



MEĐIMURSKO VELEUČILIŠTE U ČAKOVCU

MEĐIMURJE UNIVERSITY OF APPLIED SCIENCES IN ČAKOVEC

COURSE SYLLABUS

ACADEMIC YEAR: 2025/2026

1. GENERAL COURSE INFORMATION

1.1 Course name	MANAGEMENT			
1.2 Study program/s				
1.3 Course status (O,E)	O	1.6 Mode of instruction (number of hours)	Lectures	30
1.4 Course code			Exercises	30
1.5 Course abbreviation			Seminars	
1.6 Semester	VI		E-learning	Merlin
1.7 ECTS	5	1.7 Place and time of instruction	The premises of the Međimurje University of Applied Sciences in Čakovec, according to the schedule published on the website	

2. TEACHING STAFF

2.1 Course leader/s-title	Mirjana Trstenjak, senior lecturer PhD, Igor Klopotan, senior lecturer	contact	mtrstenjak@mev.hr iklopotan@mev.hr
		contact	
2.2 Assistant/s- title		contact	
		contact	
2.3 Instruction held by- title	Darija Kukovec, lecturer	contact	dkukovec@mev.hr
2.4 Course leader/s-title		contact	

3. COURSE DESCRIPTION

3.1. Course goals	Introducing students to the role, functions and tasks of management. Presentation of the main business processes in manufacturing companies. Explaining the principles of organization and the organization model of companies and large groups. Analysis of the role of information systems in company management. Presentation of ways of managing IT projects and accompanying business changes. Explanation of basic financial statements and parameters.
3.2 Prerequisites	no conditions
3.3 Course outcomes	After successfully completing the course, students will be able to: I1 – Distinguish and use the roles, functions and tasks of management I2 – Explain the principles of managing IT projects and accompanying business changes I3 – Use basic managerial skills I4 – Analyze and apply basic financial statements and indicators
3.4 Contribution of the course to the study program	Work in a team, manage professional projects and cooperate with experts from the real sector Apply communication and professional ethics
3.5 Course content	The course presents content related to the fundamental principles of management. Examples based on the basic production model are continuously

	processed. Through teamwork, students have the opportunity to improve their communication, negotiation, prioritization and presentation skills. With the help of selected financial indicators, students get a basic tool for assessing the state of the company with regard to the criterion of value creation / destruction																																				
3.6 Types of coursework	x	Lectures	X	Exercises	x	Blended e-learning	X	Individual activities		Laboratory																											
	x	Seminars and workshops		Distant learning	X	Field classes		Multimedia and network		Mentorship																											
		Other																																			
3.7 Language of instruction	Croatian																																				
3.8 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			Research																													
	2	Midterm exams/written exam		1	Project			Essay																													
		Oral exam			Practical task																																
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Activity specification</th> <th style="width: 20%;">Percent %</th> <th style="width: 30%;">Points</th> </tr> </thead> <tbody> <tr> <td colspan="3" style="text-align: center;">Assessment during instruction</td> </tr> <tr> <td>Continuous verification of knowledge</td> <td style="text-align: center;">10%</td> <td style="text-align: center;">10</td> </tr> <tr> <td>Continuous verification of knowledge</td> <td style="text-align: center;">30%</td> <td style="text-align: center;">30</td> </tr> <tr> <td>Colloquium 1</td> <td style="text-align: center;">30%</td> <td style="text-align: center;">30</td> </tr> <tr> <td>Colloquium 2</td> <td style="text-align: center;">30%</td> <td style="text-align: center;">30</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</td> <td style="text-align: center;">60%</td> <td style="text-align: center;">60</td> </tr> <tr> <td>Total:</td> <td style="text-align: center;">100%</td> <td style="text-align: center;">100</td> </tr> </tbody> </table> <p><i>Points Grade</i> 89 – 100 excellent (5) 76 – 88 very good (4) 63 – 75 good (3) 50 – 62 pass (2) 0 – 49 fail (1)</p>											Activity specification	Percent %	Points	Assessment during instruction			Continuous verification of knowledge	10%	10	Continuous verification of knowledge	30%	30	Colloquium 1	30%	30	Colloquium 2	30%	30	<i>Exam assessment for the students who failed to fulfil all the obligatory requirements during the semester</i>			Written exam	60%	60	Total:	100%
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3.9 Specific features related to taking the course	<p><i>If a student collects 50% of the points of each outcome he/she directly accesses the oral exam. If a student does not achieve a sufficient number of points on the midterm exam, he/she cannot take the next midterm exam, and has to take the written exam.</i></p> <p><i>If he/she passes the written exam, he/she will proceed to the oral part of the exam.</i></p> <p><i>The seminar paper is submitted within the agreed deadline, and certainly before the exam term.</i></p> <p><i>The final grade is given on the oral part of the exam.</i></p>																																				
3.10 Students obligations	<ul style="list-style-type: none"> • a full-time student has the right to sit for the exam if he attends classes for a minimum of 70% of the total prescribed number of hours • a full-time student who attends classes from 50 to 70% of the total prescribed number of hours can exercise the right to take the exam by completing additional teaching activities in agreement with the course teacher 																																				

	<ul style="list-style-type: none"> • a full-time student who attends a certain course for less than 50% of the prescribed number of hours enrolls in the course the following academic year • a part-time student has the right to sit for the exam if he/she attends classes for a minimum of 30% of the total prescribed number of hours • a part-time student who attends classes for 20 to 30% of the total prescribed number of hours can exercise the right to sit for the exam by completing additional teaching activities in agreement with the course teacher • a part-time student who attends the classes of a certain course for less than 20% of the prescribed number of hours re-enrolls in the course the following academic year 	
3.11 Written assignments		
3.12 Required reading	Sikavica, P., Bahtijarević-Šiber, F., Pološki Vokić, N.: Temelji menadžmenta, Školska knjiga, Zagreb, 2008.	
3.13 Additional reading	Michael Armstrong: How to be an even better Manager; Kogan; 2017. Peter F. Drucker: The Essential Drucker; Collins Business Essentials. 2008	
4. ADDITIONAL INFORMATION ABOUT THE COURSE		
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 Međimurje University of Applied Sciences in Čakovec.	
4.2 Contact the teacher	Students can contact the teacher during the office hours and during classes. All other methods of communication are arranged with the teacher. 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. e. All notifications about the classes or possible postponement of classes will be posted on the bulletin board and on the website of the University at least 24 hours in advance.	
5. ELABORATION OF THEMATIC UNITS		
Week	Topic	Course outcome
1.	Basics of management	I1
2.	Organization and teamwork	I1
3.	Human resources management	I1, I3, I4
4.	Ethics, morality and social responsibility in management	I1
5.	Business planning	I2, I4
6.	Business processes and management	I2
7.	Business Change Management	I4
8.	Leadership	I2, I4
9.	Managerial levels and skills	I1, I2, I3
10.	Time Management	I2, I4
11.	Management of business projects	I2, I3, I4

12.	Examples and creation of business projects	I2
13.	Communication and negotiation techniques	I3
14.	Presentation, presentation skills	I3
15.	Summary of material, check	I3