**DESCRIPTION OF A STUDY COURSE – SYLLABUS**

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| **Title of a course** | **Organization and management** | | | | |
| **Study programme** | **Professional undergraduate study Occupational Safety** | | | | |
| **Status of a course** | Obligatory | | | | |
| **Year of study** | 2. | **Semester** | W | **ECTS credits** | 6 |
| **Teaching plan**  **(L + E + S+ Pr)** | 2L+2S | | | | |
| **Goals of a course** | | | | | |
| Introducing students to basic concepts in the field of organization and management  Acquisition of competences from individual management functions | | | | | |
| **Conditions for enrolling course** | | | | | |
| No conditions | | | | | |
| **Expected learning outcomes on a level of a course** | | | | | |
| 1. Povezati razine menadžmenta s vještinama i ulogama menadžera 2. Identificirati značajke različitih tipova planova i procesa odlučivanja 3. Utvrditi dimenzije organizacije i način organiziranja poslova 4. Odabrati primjereni pristup vođenju i tehnike motivacije 5. Predložiti način kontrole poslovnog procesa 6. Istražiti i prezentirati specifične teme iz područja organizacije i menadžmenta 7. Distinguish organizational dimensions and legal forms of companies 8. Link the levels of management with the roles and skills of managers 9. Explain different types of plans and decision-making techniques 10. Draw and describe different organizational structures with identification of responsibility centres 11. Explain elements of human resources management 12. Describe different leadership styles, motivation theories and techniques 13. Describe the control process   Research and present specific topics from the field of organization and management | | | | | |
| **Content of a course** | | | | | |
| Introduction to organization. Legal forms of corporate organization in Croatia: Organization of companies; Complex forms; Organizational form of concerns and holdings. Organization of company departments. Company organization on the basis of responsibility centres.  Management definition and characteristic. Planning – nature and purpose of planning, hierarchy and types of strategies, decision making. Organizing – organization and its contents, organization structure modelling, classical and modern organizational forms, modern trends, organizational culture. Human resource management – prediction of needs, recruitment and selection, career management, education and development, salaries and compensations. Leadership – definition, leader, leadership skills, leadership elements, power and authority, leadership styles, motivation theories and techniques. Control – process of control; phases of control; system and techniques of control. | | | | | |
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