

COURSE DESCRIPTION

GENERAL INFORMATION		
Course Title	Mirjana Bautović, prof.	
Naziv kolegija	Croatian for Beginners	
Study program	Undergraduate Professional Study – Finance and Law Graduate Professional Study – Business Management (MBA)	
Course status	Elective	
Study year	Erasmus+ classes	
Credits and Teaching format	ECTS Student Workload Coefficient	5
	(L = Lectures, E = Exercises, S = Seminars)	28+28+0

COURSE DESCRIPTION
1.1. <i>Course objective</i>
<i>The aim of the course is to prepare students for everyday basic communication in the Croatian language and introduce them to Croatian customs, culture, heritage and history. The goal is to acquaint students with Croatian and Croatian culture, which will be a great comparative advantage in business processes and their social and civic activities.</i>
1.2. <i>Conditions for Course Enrollment</i>
Erasmus+ incoming students
1.3. <i>Learning outcomes</i>
<p><i>By successfully mastering the course, students will be able to:</i></p> <ol style="list-style-type: none"> <i>1. Acquire communication and presentation skills in Croatian.</i> <i>2. Understand grammatical forms, rich phraseology and different forms of expression.</i> <i>3. Apply an in-depth understanding of Croatian culture and customs.</i> <i>4. Apply knowledge skills of Croatian culture and language in your business environment</i>

1.4. Course outline		
<p>1. Introduction to the course. Presentation. Pronunciation. Greetings.</p> <p>2. Alphabet. Verb BE (affirmative and negative form, interrogative form).</p> <p>3. Nationality. Occupations. Verbs HAVE and LIVE.</p> <p>4. Cases. Declension. I like / I don't like. Croatian flag. A brief historical overview.</p> <p>5. Cafes, restaurants, food. Numbers. Verbs EAT, DRINK and GO.</p> <p>6. Imperative. Affirmative patterns and negative patterns.</p> <p>7. The story of the tie. Verbs WEAR and INVENT.</p> <p>8. It is life. Verbs ending in -ati, -ti. Negative forms "li".</p> <p>9. Croatian museums (visits during the semester at the student's request). Free time. What can we see and visit in Zagreb? Reflexive verbs (reflexive verbs).</p> <p>10. Where have you been? Formation and use of the past tense.</p> <p>11. My weekend. Perfect; exercise. About culture and customs.</p> <p>12. Holidays and public holidays of the Republic of Croatia. Ordinal numbers. Dates, months, days, years.</p> <p>13. Future. Affirmative and negative forms.</p> <p>14. This is not a goodbye</p> <p>15. Written exam</p>		
1.5. Methods of instruction	<input checked="" type="checkbox"/> lectures <input type="checkbox"/> seminars and workshops <input checked="" type="checkbox"/> exercises <input type="checkbox"/> distance learning <input type="checkbox"/> fieldwork	<input checked="" type="checkbox"/> individual assignments <input type="checkbox"/> multimedia <input type="checkbox"/> lab work <input type="checkbox"/> mentorship <input type="checkbox"/> other _____
1.1. Students obligations:		
<p>Student obligations are thoroughly prescribed by the Statute, the Study Regulations, and the Guidelines on Student Obligations.</p> <p>Key Student Obligations:</p> <p>CLASS ATTENDANCE:</p>		

Students are required to attend classes, actively follow lectures and exercises, and participate constructively in lessons. To gain the right to take an exam, students must attend classes in the percentages specified by the Study Regulations. Each student's attendance is recorded through the Infoeduka digital administration system. The minimum attendance requirements are:

- **Full-time students** must attend at least **70%** of the total class hours to be eligible for a course signature.
- **Part-time students** must attend at least **50%** of the total class hours to be eligible for a course signature.

EXAM PASSING REQUIREMENTS:

To achieve a **passing grade** in a course, students must earn at least **54 points** in the course, as well as at least **50% of the points** for each learning outcome. The detailed exam requirements are described in the section "Assessment and Evaluation of Student Work During Classes and the Final Exam."

WRITTEN EXAM:

Students must take a written exam, which assesses their understanding of theoretical concepts related to croatian language.

PRACTICAL WORK:

Practical work includes the creation and presentation of an independent assignment. Students will need to prepare a presentation on a topic related to the culture of their home country and write an essay about their most interesting experiences in Croatia.

CLASS PARTICIPATION:

Participation includes discussions, group work, active responses to questions, and solving practical examples.

CONTINUOUS KNOWLEDGE ASSESSMENT:

To ensure more effective student progress, continuous knowledge assessments are conducted (two midterm exams). This allows students to absorb smaller learning units and master the subject matter more easily.

1.2. Praćenje rada studenata (dodati X uz odgovarajući oblik praćenja)

Class participation	x	Activity in classes	x	Seminar paper		Eksperimetal work	
Written exam	x	Oral exam		Essay	x	Research	
Project		Continuous knowlwdge assessment	x	Report		Practical work	x
Portfolio							

1.3. Ocjenjivanje i vrednovanje rada studenata tijekom nastave i na završnom ispitu

Student assessment and evaluation during classes and the final exam are conducted based on the Regulations on Studying at EFFECTUS Universiti of Applied Sciences.

Point Allocation by Student Work Activities:

	Class participation	Written exam	Project	Practical work	Sum
I1		16			16
I2		16			16
I3				16	16
I4		16			16
I5		16			16
I6				16	16
OUTSIDE LEARNING OUTCOMES	4				4
TOTAL	4	64	0	32	100

To facilitate **effective student progress**, lectures, exercises, continuous knowledge assessment (midterm exams, class participation, practical work), and final exams are conducted. This enables students to absorb smaller course units and master the subject more efficiently.

Total Points Distribution Across Activities:

Activity	ECTS Credits	Learning Outcomes	Student Activity	Evaluation Method	Max Points
Class Attendance	1.5	1-6	Participation in lectures and exercises	Attendance record	4
Midterm	4	Midterm 1 – Participation in written exams with essay- Midterm 1 – max. 48 points			0 - 80

Exams	Outcomes 1, 2, style questions on course theory 3 Midterm 2 – Outcomes 4, 5	(Outcomes 1, 2, 3, max 16 points each) Midterm 2 – max. 32 points (Outcomes 4, 5, max. 16 points each)		
Practical Work 0.5	Outcome 3,6 Writing and presenting a paper on topic related to the culture of their home country and write an essay about their most interesting experiences in Croatia.	Max. 32 points	32	
Final Exam* -	1-6 Participation in a written exam with essay-style questions and a case study analysis/presentation	Assessment of correct answers (grading)	0 - 96*	
TOTAL	6 - -	-	100	

FINAL EXAM – A student who has not met the conditions for passing the course through continuous assessment (i.e., achieving at least 54 points in total and at least 50% of the points for each learning outcome) may retake learning outcomes in the final exam. The maximum points attainable in the final exam are **96 points** (100 = 4 points from attendance + 96 exam points). Students can earn additional points through the Challenge Learning Outcome.

Points Distribution by Learning Outcomes:

Learning Outcome Name	Midterm Exam/Final Exam	Class Attendance	Practical Work	Total
Outcome 1	16	0	0	16
Outcome 2	16	0	0	16
Outcome 3	0	0	16	16
Outcome 4	16	0	0	16

Outcome 5	16	0	0	16
Outcome 6	0	0	16	16
OUTSIDE LEARNING OUTCOMES		4		4
TOTAL	64	4	32	100

Grading:

To pass the course, a student must meet two conditions:

1. Achieve at least 54 points in total
2. Obtain at least 50% of the points for each individual learning outcome.

Points Range	Grade
0.00 – 53.90	Insufficient (1)
54.00 – 64.90	Sufficient (2)
65.00 – 79.90	Good (3)
80.00 – 89.90	Very Good (4)
90.00 and above	Excellent (5)

Grading is conducted **transparently**, with students collecting points. The course is graded out of **100 points** (with the possibility of earning **8 additional points** through the Challenge Learning Outcome).

Challenge Learning Outcome

Through the **Challenge Learning Outcome**, students have the opportunity to earn up to 8 additional points. Students may choose from proposed activities introduced in the first lecture or propose their own activity. If approved by the course instructor, they can earn additional points based on course criteria. These extra points do **not** count toward learning outcomes but are added to the overall course score.

Before taking the final written exam, each student must meet prerequisite conditions, including attending the required percentage of classes as per the Study Regulations

and obtaining an electronic authorization to take the exam.

1.4. Mandatory Literature and Number of Copies in Relation to the Number of Students Currently Enrolled in the Course

<i>Title</i>	<i>Number of copies</i>	<i>Number of students</i>
1. Čilaš-Mikulić, Marica, et al. <i>Hrvatski za početnike</i> , 5. edition. 2018.	5* *students receive the mandatory literature for permanent ownership	5
2. <i>Lecture materials</i>		

1.5. Additional literature

Čilaš Mikulić, Marica, Milvia Gulešić Machata, and Sanda Lucija Udier: Razgovarajte s nama! Vježbenica hrvatskoga jezika za razine A1-A2. 2022.

1.6. Methods of Quality Monitoring to Ensure the Acquisition of Learning Outcomes, Skills, and Competencies

Statistical processing and analysis of exam results (checking the Gaussian curve – normal distribution of success, comparing and tracking exam results across different generations, analyzing the understanding of individual modules/questions in exams, etc.).

- *Conducting student surveys.*
- *Teacher evaluations and self-evaluations.*
- *Achieved results, level of understanding, and knowledge demonstrated in seminar paper preparation.*
- *Achieved results and level of knowledge demonstrated during the preparation and defense of the final thesis (for students who choose this course for their thesis).*
- *Analysis of reports from the quality assurance center manager.*
- *Feedback from graduates regarding the usefulness of this course's content in their professional careers.*