

POLYTECHNIC OF MEÐIMURJE IN ČAKOVEC

MMATT											
	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	Sp	ecialist grad	graduate professional study Turism and Sports Management							nent	
1.3 Course status (O,E)					1.6	Мо	de of	Lec	tures	15	
	Ele	ectoral (E)					struction				
1.4 Course code						•	umber of	Exe	rcises	30	
1.5 Course abbreviation		NO				ho	urs)		ninars		
1.6 Semester	111.								arning		
1.7 ECTS	4				1.7		ce and		mises of N		-
							ne of		technic o	f Čako	ovec,
						ins	struction		ording to		
									edule post		
									osites / on		
									ording to s	ched	ule and
								pos	sibilities		
2. TEACHING STAFF		· · · · ·	• • •								
2.1 Course leader/s-title	IVI	irjana Trsten	јак,	v.pred.		ntac	-	mtr	<u>stenjak@i</u>	nev.r	<u>ir</u>
2.2.4						ntac					
2.2 Assistant/s- title						ntac					
						ntac					
2.3 Instruction held by- title					cor	ntac	t				
3. COURSE DESCRIPTION											
3.1 Course goals	C+I	udents are in	tro	duced to t	tha h	acio	sottings fo	ctor	s of influor		nanagement
5.1 Course goals											n non-profit
			-	•		-			•		immediate
		-									about the
		anagement o									
3.2 Prerequisites		one									
3.3 Course outcomes		ter successfi	ılly	completir	ng th	e co	ourse, stude	ents	will be abl	e 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							ole tenders			
		to co-fina	ance	e a nonpr	ofit c	orga	nization.				
3.4 Course content								-		-	nent of non-
		-							•		nethods of
											s of funding.
											e presented,
	as	a basis for t	he c	levelopm	ent o	of st		ect a		s.	
3.5 Types of coursework	x	Lectures	х	Exercises		x	Blended e-	x	Individual		Laboratory
							learning		activities		

		Seminars		Distan	+		Field		Multim	nedia				
		and	х	learnir		х	classes		and		Mentorship			
		workshops			0				networ	ſk				
2 Clausure of		Other												
3.6 Language of														
instruction					1	1			r	1				
3.7 Monitoring students'		Class at	endar	nce		Se	minars			Essay				
work (enter the number of ECTS	1,5	Class ac	tivity			Pro	oject			Repor	Report/paper Continuous			
credits for each										Contir				
activity so that the		Midtern	ı exan	าร	1	Pra	actical task		1	know	ledge check			
total number of		Written	exam			Ex	perimental wo	ork						
ECTS credits is equal	0,5	Oral exa	~			Po	esearch							
to the total ECTS	0,5	Oral exa	m			ке	search							
value of the course,														
1 ECTS = 30 hours)														
3.8 Assessment and														
evaluation of			Activit	y specifi	cation		Percent	%	Ро	oints				
students' work		_					during instruct	ion			_			
during classes and at				knowled	-	(20% 60%			20				
the final exam		oral e		oject/ es	say		20%			60 20				
				ncceccme	nt for th	e sti	idents who fai	iled to f		-	_			
			.xum t				ents during th			<i>the</i>				
		Writte	en exa	m/ proje	ct		60%			60				
		Total					100%		1	00				
3.9 Assessment criteria –														
			Ways	of evalu	ating lea	Irnin	g outcomes	Γ						
3.9 Assessment criteria – analysis per learning outcomes				of evalua	ating lea Activi		g outcomes oral exam	Prac		Total				
analysis per learning							oral exam	Pract			_			
analysis per learning		utcome 1 utcome 2								Total 10 20				
analysis per learning	0	utcome 1	Atten				oral exam			10				
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analysis per learning	0 0 0	utcome 1 utcome 2 utcome 3 utcome 4 utcome 5	Atten		Activi		oral exam			10 20 20				
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analysis per learning outcomes 3.10 Specific features related with taking	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	utcome 1 utcome 2 utcome 3 utcome 4 utcome 5 utcome ot-related otal ading of or st achieve ints G 51– 100 10– 87,5 51– 75,0 00– 62,5 00– 50,0 I-time stu ie the exampleted all epared act epared act astudent	Atten 10 10 10 utcon at le rade exce go pa fail dents n dir ninar l the cordin hing. does	nes (in east 50% llent (5 ry good od (3) iss (2) (1) s must a ectly (p rs). A si exercis ng to th not ac	Activi 30 30 order t % point % point % d (4) achieve rovide tudent es/sem he inst hieve a	ty o pa s fo 2 509 d he car nina ruct a su	oral exam 10 10 10 ass the mid- ass the mid- r each learn % of the po e/she has co not access rs tasks. Tas tions publis	ints of the esks in t hed o	exam/ utcom ted all exam p the execution the	10 20 20 30 100 /exam t e) outcon assign period ercises, online	ne in order to ments on the if he has not /seminars are			

3.11 Students obligations	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. The final grade is obtained on the exam period and is the sum of points earned during classes. Students who did not take the midterm exams must take written part of the exam where all learning outcomes are checked. 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. 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							
	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							
	which then decides on the justification of student absences with the obligatory opinion of the course leader.							
3.12 Written	Case study. Preparation of a seminar / project assignment Students, as part of							
assignments	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							
	ng. Students present their solutions to a representative of the ization and the teacher. After successfully completing the project,							
	students take an exam, which is also graded. The project task is taught /							
	ented a certain tum according to the schedule. The project task is scored rding to the published table and predetermined segments. according to plished values							
3.13 Required reading	Osnove marketinga i menadžmenta neprofitnih organizacija, Alfirević,							
	Pavičić, Najev Čačija, Mihanović, Matković, Školska knjiga, 2013. – 1. poglavlja 1,2,9,10,11,12Osnove marketinga i menadžmenta neprofitnih							
	organizacija, Alfirević, Pavičić, Najev Čačija, Mihanović, Matković,							
	Školska knjiga, 2013. – poglavlja 1,2,9,10,11,12							
3.14 Additional reading	 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. 							
	 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 No	tes.			
4 ADDIT	IONAL COURSE INF		TION				
	lity control	The c mast based	uality of the ery of the ma d on question	program, teaching process aterial will be established b nnaires, and in other standa of the Polytechnic of Međin	y conducting a written ardised ways and in acc	evaluation	
4.2 Cont	tact the teacher	Stude while durin ask q desire	ents can cont for short qu g working ho uestions by e able for stud	tact the teacher during the lestions and explanations the burs by coming in person or e-mail, which will be answe lents to come as often as po er's office hours.	office hours and during ney can contact him/he by landline. It is also p red in 48 hours at the l	er any day possible to atest. It is	
the	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 or posted on the bulletin board and on the website of the Polytechnic at le hours in advance.						
to t	 Course contribution to the study program 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. ANAL of the co		OPICS (the number	of hours is equal to the nu	mber of lectures and e	exercises	
Hours	Topic and description			Method • Direct teaching (lecture, instruction, pp presentation) • Discovery learning (individual, lead, discussion) • Group learning • Case study • Field classes	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.			Lecture, pp presentation	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-p organizations in t sports.The conce	ourism		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. Ecture, pp presentation, discussion Profit organization. Find the forms and documents that need to be filled out when establishing an on-profit organization. Determine the costs of establishing and closing non-profit organization. 11,12,13 5. Social entrepreneurship as part of the nonprofit sector. Lecture, pp presentation, discussion Socially Responsible Entrepreneurship, support with examples. 13 6. Examples of social entrepreneurship, social cooperatives. Presentation, Discovery learning Lecture, pp presentation, Discovery learning 13 7. Case Study/Examples and Guest Lecture, pp Case Study/Examples and Guest 13				Understand the	
4. 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 profit organization. Find the forms and documents that need to be filled out when establishing an on-profit organization. Determine the costs of establishing and closing non-profit organization. 11,12,13 5. Social entrepreneurship as part of the nonprofit sector. Lecture, pp presentation, discussion for granizations in socially Responsible Entrepreneurship, support with examples. Costs, Forms in granization, discussion for granizations in socially Responsible Entrepreneurship, support with examples. Valorize the state of Analyze examples. Valorize the state of the NON-PROFIT ORGANIZATION in society. 13 6. Examples of social entrepreneurship, social cooperatives. Presentation, Discovery learning Lecture, pp Creations, Discovery learning 13 7. Case Study/Examples and Guest Lecture, nn Case Study/Examples and Guest Lecture, nn Case Study/Examples 13		organizations in sports tourism.			
4. 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 an non- profit organization. Find the forms and documents that need to be filled out when establishing and closing non-profit organization. 11,12,13 5. Social entrepreneurship as part of the nonprofit sector. Lecture, pp presentation, discussion Iterume the place of Non-Profit Organization in Socially Responsible Entrepreneurship, support with examples. 13 6. Examples of social entrepreneurship, social cooperatives. Presentation. Lecture, pp presentation, Discovery learning Iterume nn 13 7. Case Study/Examples and Guest Lecture nn Case Study/Examples 13				business context of	
Image: second					
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4.associations in tourism and sports.4.Establishment of a Non-Profit Organization. Costs, Forms and Procedures for Nonprofits.Lecture, pp presentation, discussionExplain and list all nonprofit organization. Find the forms and documents that need to be filled out when establishing an on- profit organization. Determine the costs of establishing and closing non-profit organizations.11,12,135.Social entrepreneurship as part of the nonprofit sector.Lecture, pp presentation, discussionDiscuss Socially Responsible Entrepreneurship, support with estamples.136.Examples of social entrepreneurship, social cooperatives. Presentation.Lecture, pp presentation, Discovery learning147.Case Study/Evamples and GuestLecture, no presentation, Discovery learning13				-	
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9. Recognize and	9.			Recognize and	
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organisations part One procentation discussion In the management 13					13
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of of profit and				non-profit	

			organizations and	
10.			staffing needs Detect possible	
10.	HR Management in Nonprofit organisations - part Two	Lecture, pp presentation, discussion	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			
Hours	Topic and description	RCISES/ SEMINARS Method • 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			
3.	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	and negative	
	results	elements in work	