



POLYTECHNIC OF MEĐIMURJE IN ČAKOVEC

COURSE SYLLABUS

ACADEMIC YEAR: 2022/2023

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, senior lecturer	kontakt	mtrstenjak@mev.hr
	PhD. Igor Klopota, senior lecturer		igor.klopota@mev.hr
	PhD. Josip Nađ, lecturer	contact	josip.nad@mev.hr
2.2 Assistant/s- title		contact	
		contact	
2.3 Instruction held by-title	Mirjana Trstenjak, senior lecturer PhD. Igor Klopota, senior lecturer PhD. Josip Nađ, lecturer	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																																																																				
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)	1,0	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																																																																	
3.8 Assessment and evaluation of students' work during classes and at the final exam	<table><tr><th colspan="2">Activity specification</th><th colspan="2">Percent %</th><th colspan="2">Points</th></tr><tr><td colspan="6">Assessment during instruction</td></tr><tr><td colspan="2">Attendance</td><td colspan="2">10%</td><td colspan="2">5</td></tr><tr><td colspan="2">Class activity</td><td colspan="2">10%</td><td colspan="2">5</td></tr><tr><td colspan="2">Seminar/ project/ essay</td><td colspan="2">20%</td><td colspan="2">40</td></tr><tr><td colspan="2">Midterm exam 1</td><td colspan="2">30%</td><td colspan="2">25</td></tr><tr><td colspan="2">Midterm exam 2</td><td colspan="2">30%</td><td colspan="2">25</td></tr><tr><td colspan="6">Exam assessment for the students who failed to fulfil all the obligatory requirements during the semester</td></tr><tr><td colspan="2">Written exam</td><td colspan="2">60%</td><td colspan="2">60</td></tr><tr><td colspan="2">Total:</td><td colspan="2">100%</td><td colspan="2">100</td></tr></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		Exam assessment for the students who failed to fulfil 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>10</td><td></td><td>10</td><td>20</td></tr><tr><td>Outcome 2</td><td></td><td></td><td>20</td><td></td><td></td><td>20</td></tr><tr><td>Outcome 3</td><td></td><td></td><td></td><td>10</td><td>10</td><td>20</td></tr><tr><td>Outcome 4</td><td></td><td></td><td></td><td>20</td><td></td><td>10</td></tr><tr><td>Outcome not-related</td><td>10</td><td>10</td><td></td><td></td><td></td><td>20</td></tr><tr><td>Total</td><td>10</td><td>10</td><td>30</td><td>30</td><td>20</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			10		10	20	Outcome 2			20			20	Outcome 3				10	10	20	Outcome 4				20		10	Outcome not-related	10	10				20	Total	10	10	30	30	20	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	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. The final grade is obtained during 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.																																																																					

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	The seminar paper is submitted in PPT format, electronically.	
3.13 Required reading	1.	Michael Armstrong: How to be an even better Manager; Kogan; 2017.
	2.	
	3.	
3.14 Additional reading	1.	Peter F. Drucker: The Essential Drucker; Collins Business Essentials. 2008
	2.	Harvard Business Review
	3.	
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	OS3 - Work in a team, manage professional projects and cooperate with experts from the real sector	
	OS4 - Apply communication and professional ethics	