10 %	5 %	15 %			
Outcome 3	10 %	5 %	15 %			
Outcome 4	10 %	5 %	15 %			
Outcome 5	10 %	5 %	15 %			
Outcome 6	10 %	2,5 %	12,5 %			
Outcome 7	10 %	2,5 %	12,5 %			
Percentage of ECTS	3,5	1,5				
Total	70 %	30 %	100 %			
A student has passed the exam if he has acquired a percentage of credits for each learning outcome higher or equal to defined threshold.						
Grading:						
A student has passed the exam if he has acquired at least 50% of anticipated credits of a specific learning outcome.						
If a student has passed learning outcomes of all courses, the accomplished credits (percentages) of all passed learning outcomes are being added, while the final grade is defined upon following table:						
Range of credits (percentages)	Numerical grade	ECTS grade				
90,00 – 100,00	Excellent (5)	A				
75,00 – 89,99	Very good (4)	B				
60,00 – 74,99	Good (3)	C				
50,00 – 59,99	Sufficient (2)	D				
0,00 – 49,99	Insufficient (1)	F				

Obligatory literature
1. Dujanić, M., Osnove menadžmenta, Veleučilište u Rijeci, Rijeka, 2006.
Additional literature
1. Buble, M., Management, Ekonomski fakultet Split, Split, 2002. 2. Dujanić, M., Organizacija, Veleučilište u Rijeci, Rijeka, 2006. 3. Weihrich, H., Koontz, H., Menedžment, deseto izdanje, Mate d.o.o., Zagreb, 1994.

