



POLYTECHNIC OF MEĐIMURJE IN ČAKOVEC

COURSE SYLLABUS

ACADEMIC YEAR: 2020/2021

1. GENERAL COURSE INFORMATION

1.1 Course name	Management of non-profit organizations in tourism and sports			
1.2 Study program/s	Specialist graduate professional study Tourism and Sports Management			
1.3 Course status (O,E)	Electoral (E)	1.6 Mode of instruction (number of hours)	Lectures	15
1.4 Course code			Exercises	30
1.5 Course abbreviation			Seminars	
1.6 Semester			E-learning	
1.7 ECTS	4	1.7 Place and time of instruction	Premises of Međimurje Polytechnic of Čakovec, according to schedule posted on websites / online lessons according to schedule and possibilities	

2. TEACHING STAFF

2.1 Course leader/s-title	Mirjana Trstenjak, v.pred.	contact	mtrstenjak@mev.hr
		contact	
2.2 Assistant/s- title		contact	
		contact	
2.3 Instruction held by- title		contact	

3. COURSE DESCRIPTION

3.1 Course goals	Students are introduced to the basic settings, factors of influence, management and functioning of non-profit organizations with an emphasis on non-profit organizations in tourism and sports, but also those in the immediate environment. The aim of the course is to acquire knowledge about the management of non-profit organizations.										
3.2 Prerequisites	None										
3.3 Course outcomes	After successfully completing the course, students will be able to: I 1 - Determine the specifics of non-profit organizations. I 2 - Valorize the state of the non-profit sector in practice. I 3 - Evaluate and Review and compare ways of managing management in non-profit organizations based on case studies. I 4 - Propose available projects from which business and work can be financed non-profit organizations in tourism and sports. I 5 - Create opportunities for non-profit organizations, find possible tenders to co-finance a nonprofit organization.										
3.4 Course content	The content of the course refers to the basic segments of management of non-profit organizations with an overview of their specifics, methods of management, funding and project applications as the main sources of funding. Within the course, various examples of non-profit organizations are presented, as a basis for the development of student project assignments.										
3.5 Types of coursework	<table border="1"> <tr> <td>x</td> <td>Lectures</td> <td>x</td> <td>Exercises</td> <td>x</td> <td>Blended e-learning</td> <td>x</td> <td>Individual activities</td> <td></td> <td>Laboratory</td> </tr> </table>	x	Lectures	x	Exercises	x	Blended e-learning	x	Individual activities		Laboratory
x	Lectures	x	Exercises	x	Blended e-learning	x	Individual activities		Laboratory		

	Seminars and workshops	x	Distant learning	x	Field classes		Multimedia and network		Mentorship																																																						
	Other																																																														
3.6 Language of instruction																																																															
3.7 Monitoring students' work (enter the number of ECTS credits for each activity so that the total number of ECTS credits is equal to the total ECTS value of the course, 1 ECTS = 30 hours)		Class attendance		Seminars		Essay																																																									
	1,5	Class activity		Project		Report/paper																																																									
		Midterm exams	1	Practical task	1	Continuous knowledge check																																																									
		Written exam		Experimental work																																																											
	0,5	Oral exam		Research																																																											
3.8 Assessment and evaluation of students' work during classes and at the final exam	<table border="1"> <thead> <tr> <th>Activity specification</th> <th>Percent %</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td colspan="3" style="text-align: center;">Assessment during instruction</td> </tr> <tr> <td>Continuous knowledge check</td> <td>20%</td> <td>20</td> </tr> <tr> <td>Seminar/ project/ essay</td> <td>60%</td> <td>60</td> </tr> <tr> <td>oral exam</td> <td>20%</td> <td>20</td> </tr> <tr> <td colspan="3" style="text-align: center;"><i>Exam assessment for the students who failed to fulfil all the obligatory requirements during the semester</i></td> </tr> <tr> <td>Written exam/ project</td> <td>60%</td> <td>60</td> </tr> <tr> <td>Total:</td> <td>100%</td> <td>100</td> </tr> </tbody> </table>									Activity specification	Percent %	Points	Assessment during instruction			Continuous knowledge check	20%	20	Seminar/ project/ essay	60%	60	oral exam	20%	20	<i>Exam assessment for the students who failed to fulfil all the obligatory requirements during the semester</i>			Written exam/ project	60%	60	Total:	100%	100																														
Activity specification	Percent %	Points																																																													
Assessment during instruction																																																															
Continuous knowledge check	20%	20																																																													
Seminar/ project/ essay	60%	60																																																													
oral exam	20%	20																																																													
<i>Exam assessment for the students who failed to fulfil all the obligatory requirements during the semester</i>																																																															
Written exam/ project	60%	60																																																													
Total:	100%	100																																																													
3.9 Assessment criteria – analysis per learning outcomes	<table border="1"> <thead> <tr> <th colspan="6">Ways of evaluating learning outcomes</th> </tr> <tr> <th></th> <th>Attendance</th> <th>Activity</th> <th>oral exam</th> <th>Practical work</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Outcome 1</td> <td></td> <td></td> <td>10</td> <td></td> <td>10</td> </tr> <tr> <td>Outcome 2</td> <td>10</td> <td></td> <td>10</td> <td></td> <td>20</td> </tr> <tr> <td>Outcome 3</td> <td>10</td> <td></td> <td></td> <td></td> <td>20</td> </tr> <tr> <td>Outcome 4</td> <td></td> <td>30</td> <td></td> <td></td> <td>20</td> </tr> <tr> <td>Outcome 5</td> <td></td> <td>30</td> <td></td> <td></td> <td>30</td> </tr> <tr> <td>Outcome not-related</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Total</td> <td></td> <td></td> <td></td> <td></td> <td>100</td> </tr> </tbody> </table> <p>Grading of outcomes (in order to pass the mid-term exam/exam the student must achieve at least 50% points for each learning outcome)</p> <p>Points Grade</p> <p>87,51– 100 excellent (5)</p> <p>75,10 – 87,5 very good (4)</p> <p>62,51 – 75,0 good (3)</p> <p>51,00 – 62,5 pass (2)</p> <p>0,00 – 50,0 fail (1)</p>									Ways of evaluating learning outcomes							Attendance	Activity	oral exam	Practical work	Total	Outcome 1			10		10	Outcome 2	10		10		20	Outcome 3	10				20	Outcome 4		30			20	Outcome 5		30			30	Outcome not-related						Total					100
Ways of evaluating learning outcomes																																																															
	Attendance	Activity	oral exam	Practical work	Total																																																										
Outcome 1			10		10																																																										
Outcome 2	10		10		20																																																										
Outcome 3	10				20																																																										
Outcome 4		30			20																																																										
Outcome 5		30			30																																																										
Outcome not-related																																																															
Total					100																																																										
3.10 Specific features related with taking the course	<p>Full-time students must achieve 50% of the points of each outcome in order to take the exam directly (provided he/she has completed all assignments on the exercises/seminars). A student cannot access the exam period if he has not completed all the exercises/seminars tasks. Tasks in the exercises/seminars are prepared according to the instructions published on the online study portal used for teaching.</p> <p>If a student does not achieve a sufficient number of points on the midterm exam, he / she cannot take the next midterm exam.</p>																																																														

	<p>Once achieved points in intermediate exams for each learning outcome are no longer deleted unless the student decides to correct the result for each learning outcome, whereby the points won until then are deleted and newly achieved points for that learning outcome are entered.</p> <p>The final grade is obtained on the exam period and is the sum of points earned during classes.</p> <p>Students who did not take the midterm exams must take written part of the exam where all learning outcomes are checked.</p>										
<p>3.11 Students obligations</p>	<p>Full-time students are required to attend at least 70% of the total number of hours of lectures and exercises in order to exercise the right to take the exam. Part-time students are required to attend at least 30% of the total number of hours of lectures and exercises in order to exercise the right to take the exam. If the student has not fulfilled all the obligations set by the course, he is obliged to attend the lectures again and meet the conditions for taking the exam.</p> <p>Attendance can be offset by online tuition, organised webinars and added assignments given by teachers. One lesson lasts 45 minutes, and several hours form a teaching unit. Absence from one teaching unit is counted as one absence. Delays and apologies are recorded separately. In that case, if the student missed more than 50% of classes, and has a justifiable reason/apology, the request should be submitted to the Department Council, which then decides on the justification of student absences with the obligatory opinion of the course leader.</p>										
<p>3.12 Written assignments</p>	<p>Case study. Preparation of a seminar / project assignment Students, as part of exercises in the course, create a mandatory project assignment, divided into teams of 2 - 4 students. The teacher detects a non-profit organization from practice for which students create a specific solution. At the beginning of the semester, a representative of a non-profit organization, together with the teacher, presents to the students the problem task that the students are shaping. Students present their solutions to a representative of the organization and the teacher. After successfully completing the project, students take an exam, which is also graded. The project task is taught / presented a certain tum according to the schedule. The project task is scored according to the published table and predetermined segments. according to established values</p>										
<p>3.13 Required reading</p>	<table border="1"> <tr> <td data-bbox="507 1384 582 1568">1.</td> <td data-bbox="582 1384 1476 1568">Osnove marketinga i menadžmenta neprofitnih organizacija, Alfirević, Pavičić, Najev Čačija, Mihanović, Matković, Školska knjiga, 2013. – <i>poglavlja 1,2,9,10,11,12</i>Osnove marketinga i menadžmenta neprofitnih organizacija, Alfirević, Pavičić, Najev Čačija, Mihanović, Matković, Školska knjiga, 2013. – <i>poglavlja 1,2,9,10,11,12</i></td> </tr> <tr> <td data-bbox="507 1568 582 1612"></td> <td data-bbox="582 1568 1476 1612"></td> </tr> <tr> <td data-bbox="507 1612 582 1657"></td> <td data-bbox="582 1612 1476 1657"></td> </tr> <tr> <td data-bbox="507 1657 582 1702"></td> <td data-bbox="582 1657 1476 1702"></td> </tr> <tr> <td data-bbox="507 1702 582 1713"></td> <td data-bbox="582 1702 1476 1713"></td> </tr> </table>	1.	Osnove marketinga i menadžmenta neprofitnih organizacija, Alfirević, Pavičić, Najev Čačija, Mihanović, Matković, Školska knjiga, 2013. – <i>poglavlja 1,2,9,10,11,12</i> Osnove marketinga i menadžmenta neprofitnih organizacija, Alfirević, Pavičić, Najev Čačija, Mihanović, Matković, Školska knjiga, 2013. – <i>poglavlja 1,2,9,10,11,12</i>								
1.	Osnove marketinga i menadžmenta neprofitnih organizacija, Alfirević, Pavičić, Najev Čačija, Mihanović, Matković, Školska knjiga, 2013. – <i>poglavlja 1,2,9,10,11,12</i> Osnove marketinga i menadžmenta neprofitnih organizacija, Alfirević, Pavičić, Najev Čačija, Mihanović, Matković, Školska knjiga, 2013. – <i>poglavlja 1,2,9,10,11,12</i>										
<p>3.14 Additional reading</p>	<table border="1"> <tr> <td data-bbox="507 1713 582 1859">1.</td> <td data-bbox="582 1713 1476 1859">Skupina autora, urednik Danimir Gulin, redaktori Dunja Kovačić, Ivica Milčić: Poslovanje udruga, RIF, Riznica, 2015.Skupina autora, urednik Danimir Gulin, redaktori Dunja Kovačić, Ivica Milčić: Poslovanje udruga, RIF, Riznica, 2015.</td> </tr> <tr> <td data-bbox="507 1859 582 2033">2.</td> <td data-bbox="582 1859 1476 2033">Računovodstvo neprofitnih organizacija, RRIF, 2009. – str. 3-31, 235-248, 287-307, 309-320, 353-362, 461-463, 487,491, 539-552, 597-608Priručnik o pravnom, poreznom i carinskom sustavu za neprofitne organizacije u RH, Zuber, Ivanović, Međunarodni centar za neprofitno pravo, Zagreb, 2001. – str. 5-21</td> </tr> </table>	1.	Skupina autora, urednik Danimir Gulin, redaktori Dunja Kovačić, Ivica Milčić: Poslovanje udruga, RIF, Riznica, 2015.Skupina autora, urednik Danimir Gulin, redaktori Dunja Kovačić, Ivica Milčić: Poslovanje udruga, RIF, Riznica, 2015.	2.	Računovodstvo neprofitnih organizacija, RRIF, 2009. – str. 3-31, 235-248, 287-307, 309-320, 353-362, 461-463, 487,491, 539-552, 597-608Priručnik o pravnom, poreznom i carinskom sustavu za neprofitne organizacije u RH, Zuber, Ivanović, Međunarodni centar za neprofitno pravo, Zagreb, 2001. – str. 5-21						
1.	Skupina autora, urednik Danimir Gulin, redaktori Dunja Kovačić, Ivica Milčić: Poslovanje udruga, RIF, Riznica, 2015.Skupina autora, urednik Danimir Gulin, redaktori Dunja Kovačić, Ivica Milčić: Poslovanje udruga, RIF, Riznica, 2015.										
2.	Računovodstvo neprofitnih organizacija, RRIF, 2009. – str. 3-31, 235-248, 287-307, 309-320, 353-362, 461-463, 487,491, 539-552, 597-608Priručnik o pravnom, poreznom i carinskom sustavu za neprofitne organizacije u RH, Zuber, Ivanović, Međunarodni centar za neprofitno pravo, Zagreb, 2001. – str. 5-21										

	3.	Lecture Notes.		
4 ADDITIONAL COURSE INFORMATION				
4.1 Quality control	The quality of the program, teaching process, teaching skills and level of mastery of the material will be established by conducting a written evaluation based on questionnaires, and in other standardised ways and in accordance with the by-laws of the Polytechnic of Međimurje in Čakovec.			
4.2 Contact the teacher	Students can contact the teacher during the office hours and during classes, while for short questions and explanations they can contact him/her any day during working hours by coming in person or by landline. It is also possible to ask questions by e-mail, which will be answered in 48 hours at the latest. It is desirable for students to come as often as possible for any possible questions during the teacher's office hours.			
4.3 Information about the course	It is the obligation of each student to be regularly informed about the course. All notifications about the classes or possible postponement of classes will be posted on the bulletin board and on the website of the Polytechnic at least 24 hours in advance.			
4.4 Course contribution to the study program	<ul style="list-style-type: none"> - Critically evaluate arguments, assumptions and data in order to create opinions and contributing to the solution of the problem. - Present information, ideas, problems and solutions to the professional and general public. - Determine the way organizations operate in a changing market environment 			
5. ANALYSIS OF COURSE TOPICS (the number of hours is equal to the number of lectures and exercises of the course)				
LECTURES				
Hours	Topic and description	Method	Learning outcomes	Course outcome
1.	Introductory lecture. Explanation of the structure of the course, the manner of taking the exam, preparation of seminars, conditions for access to the exam and taking the course.	<ul style="list-style-type: none"> • Direct teaching (lecture, instruction, pp presentation) • Discovery learning (individual, lead, discussion) • Group learning • Case study • Field classes... 	MNO	
2.	Introduction to non-profit organizations, concept, structure, examples, statistics. Explain the concept of non-profit organizations. Classify nonprofits. Put the nonprofit in the proper legal context.	Lecture, pp presentation	Define the structures of the Non-Profit Organization and determine the area of activity	11,12
3.	Specifics of non-profit organizations in tourism and sports. The concept, meaning,	Lecture, pp presentation, discussion	Define and analyze the specifics of the Non-Profit	12,13

	operation and role of non-profit organizations in sports tourism.		Organization. Understand the business context of associations in tourism and sports. Apply legal regulations for the operations of associations in tourism and sports.	
4.	Establishment of a Non-Profit Organization. Costs, Forms and Procedures for Nonprofits.	Lecture, pp presentation, discussion	Explain and list all the steps required to establish a nonprofit organization. Find the forms and documents that need to be filled out when establishing a non-profit organization. Determine the costs of establishing and closing non-profit organizations.	11,12,13
5.	Social entrepreneurship as part of the nonprofit sector.	Lecture, pp presentation, discussion	Discuss Socially Responsible Entrepreneurship in general, and determine the place of Non-Profit Organizations in Socially Responsible Entrepreneurship, support with examples.	13
6.	Examples of social entrepreneurship, social cooperatives. Presentation.	Lecture, pp presentation, Discovery learning	Identify and Analyze examples. Valorize the state of the NON-PROFIT ORGANIZATION in society.	13
7.	Case Study/Examples and Guest Lectures	Lecture, pp presentation, discussion	Case study discussion	13
8.	1. Midterm exam			
9.	HR Management in Nonprofit organisations - part One	Lecture, pp presentation, discussion	Recognize and identify differences in the management of for-profit and non-profit	13

			organizations and staffing needs	
10.	HR Management in Nonprofit organisations - part Two	Lecture, pp presentation, discussion	Detect possible organizational structures in nonprofits. Analyze the need for staff in non-profit organizations.	13,14,15
11.	Volunteer management. Volunteer planning in nonprofits.	Lecture, pp presentation, discussion	Get acquainted with the ways of forming and retaining volunteers	14,15
12.	Tenders and projects in the non-profit sector. Project management in the nonprofit sector.	Lecture, pp presentation, discussion	Get acquainted with the types and ways of finding projects as well as applying for them.	14,15
13.	Tenders and projects in the non-profit sector.	Lecture, pp presentation, discussion, case study	Detect support to the non-profit sector in Croatia. Understand the basics of successful project application.	13,14,15
14.	Donations and sponsorships in the nonprofit sector.	Lecture, pp presentation, discussion	Analyze the existing situation and suggest new possibilities.	13,14,15
15.	2. Midterm exam			
EXERCISES/ SEMINARS				
Hours	Topic and description	Method <ul style="list-style-type: none"> • Direct teaching (lecture, instruction, pp presentation) • Discovery learning (individual, lead, discussion) • Group learning • Case study • Field classes... 	Learning outcomes	Course outcome
1.	Case study - study the presented case study in practice and identify the elements of a Non-Profit Organization	Case Study, Discovery learning	Investigate examples of Nonprofits in the region where students come from.	11,12
2.	Find and present examples of non-profit organizations with the presentation of the area of their activity and its application in the environment.	Discovery learning	Investigate examples of Nonprofits in the region where students come from.	12

3.	Explain and list all the steps required to establish a nonprofit organization. Find the forms and documents that need to be filled out when establishing a non-profit organization.	Group learning	Investigate the necessary documentation, make an example of filling.	12,13
4.	Non-profit organizations in practice. Examples.	Group and Individual learning	Investigate and Determine the costs of establishing and closing non-profit organizations.	13,14
5.	Quiz-continuous knowledge test	Individual learning		13
6.	Presenting examples of local and / or regional and non-profit organizations carrying out the activities they carry out	Discovery learning, Case study, Teamwork	Identify different examples of organization and their activities	13,14,15
7.	Specifics of associations as the most common form of non-profit organizations. Elements of the statute for the establishment of associations, other documents required for the establishment of associations.	Discovery learning, Individual learning	Investigate and present examples	12,13
8.	Define social entrepreneurship. Identify opportunities for social entrepreneurship. Give examples of social enterprises in Croatia and the world.	Discovery learning, Individual learning	Engage a guest lecturer and lead a discussion based on a specific example from the environment.	11,12,14
9.	Critically analyze the state of the non-profit sector in Croatia in relation to the world.	Discovery learning, Teamwork	Discuss the state of the nonprofit sector	13,14
10.	Identify the advantages and disadvantages of the non-profit sector in Croatia.	Discovery learning, Teamwork	Identify the advantages and disadvantages of the nonprofit sector	13,14
11.	Develop a project budget	Discovery learning, Individual learning	Apply the knowledge from the given example to create your own budget in the project	13,14
12.	Presentation of the project task	Individual learning	Review of course outcome	15
13.	Presentation of the project task	Individual learning	Review of course outcome	15
14.	Presentation of the project task	Individual learning	Review of course outcome	15
15.	Summary / Analysis and measurement of team	Teamwork, lead learning	Evaluate performance and identify positive	

	performance - Evaluation of work results		and negative elements in work	
--	--	--	-------------------------------	--