

DESCRIPTION OF A STUDY COURSE – SYLLABUS

Title of a course	Organization and management				
Head of course	MSc Anita Stilin, Senior Lecturer				
Study programme	Professional undergraduate study Occupational Safety				
Status of a course	Obligatory				
Year of study	2.	Semester	III	ECTS credits	6
Teaching plan (L + E + S+ Pr)	2L+2S				
Goals of a course					
Introducing students to basic concepts in the field of organization and management 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					
Outcome 6: Distinguish between subjects in the field of occupational safety and health. Outcome 9: Conduct training of subjects in the field of occupational safety. Outcome 10: Participate in teamwork and present professional content in both Croatian and foreign languages in written and spoken form.					
Expected learning outcomes on a level of a course					
<ol style="list-style-type: none"> 1. Distinguish organizational dimensions and legal forms of companies 2. Link the levels of management with the roles and skills of managers 3. Explain different types of plans and decision-making techniques 4. Draw and describe different organizational structures with identification of responsibility centres 5. Explain elements of human resources management 6. Describe different leadership styles, motivation theories and techniques 7. Describe the control process 8. Research and present specific topics from the field of organization and management 					
Content of a course					
<p>Introduction to organization. Legal forms of corporate organization in Croatia: Organization of companies; Complex forms; Organizational form of concerns and holdings. Organization of company departments. Company organization on the basis of responsibility centres.</p> <p>Management definition and characteristic. Planning – nature and purpose of planning, hierarchy and types of strategies, decision making. Organizing – organization and its contents, organization structure modelling, classical and modern organizational forms, modern trends, organizational culture. Human resource management – prediction of needs, recruitment and selection, career management, education and development, salaries and compensations. Leadership – definition, leader, leadership skills, leadership elements, power and authority, leadership styles, motivation theories and techniques. Control – process of control; phases of control; system 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)	Tasks (assignment and / or case study)	Threshold	Max
Outcome 1	5 %			3 %	4 %	8 %
Outcome 2	6 %			2 %	4 %	8 %
Outcome 3	19 %			8 %	13,5 %	27 %
Outcome 4		7 %		4 %	5,5 %	11 %
Outcome 5		10 %		2 %	6 %	12 %
Outcome 6		10 %		2 %	6 %	12 %
Outcome 7		8 %			4 %	8 %
Outcome 8			14 %		7 %	14 %
Percentage of ECTS	1,8	2,1	0,84	1,26		
Total	30 %	35 %	14 %	21 %	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	8 %		8 %
Outcome 2	8 %		8 %
Outcome 3	28 %		28 %
Outcome 4	11 %		11 %
Outcome 5	10 %		10 %
Outcome 6	13 %		13 %
Outcome 7	8 %		8 %
Outcome 8		14 %	14 %
Percentage of ECTS	5,16	0,84	
Total	86 %	20 %	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., Organizacija, Veleučilište u Rijeci, Rijeka, 2006.
2. Dujanić, M., Osnove menadžmenta, Veleučilište u Rijeci, Rijeka, 2006.

Additional literature

1. Buble, M., Management, Ekonomski fakultet Split, Split, 2002.
2. Sikavica, P., Novak, M., Poslovna organizacija, Informator, Zagreb, 1999.
3. Sikavica, P., Organizacija, Školska knjiga, Zagreb, 2011.
4. Weihrich, H., Koontz, H., Menedžment, deseto izdanje, Mate d.o.o., Zagreb, 1994.

