

DESCRIPTION OF A STUDY COURSE – SYLLABUS

Title of a course	Management Fundamentals				
Head of course	PhD Ljerka Tomljenović, Senior Lecturer				
Study programme	Professional undergraduate study Transport				
Status of a course	Obligatory				
Year of study	2.	Semester	IV	ECTS credits	4
Teaching plan (L + E + S+ Pr)	2+0+1+0				
Goals of a course					
Introduce students to key entrepreneurial-management functions with a view to a better understanding of organizational problems and challenges, as well as the opportunities and opportunities they will encounter in their workplace.					
Conditions for enrolling course					
No conditions					
Learning outcomes on a level of a study programme which includes course					
Outcome 4: Analyse and evaluate the economic aspect in the traffic engineering practice. Outcome 13: Apply measures for managing technological processes in road/ railroad transport. Outcome 14: Independently present professional content on oral, written and graphical basis using the usual tools in Croatian and/or foreign language. Outcome 15: Participate in teamwork in solving complex road/ railroad transport tasks.					
Expected learning outcomes on a level of a course					
<ol style="list-style-type: none"> 1. Link similarities and identify differences between managerial and entrepreneurial skills and responsibilities. 2. Assess the impact of external and internal environmental factors on business operations and possible strategic responses of a company. 3. Distinguish basic types of organizational structures. 4. Describe the elements of human resources management and evaluate their importance in the organizational context. 5. Critically judge different leadership styles and recommend simple motivation techniques. 6. Organize the control process. 7. Research and present the specifics of managerial functions. 					
Content of a course					
Definition and features of management. Systematic approach to management; Mutual relationship between management and entrepreneurship; Manager as a person and hierarchy of managers, manager's activity and his roles, managerial skills. Planning – nature and aim of planning, types of plans; SWOT analysis, Porter's model of generic strategies, BCG matrix; Hierarchy and types of strategies; Manager decision making. Organizing – notion and contents of organizing, shaping and types of organizing structures, classic and modern types of organization, advanced trends in organization shaping; culture of organization; conflicts in organization. Managing of human potentials – anticipation of needs, acquisition and selection, career managing, realization assessment and rewarding; Education and development; Salaries and compensation. Leading – definition, leader and leading skills, constitutive elements of leading, power and authority; Leading styles, approaches to leading; The theory of motivation, techniques of motivation. Control – notion and process of controlling; control stages, Control methods and techniques.					
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	Tasks in class (case studies, examples, etc.)	Threshold	Max
Outcome 1	13			2	7,5	15
Outcome 2	10			3	6,5	13
Outcome 3	13			2	7,5	15
Outcome 4		13		2	7,5	15
Outcome 5		13		2	7,5	15
Outcome 6		10		2	6	12
Outcome 7			15		6,5	15
Percentage of ECTS	1,5	1,5	0,5	0,5		
Total	36%	36%	15%	13%	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	15		15
Outcome 2	13		13
Outcome 3	15		15
Outcome 4	15		15
Outcome 5	15		15
Outcome 6	12		12
Outcome 7		15	15
Percentage of ECTS	3,5	0,5	
Total	85	15	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.: Osnove menadžmenta, Veleučilište u Rijeci, Rijeka, 2006.
Additional literature
1. ured. Bedeković, V.: Uvod u poduzetništvo, Visoka škola za menadžment u turizmu i informatici, Virovitica 2016
2. Buble, M.: Osnove menadžmenta, Ekonomski fakultet Split, Split, 2006.

