

DESCRIPTION OF THE COURSE

GENERAL INFORMATION		
Course Holder	dr.sc. Zlatko Hodak	
The name of the college	Organizational Behavior	
Study program	Business Management MBA/ Course code: MBA-ORGP-18	
Status of the College	Mandatory	
Year	2 nd Year	
Point value and method of teaching	ECTS coefficient of student workload	7
	Number of hours (P+V+S)	28+28+0

DESCRIPTION OF THE COURSE
<p>1.1. Objectives of the course</p> <p>Students are expected to develop:</p> <p>a) General competencies</p> <ul style="list-style-type: none"> • The development of professional integrity • Independent decision-making in the field of human resources • Determining the importance of the human resources function for a business organization <p>b) Specific competencies</p> <ul style="list-style-type: none"> • Application of appropriate methods in human resources management • making judgments on the appropriateness of individual models in the management of organizational knowledge and innovation

- Managing teams, negotiation process and employee diversity

1.2. Requirements for enrolment in the course

According to the Study Regulations

1.3. Expected learning outcomes for the course

Students should be able to:

- I1 Analyze the basics of organizational behavior
- I2 Categorize the fundamental factors of organizational culture and assess its impact on organizational behavior
- I3 Recognize and design a model for managing organizational knowledge and innovation.
- I4 Differentiate between leadership theories and plan their application in different types of work teams
- I5 Evaluate the success of the application of different communication styles in the success of conducting negotiations and resolving conflicts
- I6 Synthesize employee diversity and choose the appropriate management method

1.4. Course content

I Fundamentals of Organizational Behavior	<ol style="list-style-type: none"> 1. Definition and purpose of organizational behavior 2. Challenges for organizational behavior 3. Solution and insights into the solutions offered by organizational behavior 4. The basic model of organizational behavior
II Organizational Culture	<ol style="list-style-type: none"> 1. Definition and Primary Characteristics of Organizational Culture and Climate 2. Functions of organizational culture 3. Creating and maintaining an organizational culture

III Management of organizational knowledge and innovation	<ol style="list-style-type: none"> 1. Organizational Knowledge Management 2. Organizational Innovation Management 	
IV Leadership Theories and Their Application in Different Types of Work Teams	1. Definitions and theories of leadership	
	2. Contemporary Leadership Issues	
	3. Types of Teams and Ways to Lead Different Types of Teams	
	4. Creating effective teams	
Different Communication Styles in Negotiation and Conflict Resolution	1. Communication functions and communication process	
	2. Contemporary problems in communication	
	3. Definition and process of conflict	
	4. Negotiation process and strategies	
VI Diversity of employees	1. The most common problems with diversity in the workplace	
	2. HR activities for diversity management in the organization	

1.5. Types of teaching (put X)	xlectures <input type="checkbox"/> seminars and workshops X Exercises <input type="checkbox"/> Distance education <input type="checkbox"/> Field Teaching	xSelf-Directed Tasks <input type="checkbox"/> Multimedia & Network <input type="checkbox"/> laboratory <input type="checkbox"/> Mentoring work <input type="checkbox"/> Other _____
1.6. Student obligations		
<p>The obligations of students are prescribed in detail by the Statute, Study Regulations, and Student Obligations Guidelines. The key obligations of students are:</p> <p>ATTENDANCE: 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;</p> <ul style="list-style-type: none"> • Full-time students must attend at least 70% of the total number of classes to be eligible to sign. • Part-time students need to attend at least 50% of the total number of classes to be eligible to sign. <p>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.</p> <p>*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.</p> <p>PROJECT: the student is required to create a project on the topic of Organizational Behavior</p>		

***CONTINUOUS ASSESSMENT OF KNOWLEDGE:** for more efficient progress of students in class, written intermediate exams, presentations, group work, and practical assignments are conducted. In this way, students acquire smaller teaching units and master the subject material more easily.

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	x	Continuous Assessment*		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.

Allocation of points according to the forms of student work monitoring

	Attending classes	Written exam	Project	Seminar paper	Practical work	Altogether
I1		16				16



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I2		16				16
I3		16				16
I4		6	10			16
I5		6	10			16
I6		6	10			16
OUT OF OUTCOME	4					4
ALTOGETHER						100

Linking learning outcomes, teaching methods and knowledge assessment methods:

Forms of monitoring	Learning outcomes	Teaching method	Knowledge assessment method	Maximum number of points
<i>Attending classes</i>	1-6	<i>Lectures and exercises</i>	<i>Record Lists</i>	4
<i>Written exam</i>	1-6	<i>Lectures, exercises, group tasks</i>	<i>Essay Questions, Alternative Tasks</i>	66
<i>Project assignment</i>	4-6	<i>Guided training</i>	<i>Projects, group projects</i>	30
<i>Altogether</i>	<i>/</i>	<i>/</i>	<i>/</i>	<i>100</i>

Monitoring student workload through ECTS credits

<i>Type of student workload</i>	<i>Student Load Hours</i>	<i>ECTS credits</i>
Attending contact classes	56	1,9
Field Trips/Visits Outside the College	0	0,0
Independent study/research	34	1,1
Out-of-classroom preparation and preparation of seminars/presentations	30	1,0
Work on an out-of-classroom project assignment	0	0,0
Independent preparation for exams and exam time	60	2,0
Consultation activities	15	0,5
Other	15	0,5
TOTAL ECTS credits	210	7,0

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. Each subject 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.Hodak, Z., script, <i>Organizational Behavior</i> , Zagreb, 2022.	5* *students receive compulsory literature in permanent ownership	60
2. Robbins, S. P., Judge, T. A.: <i>ORGANIZATIONAL BEHAVIOR</i> , Mate publisher, Zagreb, 2009.	5* *students receive compulsory literature in permanent ownership	60
3.Gutić, D., Gutić Martinčić S.: "Organizational Behavior", publisher EFFECTUS, Zagreb, 2018.	5* *students receive compulsory literature in permanent ownership	60
1.10. Supplementary literature Robbins, S. P.: <i>ESSENTIAL ELEMENTS OF ORGANIZATIONAL BEHAVIOR</i> , publisher MATE Zagreb, 1992.		
1.11. Ways of quality monitoring that ensure the acquisition of output knowledge, skills and competencies		
<ul style="list-style-type: none"> • analysis of exam results, achieved results, level of understanding and knowledge during exercises, practical tasks and group work, • conducting a survey among students, • Evaluation of the teacher, • achieved results and level of knowledge shown during the preparation and defense of the final thesis (students who choose the final/diploma thesis in this course), • Analysis of the Quality Center report and • Feedback from students who have already graduated and their employers on the usefulness of the content of this course in the performance of the work they do. 		



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