

### DESCRIPTION OF A STUDY COURSE – SYLLABUS

<b>Title of a course</b>	<b>Business Organization</b>				
<b>Head of course</b>	<b>MSc Anita Stilin, Senior Lecturer</b>				
<b>Study programme</b>	<b>Professional undergraduate study Telematics</b>				
<b>Status of a course</b>	Obligatory				
<b>Year of study</b>	1.	<b>Semester</b>	II	<b>ECTS credits</b>	5
<b>Teaching plan (L + E + S+ Pr)</b>	2L+2S				
<b>Goals of a course</b>					
Introducing students to basic concepts in the field of business organization. Acquisition of competencies for organization formation.					
<b>Conditions for enrolling course</b>					
No conditions					
<b>Learning outcomes on a level of a study programme which includes course</b>					
Outcome 14: Apply methods of organizing business systems and marketing of products and services in the context of entrepreneurship in telematics. Outcome 15: Participate in teamwork and independently present professional content in written and spoken form in Croatian and English.					
<b>Expected learning outcomes on a level of a course</b>					
<ol style="list-style-type: none"> <li>1. Describe the characteristics and dimensions of an organization</li> <li>2. Analyse key internal and external factors</li> <li>3. Draw and describe particular types of organizational structures with identification of responsibility centres</li> <li>4. Describe the elements of organizational structure design</li> <li>5. Describe a simple entrepreneurial model</li> <li>6. Research and present specific topics from the field of business organization</li> </ol>					
<b>Content of a course</b>					
Concept of organization. Factors in organization structuring: internal structuring factors, external structuring factors. Organizational structure. Formal and informal structure. Elements of organizational structure. Types – functional, divisional, matrix, processing, network. Advanced organizational types. Centralization and decentralization problems. Operative and workers' management: basic organization functions. Delegation of authority and responsibility. Management hierarchy. Management styles. Decision making. Company development. Entrepreneurship. Corporate alliances. Allocation of functions. Organizational dynamics. The role of conflicts in organizational structuring. Company's problems solution. Network planning methods. Types of business entity.					
<b>Teaching modes</b>	<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 _____		
<b>Comments</b>					
<b>Students' obligations</b>					
<b>Grading, evaluation and monitoring of students' work continuously during lectures and exams</b>					
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	Tasks (assignment and / or case study)	Creation and presentation of seminar work	Threshold	Max
Outcome 1	14 %		6 %		10 %	20 %
Outcome 2	11 %		5 %		8 %	16 %
Outcome 3	12 %		8 %		10 %	20 %
Outcome 4		16 %	4 %		10 %	20 %
Outcome 5		10 %			5 %	10 %
Outcome 6				14 %	7 %	14 %
Percentage of ECTS	1,85	1,3	1,15	0,7		
Total	37 %	26 %	23 %	14 %	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	20 %		20 %
Outcome 2	16 %		16 %
Outcome 3	20 %		20 %
Outcome 4	20 %		20 %
Outcome 5	10 %		10 %
Outcome 6		14 %	14 %
Percentage of ECTS	4,3	0,7	
Total	86 %	14 %	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. Sikavica, P., Organizacija, Školska knjiga, Zagreb, 2011.
2. Sikavica, P., Novak, M., Poslovna organizacija, Informator, Zagreb, 1999.

**Additional literature**

1. Dujanić, M., Organizacija, Veleučilište u Rijeci, Rijeka, 2006.
2. Dujanić, M., Projektiranje organizacije i upravljanje projektima, Veleučilište u Rijeci, Rijeka, 2006.
3. Osterwalder, A., Pigneur, Y., Stvaranje poslovnih modela, Školska knjiga, 2014.
4. Žugaj, M., Šehanović, J., Cingula, M., Organizacija, Fakultet organizacije i informatike, Varaždin, 2004.



