POLYTECHNIC OF MEĐIMURJE IN ČAKOVEC

COURSE SYLLABUS

ACADEMIC YEAR:	2020/2021

1. GENERAL COURSE INFORMATION

1.1 Course name	**Methodology and management in construction**			
1.2 Study program/s	Undergraduate professional study Sustainable Development			
1.3 Course status (O,E)	Required (O)	**1.6 Mode of instruction (number of hours)**	**Lectures**	15
1.4 Course code	4035		**Exercises**	15
1.5 Course abbreviation	MMG		**Seminars**	
1.6 Semester	VI.		**E-learning**	
1.7 ECTS	3	**1.7 Place and time of instruction**	Premises of Polytechnic of međimurje in Čakovec, according to the schedule published on the website	

2. TEACHING STAFF

2.1 Course leader/s-title	dr.sc. Sanjana Buć, pred.	Contact	sanjana.buc@mev.hr
		contact	
2.2 Assistant/s- title		**contact**	
		contact	
2.3 Instruction held by-title		**contact**	

3. COURSE DESCRIPTION

3.1 Course goals	Acquire knowledge and skills in the field of management for the effective and efficient use of limited resources in work processes to achieve sustainable organizational business goals.
3.2 Prerequisites	No
3.3 Course outcomes	After successfully completing the course, students will be able to: I1 - Classify management and leadership tasks, levels and functions of management I2 - Valorize the impact of environmental factors of construction companies in the Republic of Croatia on its business I3 - Plan company plans by individual levels of planning I4 - Choose motivational methods for successful human resource management I5 - Critically evaluate the way of organizing and controlling the business process in construction I6 - Propose an appropriate method for assessing business performance.
3.4 Course content	The course covers the basic elements of management: - Conceptual definition of management - Company environment - Management functions: planning, organizing, leading and controlling - Human resource management - Ethics and social responsibility. The course also contains an overview of some of the management methods: - Balanced Scorecard - Benchmarking - SWOT analysis.

3.5 Types of coursework	x	Lectures	x	Exercises		Blended e-learning	x	Individual activities		Laboratory
		Seminars and workshops		Distant learning		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)	1	Class attendance	1	Seminars		Essay
		Class activity		Project		Report/paper
	0,5	Midterm exams		Practical task		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

Activity specification	Percent %	Points
Assessment during instruction		
Attendance	5%	5
Class activity	10%	10
Seminar/ project/ essay	50%	50
Midterm exam 1	35%	35
Exam assessment for the students who failed to fullfil all the obligatory requirements during the semester		
Written exam	*35%*	*35*
Total:	**100%**	**100**

3.9 Assessment criteria – analysis per learning outcomes

	Attendance	Activity	Mid-term exam 1	Practical work	Total
Outcome 1			10		10
Outcome 2			10		10
Outcome 3			10		10
Outcome 4			5		5
Outcome 5		5			5
Outcome not-related		5		50	5
Total	**5**	**10**	**35**	**50**	**100**

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

Once won 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 earned points for that learning outcome are entered.

A student cannot access the exam period if he / she has not submitted and presented a seminar paper. The final grade is obtained in the oral part of the exam.

3.11 Students obligations	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.
3.12 Written assignments	Seminar papers must be computer written and may have a maximum of 12 text cards (Times New Roman, font 12) from introduction to conclusion, together with pictures, appendices to tables, etc. Seminar papers must have an adequate title page, content, marked pages and literature. The seminar paper should be divided into chapters and contain a list of references and a list of figures and tables and graphs and finally a summary / conclusion in the size of 250 words. The student guarantees the authenticity of the work with his signature.
3.13 Required reading	1. Buble, M.: Menadžment, Sveučilište u Splitu, Ekonomski fakultet, Split, 2009 (Udžbenik)
	2. Niven, P. R.: Balanced Scorecard, Korak po korak, Maksimiziranje učinka i održavanje rezultata, Poslovni dnevnik MASMEDIA, Zagreb, 2007.
	3. Bahtijarević-Šiber, F.: Management ljudskih potencijala, Golden marketing, Zagreb, 1999.
3.14 Additional reading	1. Current scientific and professional articles thematically related to the course content
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	I1 Interpret information, ideas, problems and solutions to professional and general audiences I4 Advocate an ethical approach to work and to associates in project teams I5 Critically evaluate arguments, assumptions and data in order to form an opinion and contribute to the solution of the problem I7 Analyze collected data in the field of sustainable development

	I9 Plan a circular economy in accordance with the legal framework in the Republic of Croatia I10 Interpret European Union legislation in the field of sustainable development I20 Carry out the organization and construction technology

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.	Introduction to the course content, method of work and evaluation of learning outcomes	lecture, pp presentation	Plan course work	I1
2.	Management and managers	lecture, pp presentation, discussion	Connect the definitions of the basic concepts of management theory	I1
3.	Ethics and social responsibility management	lecture, pp presentation, discussion	Explain the importance of ethics and social responsibility in business	I2
4. 5.	Company environment	lecture, pp presentation, discussion	Distinguish factors of the internal environment, business environment and general or social environment of the company	I2
6.	Management support information systems	lecture, pp presentation, discussion	Interpret the purpose of data, information and knowledge and information systems in business	I3
7.	Planning and planning levels in the company	lecture, pp presentation, discussion	Interpret the business plan in relation to the level of planning	I3
8.	Methods of strategic analysis of the business environment	lecture, pp presentation, discussion	Identify the appropriate method for analyzing the business environment	I4
9.	Human resource management	lecture, pp presentation, discussion	Distinguish different functions of human resource management	I4
10.	Motivation and leadership	lecture, pp presentation, discussion	Recognize human needs and	I5

			motivational techniques	
11.	Organizing	lecture, pp presentation, discussion	Apply an appropriate organizational structure	I5
12.	Controlling	lecture, pp presentation, discussion	Use legislation related to construction supervision and control	I6
13.	Balanced Scorecard: A set of balanced goals	lecture, pp presentation, discussion	Describe the method	I6
14.	Review of the benchmarking method	lecture, pp presentation, discussion	Describe the method	I1 do I6
15.	Final lesson - recapitulation of the course	discussion		

EXERCISES/ SEMINARS				
Hours	**Topic and description**	**Method**	**Learning outcomes**	**Course outcome**
1.	Review of the development of management theory	pp presentation, discussion	Classify management theories	I1
2.	Code of Business Ethics	pp presentation, discussion	Interpret codes of business ethics	I1
3.	Managing a small construction company - an example from practice	Case study, pp presentation, discussion	Show by example the management of a small construction company	I1
4.	The role of construction unions in the Republic of Croatia	Case study, pp presentation, discussion	Examine the role of external environmental factors on the example of trade unions	I2
5.	Review of the labor market in construction in the Republic of Croatia	Case study, pp presentation, discussion	Analyze the impact of human resource availability on business	I2
6.	Importance of ICT application in construction management	pp presentation, discussion	Review the impact of ICT equipment of the company on its business	I2
7.	The importance of strategic planning in construction entrepreneurship	pp presentation, discussion	Explore the importance of enterprise planning at the strategic level	I3
8.	Review of the strategic plan of the Ministry of Construction	Case study, pp presentation, discussion	Present a strategic plan at the national level	I3

9.	Operational construction plan	Case study, pp presentation, discussion	Demonstrate how to plan at the operational level	I3
10.	Business communication	pp presentation, discussion	Explain the elements of business communication	I4
11.	Motivational methods in a construction company	pp presentation, discussion	Discuss possible motivational methods	I4
12.	Construction project control	pp presentation, discussion	Present legislation for the control of projects in construction	I5
13.	Professional supervision in construction	pp presentation, discussion	Present legislation for professional supervision	I5
14.	Benchmarking in construction	pp presentation, discussion	Describe the application of the benchmarking method in construction	I6
15.	Colloquium	individual	Checking learning outcomes	I1, I2, I3, I4