



POLYTECHNIC OF MEĐIMURJE IN ČAKOVEC

COURSE SYLLABUS

ACADEMIC YEAR: 2020/2021

1. GENERAL COURSE INFORMATION

1.1 Course name	Economics and business organization			
1.2 Study program/s	Undergraduate professional study Sustainable Development			
1.3 Course status (O,E)	Compulsory course	1.6 Mode of instruction (number of hours)	Lectures	15
1.4 Course code	4012		Exercises	30
1.5 Course abbreviation	EOP		Seminars	
1.6 Semester	II.		E-learning	
1.7 ECTS	3	1.7 Place and time of instruction	Premises of the Polytechnic of Međimurje in Čakovec, according to the schedule published on the website	

2. TEACHING STAFF

2.1 Course leader/s-title	doc.dr.sc. Igor Klopota, pred.	contact	igor.klopota@mev.hr
		contact	
2.2 Assistant/s- title	Josip Posavec, suradnik	contact	
	Vesna Čanadi, suradnik	contact	
2.3 Instruction held by-title		contact	

3. COURSE DESCRIPTION

3.1 Course goals	Provide students with basic knowledge of economics. Acquire knowledge in the field of business organization and get acquainted with all the elements crucial for its construction and management. Ability to organize an entrepreneurial venture in small and medium enterprises through the development and presentation of a business plan.									
3.2 Prerequisites	There are no conditions									
3.3 Course outcomes	After successfully completing the course, students will be able to: I1 - Identify and explain the basic economic laws and define key concepts related to organization, organizational processes and entrepreneurship I2 - Graphically present and interpret the market mechanism of supply and demand I3 - Use managerial skills to successfully manage costs and other processes in the organization I4 - Know and analyze the elements of the business plan and apply them in the development of the business plan									
3.4 Course content	The course presents contents related to basic economic concepts necessary for understanding the way markets function, with an emphasis on the market mechanism of supply and demand. Through this course, students are introduced to the assumptions that need to be met in order to realize the business for which the company was established, costs and performance measures of the company.									
3.5 Types of coursework	X	Lectures	X	Exercises	X	Blended e-learning	X	Individual activities		Laboratory

	X	Seminars and workshops	X	Distant learning		Field classes		Multimedia and network		Mentorship																																																															
		Other																																																																							
3.6 Language of instruction	Croatian																																																																								
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)	1,5	Class attendance			Seminars			Essay																																																																	
		Class activity			Project			Report/paper																																																																	
		Midterm exams	0,5		Practical task			Continuous knowledge check																																																																	
	1	Written exam			Experimental work																																																																				
		Oral exam			Research																																																																				
3.8 Assessment and evaluation of students' work during classes and at the final exam	<table><tr><th>Activity specification</th><th>Percent %</th><th>Points</th></tr><tr><td colspan="2">Assessment during instruction</td><td></td></tr><tr><td>Attendance</td><td>5%</td><td>5</td></tr><tr><td>Class activity</td><td>5%</td><td>5</td></tr><tr><td>Seminar/ project/ essay</td><td>30%</td><td>30</td></tr><tr><td>Midterm exam 1</td><td>30%</td><td>30</td></tr><tr><td>Midterm exam 2</td><td>30%</td><td>30</td></tr><tr><td colspan="2">Exam assessment for the students who failed to fulfill all the obligatory requirements during the semester</td><td></td></tr><tr><td>Written exam</td><td>60%</td><td>60</td></tr><tr><td>Total:</td><td>100%</td><td>100</td></tr></table>										Activity specification	Percent %	Points	Assessment during instruction			Attendance	5%	5	Class activity	5%	5	Seminar/ project/ essay	30%	30	Midterm exam 1	30%	30	Midterm exam 2	30%	30	Exam assessment for the students who failed to fulfill all the obligatory requirements during the semester			Written exam	60%	60	Total:	100%	100																																	
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3.9 Assessment criteria – analysis per learning outcomes	<table><tr><th colspan="6">Ways of evaluating learning outcomes</th><th></th></tr><tr><th></th><th>Attendance</th><th>Activity</th><th>Mid-term exam 1</th><th>Mid-term exam 2</th><th>Practical work</th><th>Total</th></tr><tr><td>Outcome 1</td><td></td><td></td><td>15</td><td></td><td></td><td>15</td></tr><tr><td>Outcome 2</td><td></td><td></td><td>15</td><td></td><td></td><td>15</td></tr><tr><td>Outcome 3</td><td></td><td></td><td></td><td>15</td><td></td><td>15</td></tr><tr><td>Outcome 4</td><td></td><td></td><td></td><td>15</td><td>30</td><td>45</td></tr><tr><td>Outcome 5</td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Outcome not-related</td><td>5</td><td>5</td><td></td><td></td><td></td><td>10</td></tr><tr><td>Total</td><td></td><td></td><td></td><td></td><td></td><td>100</td></tr></table>										Ways of evaluating learning outcomes								Attendance	Activity	Mid-term exam 1	Mid-term exam 2	Practical work	Total	Outcome 1			15			15	Outcome 2			15			15	Outcome 3				15		15	Outcome 4				15	30	45	Outcome 5							Outcome not-related	5	5				10	Total						100
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	Grading of outcomes (in order to pass the mid-term exam/exam the student must achieve at least 50% points for each learning outcome) Points Grade 89 – 100 excellent (5) 76 – 88 very good (4) 63 – 75 good (3) 50 – 62 pass (2) 0 – 49 fail (1)																																																																								
	3.10 Specific features related with taking the course	If a student collects 50% of the points of each outcome, he / she directly takes the exam, provided that he / she has submitted and presented a practical paper. A student cannot access the exam period if he / she has not submitted a practical paper. The practical work is made according to the instructions published on the Merlin system and is submitted by placing it on the Merlin. The practical work is submitted at least 3 days before the exam deadline. During the exam, it is possible to orally check the knowledge during the preparation of practical work. If a student does not achieve a sufficient number																																																																							

	<p>of points in the first colloquium, he cannot access the next second colloquium. Once earned points in colloquia for each learning outcome are no longer deleted unless the student decides to correct the result for a particular learning outcome, whereby the points won until then are deleted and newly earned 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 colloquium access the written part of the exam where all learning outcomes are checked, and are required to submit and present practical work before taking the exam.</p>	
3.11 Students obligations	<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. 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>	
3.12 Written assignments	Practical work according to the given instructions.	
3.13 Required reading	1.	Samuelson, P., A. and Nordhaus, D.W. Ekonomija, Zagreb: MATE, 19. izdanje
3.14 Additional reading	1.	Robbins S.P., Judge T.A.: Organizacijsko ponašanje, 2009.
	2.	Mankiw, N. G.: Osnove ekonomije, Mate d.o.o., 2006.
	3.	Sikavica, P.: Organizacija, Školska knjiga, 2011.
4 ADDITIONAL COURSE INFORMATION		
4.1 Quality control	<p>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.</p>	
4.2 Contact the teacher	<p>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.</p>	
4.3 Information about the course	<p>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.</p>	
4.4 Course contribution to the study program	<p>Identify the way organizations operate in a changing market environment Analyze the business performance of the organization and the company</p>	

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 <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.	Basics of economy	Presentation, pp presentation	List and define basic economic concepts and understand how economists think	I1
2.	Types of markets	Presentation, pp presentation	Distinguish different market structures	I1
3.	Market mechanism	Presentation, pp presentation	Apply the law of supply and demand in market analysis	I2
4.	Production costs	Presentation, pp presentation	Identify the cost of the resources used to create the product and make a cost estimate	I3
5.	Fundamentals of macroeconomics	Presentation, pp presentation	Describe and analyze basic macroeconomic concepts	I1
6. 7.	Organizational system	Presentation, pp presentation	Summarize and explain theoretical knowledge about the organization as a complex system	I1
8.	1 st colloquium		Assessment of student learning outcomes	I1, I2
9.	Management skills	Presentation, pp presentation	Distinguish management functions and apply them in the management of the organization	I3
10.	Conflict management in business organization	Presentation, pp presentation	Apply managerial skills in resolving conflicts in the organization	I3
11.	Human resources management	Presentation, pp presentation	Interpret and apply managerial	I3

			knowledge in human resource management	
12.	Creating a healthy organizational climate	Presentation, pp presentation	Assess which factors influence the creation of a conducive and healthy organizational climate	I3
13.	The world of entrepreneurship	Presentation, pp presentation	Define the process of starting your own business initiative	I1, I4
14.	Business plan	Presentation, pp presentation	Know the elements of the business plan, apply them in the development of the business plan and assess the justification of entering the investment	I4
15.	2 nd colloquium		Assessment of student learning outcomes	I3, I4
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. 2.	Basic economic concepts	Presentation, pp presentation, discussion	List and distinguish basic economic concepts. Discuss the concept of scarcity in economic theory and understand the benefits of trade between countries	I1
3. 4.	Diagram analysis in economics	Direct teaching	Analyze economic concepts on graphical representations	I1
5. 6.	Supply and demand 1	Presentation, pp presentation, discussion	Understand and interpret the	I2

			market mechanism on examples	
7. 8.	Supply and demand 2	Presentation, pp presentation, discussion	Identify the consequences of changes in supply and demand and present them graphically	I2
9. 10.	Cost analysis	Presentation, pp presentation, discussion	Calculate and analyze production costs	I3
11. 12.	Basic issues of macroeconomics	Presentation, pp presentation, discussion	Know and distinguish the main economic goals	I1
13. 14.	Organizational behavior	Presentation, pp presentation, discussion	Define organizational behavior. Describe what managers do	I1
15. 16.	Types of organizational structures. Conflict management in an organization	Direct teaching, discussion, case study	Identify types of organizational structures on case studies. Use managerial skills in conflict management	I3
17. 18.	Human resources management. Organizational climate	Direct teaching, discussion, case study	Identify factors for successful human resources management. Identify the prerequisites for creating a suitable work environment.	I3
19. 20.	How to make a good business plan	Direct study, discovery learning, case study	Define and apply the basic input elements for creating a good business plan	I4
21. 22.	How to make a good business plan	Direct study, discovery learning, case study	Define and apply the basic input elements for creating a good business plan	I4
23. 24.	Preparing for the knowledge test	Students independently	Assessment of student learning outcomes	I1, I2, I3, I4
25. 26.	Presentations of business plans	Students independently	Assessment of student learning outcomes	I4
27. 28.	Presentations of business plans	Students independently	Assessment of student learning outcomes	I4

29.			Assessment of student learning outcomes	
30.	Presentations of business plans	Students independently		14