

MEĐIMURJE POLYTECHNIC IN ČAKOVAC



POLYTECHNIC OF MEĐIMURJE AND ČAKOVEC

SYLLABUS COURSE

ACADEMIC YEAR: 2020/2021

1. GENERAL INFORMATION ABOUT THE COURSE

| | | | | |
|----------------------------------|--|--|---|----|
| 1.1. Course title | Business systems management | | | |
| 1.2. Study program (s) | Undergraduate professional study Sustainable Development | | | |
| 1.3. Course status (O, I) | Mandatory | 1.6. Teaching methods (number of hours) | Lectures | 15 |
| 1.4. Course code | | | Exercises | 30 |
| 1.5. Course abbreviation | UPS | | Seminar | |
| 1.6. Semester | V | | E-learning | |
| 1.7. Credit value (ECTS) | 4 | 1.7. Place and time of classes | Premises of the Polytechnic of Međimurje in Čakovec, according to the schedule published on the website | |

2. TEACHING STAFF

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| 2.1. Carrier | mr. sc. Vladimir Križaić mr. sc. Sanjana Buć | 2.4. Assistant (s) | mr.sc. Sanjana Buć |
| 2.2. Calling | s. lecturer lecturer | 2.5. Title (s) | lecturer |
| 2.3. Contact | vkrizaic @ mev.hr sbuc@mev.hr | 2.9. Contact / s | sbuc@mev.hr |

3. COURSE DESCRIPTION

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| 3.1. Course objectives | Acquisition of basic business knowledge necessary for the management of business construction systems (companies, plants) and their interaction with the environment, and the principles and goals of business. |
| 3.2. Requirements for enrollment and taking the course | None |
| 3.3. Learning outcomes | After successfully completing the course, students will be able to: <ol style="list-style-type: none">1. Self-evaluate the system of the firm in the economy2. Rationally estimate production costs in construction3. Valorize the costs of the firm4. Select and valorize the company's assets5. Rationally recommend the organizational system of the construction company6. Analyze and review the elements of accounting and bookkeeping |

| | 7. Valorize and recommend decision-making in the company 8. Valorize the ISO standard | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|--|-------------------------|--------------------------|---------------------|---------------------|-----------------------|-----------------|------------------------|--|----------------|------------------------|-------------|--------|---------------------------|--|--|------------------|----|---|-------------------|----|---|----------------|--|--|--------------|------|-----|--------------|------|-----|---|--|--|---------------------|-------------|------------|------------------|-------------|------------|
| 3.4. Course content | The course presents contents related to classical and modern technology of construction projects | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3.5. Types of teaching | x | Lectures | x | Exercises | | Blended e-learning | x | Independent tasks | | Laboratory | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Seminars and workshops | | Distance education | | Field work | x | Multimedia and network | | Mentoring work | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Other: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3.6. Performance language | Croatian | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3.7. Monitoring student work (enter the number of ECTS credits for each activity so that the total number of ECTS credits corresponds to the credit value of the course, 1 ECTS = 30 hours) | 1,5 | Class attendance | | Seminar paper | | Essay | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 0,5 | Teaching activity | | Project | | Report | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 1,0 | Colloquia | | Practical work | | Continuous assessment | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | (1,0) | Written exam | | Experimental work | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 1,0 | Oral exam | | Research | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3.8. Assessment and evaluation of student work during classes and at the final exam | <table border="1"> <thead> <tr> <th>Activity specification</th> <th>Percentage%</th> <th>points</th> </tr> </thead> <tbody> <tr> <td colspan="3" style="text-align: center;">Evaluation during classes</td> </tr> <tr> <td>Class attendance</td> <td>8%</td> <td>8</td> </tr> <tr> <td>Teaching activity</td> <td>2%</td> <td>2</td> </tr> <tr> <td>Practical work</td> <td></td> <td></td> </tr> <tr> <td>Colloquium 1</td> <td>45 %</td> <td>4 5</td> </tr> <tr> <td>Colloquium 2</td> <td>45 %</td> <td>4 5</td> </tr> <tr> <td colspan="3" style="text-align: center;"><i>Evaluation of exam work for students who did not take the colloquium</i></td> </tr> <tr> <td><i>Written exam</i></td> <td><i>90 %</i></td> <td><i>9 0</i></td> </tr> <tr> <td>In total:</td> <td>100%</td> <td>100</td> </tr> </tbody> </table> | | | | | | | | | | Activity specification | Percentage% | points | Evaluation during classes | | | Class attendance | 8% | 8 | Teaching activity | 2% | 2 | Practical work | | | Colloquium 1 | 45 % | 4 5 | Colloquium 2 | 45 % | 4 5 | <i>Evaluation of exam work for students who did not take the colloquium</i> | | | <i>Written exam</i> | <i>90 %</i> | <i>9 0</i> | In total: | 100% | 100 |
| | Activity specification | Percentage% | points | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Evaluation during classes | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Class attendance | 8% | 8 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Teaching activity | 2% | 2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Practical work | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Colloquium 1 | 45 % | 4 5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Colloquium 2 | 45 % | 4 5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | <i>Evaluation of exam work for students who did not take the colloquium</i> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | <i>Written exam</i> | <i>90 %</i> | <i>9 0</i> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| In total: | 100% | 100 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3.9. Evaluation criteria - elaboration by outcomes | Method of passing the outcome | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Class attendance | Teaching activity | Colloquium 1 | Colloquium 2 | Practical work | In total | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Outcome 1 | | | 10 | 2. 5 | | 12.5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Outcome 2 | | | 10 | 2.5 | | 12.5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Outcome 3 | | | 10 | 2.5 | | 12.5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Outcome 4 | | | 10 | 2.5 | | 12.5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Outcome 5 | | | | 10 | | 10 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Outcome 6 | | | | 10 | | 10 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Outcome 7 | | | | 10 | | 10 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Outcome 8 | | | | 10 | | 10 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Outside the outcome | 8 | 2 | | | | 10 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| In total | 8 | 2 | 40 | 50 | 0 | 100 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Scoring outcomes (in order to pass the colloquium / exam the student must achieve at least 50% points for each learning outcome) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| | <p>Rating Points</p> <p>89 - 100 Excellent (5)</p> <p>76 - 88 Very good (4)</p> <p>63 - 75 Good (3)</p> <p>51 - 62 Sufficient (2)</p> <p>0 - 49 Insufficient (1)</p> | |
| 3.10. Specifics related to taking the course | <p>If a student collects 50% of the points of each outcome, he / she directly takes the exam .</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 a particular 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 colloquium access the written part of the exam where all learning outcomes are checked .</p> | |
| 3.11. Student 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.</p> <p>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.</p> <p>If the student has not fulfilled all the obligations provided 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 consultations, organized 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, a 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 works | | |
| 3.13. Required reading | 1. | Fundamentals of economics for builders: Mariza Katavić, FGZ |
| | 2. | Production: Marko Žaja, FGZ |
| | 3, | Investment policy: Marko Žaja, FGZ |
| | 4, | Entrepreneur Accounting: RRIF |
| | | |
| 3.14. Supplementary literature | 1. | Understanding Capitalism: Samuel Bowles, Richard Edwards, ŠK Zagreb |
| | 2. | Cybernetics and general system theory: Marko Žaja GIZ |
| | 3. | Methodology of organizational design: Slavko Kapustić, press Zagreb |
| | 4. | Knowledge of project management, PMI, 2011, Zagreb |
| 4. ADDITIONAL INFORMATION ABOUT THE COURSE | | |
| 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 standardized ways and in accordance with the acts of the Polytechnic of Međimurje in Čakovec.</p> | |

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| 4.2. Contacting the teacher | Students can contact the teacher during the consultation period and during classes, while for short questions and explanations they can contact 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 that students come to the consultation as often as possible for any ambiguities. |
| 4.3. Informing about the course | It is the obligation of each student to be regularly informed about the course. All notifications about the holding 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. The contribution of the course to the study program | Apply the basics of management through the creation and management of smaller construction companies |

5. DEVELOPMENT OF THEMATIC UNITS (the number of elaborated hours is identical to the number of lectures and exercises of the course)

| LECTURES | | | | |
|----------|--|---|---|-------------------------|
| Hours | Topic and description of the lecture | Method of work | Lecture learning outcomes | Course learning outcome |
| | | <ul style="list-style-type: none"> • direct teaching (presentation, instruction, pp presentation) • Discovery learning (independent, guided, discussion, debate) • Group / collaborative learning • case study • field teaching... | | |
| 1. | Introduction to the course content, basics of business systems management | Presentation, pp presentation | Distinguish business systems | l1 |
| 2. | The notion of company as a system and interaction with the environment Principles and goals of business | Presentation, pp presentation | Distinguish companies | l1 |
| 3. | Basic theories of production | Presentation, pp presentation | Distinguish the resource properties of the production process | l2 |
| 4. | Basic theories of production costs | Presentation, pp presentation | Distinguish production costs | l3 |
| 5. | The concept and division of company assets | Presentation, pp presentation | Distinguish firm assets | l4 |
| 6. | Basic theories of production cost | Presentation, pp presentation | Distinguish the cost price of production | l4 |
| 7. | Basic theories of production costs | Presentation, pp presentation | Distinguish cost theories | l4 |

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| 8. | Factors and effects of construction production process | Presentation, pp presentation | Identify factors and effects of production | 14 |
| 9. | Organizational systems and company structure | Presentation, pp presentation | Apply organizational systems | 15 |
| 10. | Basics of accounting and bookkeeping | Presentation, pp presentation | Apply the basics of accounting | 16 |
| 11. | Elements of accounting and bookkeeping | Presentation, pp presentation | Distinguish between accounting and bookkeeping | 16 |
| 12. | Business analysis and business success | Presentation, pp presentation | Use business analysis | 17 |
| 13. | Company management | Presentation, pp presentation | Explain management | 17 |
| 14. | Decision making in the firm | Presentation, pp presentation | Explain decision making | 17 |
| 15. | ISO standard | Presentation, pp presentation | Explain ISO | 18 |
| EXERCISES / SEMINARS | | | | |
| Hours | Topic and description of the lecture | Method of work <ul style="list-style-type: none"> • direct teaching (presentation, instruction, pp presentation) • Discovery learning (independent, guided, discussion, debate) • Group / collaborative learning • case study • field teaching... | Lecture learning outcomes | Course learning outcome |
| 1. | The notion of company as a system and interaction with the environment Principles and goals of business | Presentation, pp presentation | Distinguish companies | 11 |
| 2. | Basic theories of production | Guided task, examples of systematic and structural modeling | Distinguish the resource properties of the production process | 11 |
| 3. | Basic theories of production costs | Guided task - performance / norm - cost | Distinguish production costs | 12 |
| 4. | The concept and division of company assets | Guided task - company assets | Distinguish firm assets | 13 |
| 5. | Basic theories of production cost | Guided task - price | Distinguish the cost price of production | 14 |

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| 6. | Basic theories of production costs | Guided task, cost examples | Distinguish cost theories | 14 |
| 7. | The notion of company as a system and interaction with the environment Principles and goals of business | Guided task, examples of environment | Distinguish companies | 14 |
| 8. | Colloquium - seminar paper | Independent production | to rate | 14 |
| 9. | Organizational systems and company structure | Guided task, examples of organizations | Apply organizational systems | 15 |
| 10. | Basics of accounting and bookkeeping | Guided task, examples of accounting | Apply the basics of accounting | 16 |
| 11. | Elements of accounting and bookkeeping | Guided task, examples of bookkeeping | Distinguish between accounting and bookkeeping | 16 |
| 12. | Business analysis and business success | Guided task, examples of business analysis | Use business analysis | 17 |
| 13. | Company management and decision making | Guided task, examples of running a company | Explain management and decision making | 17 |
| 14. | ISO standard | Guided task, examples of ISO standards | Explain ISO | 18 |
| 15. | Colloquium | Independent production | to rate | |