

DESCRIPTION OF THE COURSE

GENERAL INFORMATION		
Course Holder	dr.sc. Sanja Gutić Martinčić	
The name of the college	Fundamental Functions of Management	
Study program	Professional Undergraduate Study of Finance and Business Law	
Status of the College	Mandatory	
Year	1 st year	
Point value and method of teaching	ECTS coefficient of student workload	6
	Number of hours (P+V+S)	45+15+0

DESCRIPTION OF THE COURSE
1.1. <i>Objectives of the course</i>
<p><i>Familiarity with the basic concepts of management and managerial functions.</i></p> <p><i>By mastering the course, students acquire basic competencies for the effective use of the acquired knowledge in the business of a company or within a business function.</i></p>
1.2. <i>Requirements for enrolment in the course</i>
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1.3. <i>Expected learning outcomes for the course</i>
<p>Students should be able to:</p> <ol style="list-style-type: none"> 1. Explain the concepts, functions, development, and environment of management. 2. Prepare a business plan.

3. Choose a suitable organizational structure.
4. Discuss the role of human resources in business organizations
5. Interpret the characteristics of individual and group behavior, motivation and leadership and leadership styles
6. Prepare a control system for a business organization or some part of it.

1.4. *Course content*

Introduction to the College

THE BEGINNING OF THE MANAGEMENT

- Introduction to Management
- Managerial skills and techniques
- Management trends in the modern world
- Management/Management Functions
- PESTLE AND SWOT analysis
- Socially responsible behavior

PLANNING AS A FUNCTION OF MANAGEMENT.

- Definition and planning elements
- Planning process and content
- Planning levels
- Strategy and Strategic Management
- Decision-making and social sensitivity

ORGANIZING AS A FUNCTION OF MANAGEMENT

- Formation of the basic organizational structure
- Types of organizational structure
- Factors influencing the choice of organizational structure
- New Models for the Development of Organizational Entities
- Clusters

HUMAN RESOURCES MANAGEMENT

- Foundations of Human Resource Management

<ul style="list-style-type: none"> - Human Resources Cycle - Human Resources Planning - The Process of Acquisition and Selection - Strategies to promote diversity in organizations <p>MANAGEMENT</p> <ul style="list-style-type: none"> - Managers vs. Leaders - Leadership Theories - Individual and group behavior. - Motivation and theories of motivation <p>CONTROL AS A FUNCTION OF MANAGEMENT</p> <ul style="list-style-type: none"> - The concept and process of control - Systems and levels of control - Quality Management - TQM 		
1.5. <i>Types of teaching (put X)</i>	<input checked="" type="checkbox"/> lectures <input type="checkbox"/> seminars and workshops <input checked="" type="checkbox"/> exercises <input type="checkbox"/> Distance education <input type="checkbox"/> Field Teaching	<input type="checkbox"/> Independent tasks <input type="checkbox"/> Multimedia & Network <input type="checkbox"/> laboratory <input type="checkbox"/> Mentoring work <input type="checkbox"/> Other _____
1.6. <i>Student obligations</i>		
<p><i>The obligations of students are prescribed in detail by the Statute, Study Regulations, and Student Obligations Guidelines. The key obligations of students are:</i></p> <p><i>ATTENDANCE AT CLASSES: students are obliged to attend classes, actively follow lectures and exercises, and participate constructively in classes, and in order to acquire the right to take the exam, it is necessary to attend classes in the percentages prescribed by the Study Regulations. For each student, their presence in class is recorded through the Infoeduka digital office system. The minimum obligations are;</i></p> <ul style="list-style-type: none"> • <i>Full-time students must attend at least 70% of the total number of classes to be eligible to sign.</i> • <i>Part-time students need to attend at least 50% of the total number of classes to be eligible to sign.</i> 		

PASSING EXAMS: in order to achieve a positive grade in the subject, it is necessary to achieve at least 54 points in the subject, but also at least 50% of points for each learning outcome. The method of taking the exam is described in more detail in the item Assessment and evaluation of students' work during classes and at the final exam.

CONTINUOUS KNOWLEDGE ASSESSMENT: In order to make students progress more efficiently in class, continuous examinations are carried out (2 intermediate exams). In this way, students acquire smaller teaching units and master the subject material more easily.

FINAL EXAM – a student who has not met the conditions for passing the exam during the continuous examination of knowledge (has achieved a total of at least 54 points in the course and has met the lower point threshold of adoption of each learning outcome, i.e. a minimum of 50% of the points of each learning outcome), may take the learning outcomes of the course at the final exam.

1.7. Student Work Tracking (Add X to the appropriate tracking format)

Attending classes	x	Teaching activity		Seminar paper		Experimental work	
Written exam	x	Oral exam		Essay		Research	
Project		Continuous examination of knowledge (2 intermediate exams)	X	Report		Practical work	
Portfolio							

1.8. Assessment and evaluation of students' work during classes and at the final exam

Evaluation and evaluation of students' work during classes and at the final exam is carried out on the basis of the Regulations on Studying of the EFFECTUS University of Applied Sciences.

The linking of learning outcomes, teaching methods and assessment of learning outcomes is carried out as follows:



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	Attending classes	Written exam	Project	Practical work	Altogether
I1		16			16
I2		16			16
I3		16			16
I4		16			16
I5		16			16
I6		16			16
OUT OF OUTCOME	4				4
ALTOGETH ER	4	96	0	0	100



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	FORMS OF TRACKING	NAME OF LEARNING OUTCOMES	TEACHING METHOD	KNOWLEDGE ASSESSMENT METHOD	Maximum number of points	
	Written exam	OUTCOME 1 Explain the concepts, functions, development and environment of management	lecture	Exam with essay-problem questions to which an answer is sought, demonstrating the identification and definition of key terms, their connection and appropriate argumentation of a higher degree of complexity	96	
			Asking open-ended questions			
			Discussion			
		OUTCOME 2 Prepare a business plan	lecture			
			Guided training			
			Simulation			
		OUTCOME 3 Choose a suitable organizational structure	lecture			
			Discussion			
		OUTCOME 4 Discuss the role of human resources in business organizations	lecture			
			Discussion			



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	<i>OUTCOME 5</i> Interpret the characteristics of individual and group behavior, motivation and leadership and leadership styles	<i>Guided training</i>		
		<i>simulation</i>		
	<i>OUTCOME 6</i> <i>Prepare a control system for a business organization or some part of it</i>	<i>Guided training</i>		
<i>Attending classes</i>	<i>All outcomes</i>	<i>Lectures and exercises</i>	<i>Attendance records</i>	<i>4</i>
<i>TOTAL POINTS</i>				<i>100</i>

<i>Type of student workload</i>	<i>Student Load Hours</i>	<i>ECTS credits</i>
Attending contact classes	60	2,0
Field Trips/Visits Outside the College	0	0
Independent study/research	51	1,7
Out-of-classroom preparation and preparation of seminars/presentations	0	0
Work on an out-of-classroom project assignment	0	0
Independent preparation for exams and exam time	54	1,8
Consultation activities	15	0,5
Other	0	0
TOTAL ECTS credits	180	6

RATING:

In order to achieve a positive grade in the course, the student must cumulatively meet two conditions: achieve a total of at least 54 (fifty-four) points in the course and meet the lower point threshold for the adoption of each individual learning outcome, which is 50% of the total points of the learning outcomes.

Grades are calculated based on the following distribution of points:

<i>SCORE</i>	<i>RATING</i>
<i>0,00 – 53,90</i>	<i>Insufficient (1)</i>
<i>54,00 – 64,90</i>	<i>Sufficient (2)</i>
<i>65,00 – 79,90</i>	<i>Good (3)</i>
<i>80,00 – 89,90</i>	<i>Very good (4)</i>
<i>90.00 and more</i>	<i>Excellent (5)</i>

Grading is carried out in a transparent manner by collecting points. The course is evaluated with 100.00 points (with the possibility of achieving an additional 8 points on the Challenge learning outcome).

CHALLENGE LEARNING OUTCOME - the student has the opportunity to earn an additional maximum of 8 points through the Challenge learning outcome; The student independently chooses one of the activities proposed in the first lesson, and has the opportunity to independently propose an activity with which he wants to increase the number of points and, with the consent of the course holder, achieves them according to the criteria of the course. Points for the Challenge learning outcome are not distributed according to the learning outcomes, but the number achieved makes an additional number of points to the total number of points achieved according to the learning outcomes.

Before taking the final written exam, each student must meet the prescribed conditions, which primarily means that they have attended the % of classes determined by the Study Regulations and that they have received an electronically encrypted permission to take the exam.

1.9. Required reading and number of copies in relation to the number of students currently attending classes in the course

<i>Title</i>	<i>Number of copies</i>	<i>Number of students</i>
1. <i>Horvat, Đuro (editor): Basic Functions of Management - Second Supplemented and Expanded Edition, Effectus University College - College of Finance and Law, Zagreb, 2015</i>	5* *students receive compulsory literature in permanent ownership	100

1.10. Supplementary literature

- *Certo, S.C.; Trevis Certo, S. : "Modern Management", 10th edition, Mate, Zagreb, 2008 (selected chapters)*
- *Sikavica, P., Bahtijarević-Šiber, F., Pološki-Vokić, N.: "Foundations of Management", Školska knjiga, Zagreb, 2008 (selected chapters)*
- *Business cases, which will be assigned in class, aligned according to the lecture schedule*

1.11. Ways of quality monitoring that ensure the acquisition of output knowledge, skills and competencies

- *analysis of exam results, level of understanding and knowledge during exercises and practical tasks,*
- *conducting a survey among students,*
- *The evaluation of the teacher,*
- *achieved results and level of knowledge presented during the preparation and defense of the final thesis (students who choose a graduate thesis in this course),*
- *analysis of the Quality Centre's reports and*
- *Feedback from students who have already graduated on the usefulness of the content of this course in the performance of the work they do.*