



# POLYTECHNIC OF MEĐIMURJE IN ČAKOVEC

## COURSE SYLLABUS

ACADEMIC YEAR: 2020/2021

### 1. GENERAL COURSE INFORMATION

1.1 Course name	Management			
1.2 Study program/s	Computing			
1.3 Course status (O,E)	O	1.6 Mode of instruction (number of hours)	Lectures	30
1.4 Course code	5140		Exercises	30
1.5 Course abbreviation	MENRAC		Seminars	
1.6 Semester	5.		E-learning	
1.7 ECTS	5	1.7 Place and time of instruction	Polytechnic of Međimurje	

### 2. TEACHING STAFF

2.1 Course leader/s-title	Mirjana Trstenjak	kontakt	mtrstenjak@mev.hr
	Igor Klopotan, PhD		igor.klopotan@mev.hr
	Josip Nađ, PhD	contact	josip.nad@mev.hr
2.2 Assistant/s- title		contact	
		contact	
2.3 Instruction held by- title		contact	

### 3. COURSE DESCRIPTION

3.1 Course goals	Acquiring basic knowledge of software engineering. Introduction to the role and importance of information systems in business. Getting to know the software development life cycle. Introduction to the main functionalities of business information systems. An overview of trends in software engineering and information systems.								
3.2 Prerequisites	Object Oriented Programming 1 Data Base 1								
3.3 Course outcomes	After successfully completing the course, students will be able to: O1 - Explain the role, functions and tasks of management O2 - Explain the principles of IT project management and accompanying business changes O3 - Use basic managerial skills O4 - Explain basic financial statements and indicators								
3.4 Course content	The course presents contents related to the basic principles of management. Examples based on the basic production model are continuously processed. Students have the opportunity to improve their communication, negotiation, prioritization and presentation skills through teamwork. 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.								
3.5 Types of coursework	X	Lectures	X	Exercises		Blended e-learning		Individual activities	Laboratory
		Seminars and workshops	X	Distant learning		Field classes		Multimedia and network	Mentorship
		Other							

<b>3.6 Language of instruction</b>	Croatian																																																													
<b>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)</b>	1,0	Class attendance	1,0	Seminars		Essay																																																								
	1,0	Class activity		Project		Report/paper																																																								
	2,0	Midterm exams		Practical task		Continuous knowledge check																																																								
		Written exam		Experimental work																																																										
		Oral exam		Research																																																										
<b>3.8 Assessment and evaluation of students' work during classes and at the final exam</b>	<table border="1" data-bbox="603 593 1327 929"> <thead> <tr> <th data-bbox="609 602 948 629">Activity specification</th> <th data-bbox="954 602 1133 629">Percent %</th> <th data-bbox="1139 602 1318 629">Points</th> </tr> </thead> <tbody> <tr> <td colspan="3" data-bbox="609 638 1318 665" style="text-align: center;">Assessment during instruction</td> </tr> <tr> <td data-bbox="609 669 948 696">Attendance</td> <td data-bbox="954 669 1133 696">10%</td> <td data-bbox="1139 669 1318 696">5</td> </tr> <tr> <td data-bbox="609 701 948 728">Class activity</td> <td data-bbox="954 701 1133 728">10%</td> <td data-bbox="1139 701 1318 728">5</td> </tr> <tr> <td data-bbox="609 732 948 759">Seminar/ project/ essay</td> <td data-bbox="954 732 1133 759">20%</td> <td data-bbox="1139 732 1318 759">40</td> </tr> <tr> <td data-bbox="609 763 948 790">Midterm exam 1</td> <td data-bbox="954 763 1133 790">30%</td> <td data-bbox="1139 763 1318 790">25</td> </tr> <tr> <td data-bbox="609 795 948 822">Midterm exam 2</td> <td data-bbox="954 795 1133 822">30%</td> <td data-bbox="1139 795 1318 822">25</td> </tr> <tr> <td colspan="3" data-bbox="609 826 1318 875" style="text-align: center;"><i>Exam assessment for the students who failed to fulfill all the obligatory requirements during the semester</i></td> </tr> <tr> <td data-bbox="609 880 948 907"><i>Written exam</i></td> <td data-bbox="954 880 1133 907"><i>60%</i></td> <td data-bbox="1139 880 1318 907"><i>60</i></td> </tr> <tr> <td data-bbox="609 911 948 938"><b>Total:</b></td> <td data-bbox="954 911 1133 938"><b>100%</b></td> <td data-bbox="1139 911 1318 938"><b>100</b></td> </tr> </tbody> </table>						Activity specification	Percent %	Points	Assessment during instruction			Attendance	10%	5	Class activity	10%	5	Seminar/ project/ essay	20%	40	Midterm exam 1	30%	25	Midterm exam 2	30%	25	<i>Exam assessment for the students who failed to fulfill all the obligatory requirements during the semester</i>			<i>Written exam</i>	<i>60%</i>	<i>60</i>	<b>Total:</b>	<b>100%</b>	<b>100</b>																										
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<b>3.9 Assessment criteria – analysis per learning outcomes</b>	<table border="1" data-bbox="520 1019 1461 1323"> <thead> <tr> <th colspan="7" data-bbox="526 1028 1455 1055" style="text-align: center;">Ways of evaluating learning outcomes</th> </tr> <tr> <th data-bbox="526 1059 660 1108"></th> <th data-bbox="667 1059 813 1108">Attendance</th> <th data-bbox="820 1059 954 1108">Activity</th> <th data-bbox="960 1059 1075 1108">Mid-term exam 1</th> <th data-bbox="1082 1059 1197 1108">Mid-term exam 2</th> <th data-bbox="1203 1059 1337 1108">Practical work</th> <th data-bbox="1343 1059 1455 1108">Total</th> </tr> </thead> <tbody> <tr> <td data-bbox="526 1113 660 1140">Outcome 1</td> <td data-bbox="667 1113 813 1140"></td> <td data-bbox="820 1113 954 1140"></td> <td data-bbox="960 1113 1075 1140">10</td> <td data-bbox="1082 1113 1197 1140"></td> <td data-bbox="1203 1113 1337 1140">10</td> <td data-bbox="1343 1113 1455 1140">20</td> </tr> <tr> <td data-bbox="526 1144 660 1171">Outcome 2</td> <td data-bbox="667 1144 813 1171"></td> <td data-bbox="820 1144 954 1171"></td> <td data-bbox="960 1144 1075 1171">20</td> <td data-bbox="1082 1144 1197 1171"></td> <td data-bbox="1203 1144 1337 1171"></td> <td data-bbox="1343 1144 1455 1171">20</td> </tr> <tr> <td data-bbox="526 1176 660 1202">Outcome 3</td> <td data-bbox="667 1176 813 1202"></td> <td data-bbox="820 1176 954 1202"></td> <td data-bbox="960 1176 1075 1202"></td> <td data-bbox="1082 1176 1197 1202">10</td> <td data-bbox="1203 1176 1337 1202">10</td> <td data-bbox="1343 1176 1455 1202">20</td> </tr> <tr> <td data-bbox="526 1207 660 1234">Outcome 4</td> <td data-bbox="667 1207 813 1234"></td> <td data-bbox="820 1207 954 1234"></td> <td data-bbox="960 1207 1075 1234"></td> <td data-bbox="1082 1207 1197 1234">20</td> <td data-bbox="1203 1207 1337 1234"></td> <td data-bbox="1343 1207 1455 1234">10</td> </tr> <tr> <td data-bbox="526 1238 660 1288">Outcome not-related</td> <td data-bbox="667 1238 813 1288">10</td> <td data-bbox="820 1238 954 1288">10</td> <td data-bbox="960 1238 1075 1288"></td> <td data-bbox="1082 1238 1197 1288"></td> <td data-bbox="1203 1238 1337 1288"></td> <td data-bbox="1343 1238 1455 1288">20</td> </tr> <tr> <td data-bbox="526 1292 660 1319"><b>Total</b></td> <td data-bbox="667 1292 813 1319"><b>10</b></td> <td data-bbox="820 1292 954 1319"><b>10</b></td> <td data-bbox="960 1292 1075 1319"><b>30</b></td> <td data-bbox="1082 1292 1197 1319"><b>30</b></td> <td data-bbox="1203 1292 1337 1319"><b>20</b></td> <td data-bbox="1343 1292 1455 1319"><b>100</b></td> </tr> </tbody> </table> <p data-bbox="520 1328 1461 1395">Grading of outcomes (in order to pass the mid-term exam/exam the student must achieve at least 50% points for each learning outcome)</p> <p data-bbox="520 1400 727 1426">Points      Grade</p> <p data-bbox="520 1431 801 1458">89 – 100    excellent (5)</p> <p data-bbox="520 1462 810 1489">76 – 88     very good (4)</p> <p data-bbox="520 1494 753 1520">63 – 75     good (3)</p> <p data-bbox="520 1525 743 1552">50 – 62     pass (2)</p> <p data-bbox="520 1556 724 1583">0 – 49      fail (1)</p>						Ways of evaluating learning outcomes								Attendance	Activity	Mid-term exam 1	Mid-term exam 2	Practical work	Total	Outcome 1			10		10	20	Outcome 2			20			20	Outcome 3				10	10	20	Outcome 4				20		10	Outcome not-related	10	10				20	<b>Total</b>	<b>10</b>	<b>10</b>	<b>30</b>	<b>30</b>	<b>20</b>	<b>100</b>
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<b>3.10 Specific features related with taking the course</b>	<p data-bbox="520 1628 1471 1749">A student cannot take the exam if he / she has not submitted a seminar paper (analysis of a professional article on a chosen topic) and held an oral presentation. The presentation is done in a teaching term, according to the agreement with the lecturer.</p> <p data-bbox="520 1753 1471 1856">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.</p>																																																													
<b>3.11 Students obligations</b>	<p data-bbox="520 1879 1471 2000">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.</p>																																																													

	<p>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.</p> <p>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>			
<b>3.12 Written assignments</b>	The seminar paper is submitted in PPT format, electronically.			
<b>3.13 Required reading</b>	1.	Pere Sikavica, Fikreta Bahtijarević – Šiber, Nina Pološki Vokić: Temelji menadžmenta; Školska knjiga, 2008.		
	2.	Fikreta Bahtijarević – Šiber, Pere Sikavica, Nina Pološki Vokić: Suvremeni menadžment; Školska knjiga, 2008.		
	3.			
<b>3.14 Additional reading</b>	1.	Michael Armstrong: How to be an even better Manager; Kogan; 2017.		
	2.	Peter F. Drucker: The Essential Drucker; Collins Business Essentials. 2008.		
	3.	Harvard Business Review		
<b>4 ADDITIONAL COURSE INFORMATION</b>				
<b>4.1 Quality control</b>	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.			
<b>4.2 Contact the teacher</b>	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.			
<b>4.3 Information about the course</b>	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.			
<b>4.4 Course contribution to the study program</b>	OS3 - Work in a team, manage professional projects and cooperate with experts from the real sector OS4 - Apply communication and professional ethics			
<b>5. ANALYSIS OF COURSE TOPICS (the number of hours is equal to the number of lectures and exercises of the course)</b>				
<b>LECTURES</b>				
<b>Hours</b>	<b>Topic and description</b>	<b>Method</b> <ul style="list-style-type: none"> <li>• Direct teaching (lecture, instruction, pp presentation)</li> <li>• Discovery learning (individual, lead, discussion)</li> <li>• Group learning</li> <li>• Case study</li> <li>• Field classes...</li> </ul>	<b>Learning outcomes</b>	<b>Course outcome</b>

1.	Introduction	Direct teaching Power Point	Accept the basic management settings	O1
2.				
3.	Basic Management Functions	Direct teaching Power Point	Explain basic business functions	O1
4.				
5.	Organisation	Direct teaching Power Point	Explain the purpose of business organisation	O1
6.				
7.	Business Planning	Direct teaching Case study Power Point	Learn the basic planning techniques	O1
8.				
9.	Business Processes	Direct teaching Power Point	Explain the main business processes	O1
10.				
11.	Project Management	Direct teaching Power Point	Explain how to manage IT projects	O2
12.				
13.	Change Management	Direct teaching Power Point	Explain the purpose of Change Management	O2
14.				
15.	Midterm Exam 1	Written Exam	Check of Outcomes O1, O2	
16.				
17.	Financial reports and indicators, part 1	Direct teaching Power Point	Explain basic financial reports and indicators	O4
18.				
19.	Financial reports and indicators, part 2	Direct teaching Power Point	Explain basic financial reports and indicators	O4
20.				
21.	Human resources Management	Direct teaching Power Point	Understand the importance of managerial skills in interpersonal relationships	O3
22.				
23.	Management of tasks and activities	Direct teaching Case study Power Point	Understand the importance of general managerial skills	O3
24.				
25.	Leadership	Direct teaching Power Point	Understand the place of Leadership in the concept of Management	O3
26.				
27.	Presentations of seminar papers	Presentations by Students	Encourage to present in front of an audience	O1, O3
28.				
29.	Midterm Exam 2	Written exam	Check of outcomes O3 and O4	
30.				

**EXERCISES / SEMINARS**

<b>Hours</b>	<b>Topic and description</b>	<b>Method</b>	<b>Learning outcomes</b>	<b>Course outcome</b>
		<ul style="list-style-type: none"> <li>• Direct teaching (lecture, instruction, pp presentation)</li> <li>• Discovery learning (individual, lead, discussion)</li> <li>• Group learning</li> <li>• Case study</li> </ul>		

		• Field classes...		
1.	Priorities, part 1 (Covey's quadrants)	Direct teaching Discussion Power Point	Set priorities on the basis of the criteria of urgency and importance	01, 03
2.				
3.	Priorities, part 2 (Pareto's pravilo 20/80)	Direct teaching Discussion Power Point	Set priorities based on the 20/80 rule	01, 03
4.				
5.	Organisation	Direct teaching Discussion Power Point	Understand the need to organize business	01
6.				
7.	Planning, MRP (Material Requirements Planning)	Direct teaching Power Point	Calculate material needs in production	01
8.				
9.	Vision and Mission	Direct teaching Discussion Power Point	Comment on the visions and missions of large companies, global and domestic	01
10.				
11.	Network diagram, Critical Path method (CPM), Gantt diagram	Presentation by students	Connect project activities and calculate the critical path	02
12.				
13.	Change Impact Analysis	Direct teaching Discussion Power Point	Analyze the impact of business changes in detail	02
14.				
15.	Midterm exam 1	Written exam	Check of Outcomes 01, 02	
16.				
17.	ROE, ROA, ROCE, WACC, EVA	Direct teaching Power Point	Calculate basic financial parameters	04
18.				
19.	Managerial skills	Direct teaching Discussion Power Point	Analyze technical, social and conceptual skills	03
20.				
21.	Time Management	Direct teaching Discussion Power Point	Choose the optimal technique of using time	03
22.				
23.	Meetings	Direct teaching Discussion Power Point	Create meeting preparation and minutes; Create an effective presentation	03
24.				
25.	Negotiation	Direct teaching Discussion Power Point	Prepare to negotiate the amount of personal income	03
26.				
27.	Presentations of seminar papers	Presentation by students	Present a seminar paper	01, 03
28.				
29.	Midterm Exam 2	Exam solution analysis	Understand key skills and financial indicators	03, 04
30.				