

DESCRIPTION OF A STUDY COURSE – SYLLABUS

Title of a course	Entrepreneurial Skills				
Head of course	PhD Davor Širola, Senior Lecturer				
Study programme	Specialist professional graduate study Entrepreneurship				
Status of a course	Obligatory				
Year of study	1.	Semester	I.	ECTS credits	5
Teaching plan (L + E + S+ Pr)	1+3+0+0				
Goals of a course					
Assess students' (entrepreneurial) skills and personal level of self-awareness. Accept the need for change and understand what needs to change in entrepreneurs' approach to managing time, stress, conflict or team. Learn and practice ways to solve problems, communication, motivation, empowerment and delegation. Apply changes to daily routine.					
Conditions for enrolling course					
No conditions					
Learning outcomes on a level of a study programme which includes course					
Outcome 4: Suggest possible responses to changes in the business environment. Outcome 5: Monitor and analyse market needs and trends and propose an appropriate business model. Outcome 7: Recognize forms of organizational culture and propose changes to improve. Outcome 10: Apply sales and negotiation strategies and tactics to improve business processes. Outcome 11: Identify deficiencies and propose improvements of team functioning. Outcome 12: Choose the right approach to communicating business content and motivating associates to achieve goals.					
Expected learning outcomes on a level of a course					
1. Self-evaluate the level of personal skills, self-awareness development, time and stress management 2. Critically evaluate business situations and use tools to solve problems 3. Substantiate opinion in communication, resolve conflicts and motivate associates 4. Self-evaluate personal competences for own development and teamwork in different roles 5. Identify needs and barriers, as well as a framework for introducing personal and organizational changes					
Content of a course					
Practical business skills indispensable for developing both a personal career and a company. The importance of understanding and application of technical, communication and conceptual skills, especially the development of personal competence to manage individuals, groups, processes and changes. The course is aimed to develop practical skills in the area of decision-making, problem-solving, communication, presentation, counselling and consultation skills. Range of essential skills needed by an entrepreneur in his / her every day running of a business. Mastering entrepreneurial skills is an essential prerequisite for an active personal role in the development of innovative and entrepreneurial behaviour. Thematic sections of the course are: developing self-confidence; stress management; analytical problem approach; creative problem solving; respecting and supporting communication; power and influence; managing conflicts; motivation; empowering and delegating authority; teamwork; change management.					
Teaching modes	<input checked="" type="checkbox"/> lectures <input type="checkbox"/> auditory exercises <input checked="" type="checkbox"/> seminars and workshops <input type="checkbox"/> distance learning <input type="checkbox"/> field classes		<input checked="" type="checkbox"/> individual assignments <input type="checkbox"/> multimedia and network <input type="checkbox"/> laboratory <input type="checkbox"/> supervisor's work <input type="checkbox"/> other _____		
Comments					
Students' obligations					

As a prerequisite for passing the comprehensive exam, it is obligatory to create a seminar paper, the so-called *self-portrait* that students create on their own according to precise instructions, both during classes and at home, as well as by interviewing loved ones and monitoring daily usage of time (also as directed), through a minimum of seven consecutive working and non-working days (at class time).

Grading, evaluation and monitoring of students' work continuously during lectures and exams

Grading is based upon evaluation of course's learning outcomes' adoption. Grading is performed continuously during lectures and/or during exam, in compliance with the provisions of Regulation on the assessment of students.

Continuous check-up:

Outcomes	Pre-exam I	Seminar work Self-portrait	Assignment (teamwork and individual work)	Threshold	Max
Outcome 1	8%	18%	6%	16%	32%
Outcome 2	4%	4%	1,5%	4,75%	9,5%
Outcome 3	16%	8%	8%	16%	32%
Outcome 4	8%	7%	3%	9%	18%
Outcome 5	4%	3%	1,5%	4,25%	8,5%
Percentage of ECTS	2	2	1		5
Total	40%	40%	20%	50%	100%

A student has passed the exam if he has acquired a percentage of credits for each learning outcome higher or equal to defined threshold.

Exam term:

Outcomes	Written exam	Oral exam	Threshold	Max
Outcome 1	28,5%	3,5%	16%	32%
Outcome 2	8,5%	1%	4,75%	9,5%
Outcome 3	30,5%	1,5%	16%	32%
Outcome 4	17%	1%	9%	18%
Outcome 5	7,5%	1%	4,25%	8,5%
Percentage of ECTS	4,6	0,4		5
Total	92%	8	50%	100 %

A student has passed the exam if he has acquired a percentage of credits for each learning outcome higher or equal to defined threshold.

Grading:

A student has passed the exam if he has acquired at least 50% of anticipated credits of a specific learning outcome.

If a student has passed learning outcomes of all courses, the accomplished credits (percentages) of all passed learning outcomes are being added, while the final grade is defined upon following table:

Range of credits (percentages)	Numerical grade	ECTS grade
90,00 – 100,00	Excellent (5)	A
75,00 – 89,99	Very good (4)	B
60,00 – 74,99	Good (3)	C
50,00 – 59,99	Sufficient (2)	D
0,00 – 49,99	Insufficient (1)	F

Obligatory literature

1. Whetten, D.A. i Cameron, K.S.: Developing Management Skills, Prentice Hall, Eight Edition, 2011.

2. Širola, D.: Poduzetništvo, Veleučilište u Rijeci, Rijeka, 2014. (odabrana poglavlja)
3. Teacher Lectures downloaded on the Elearning platform (<https://moodle.srce.hr/2019-2020/after> lectures and seminar classes)

Additional literature

1. Tudor, G., Rijavec, M., Zarevski, P.: Menadžerska učinkovitost 360° - dobar menadžer sam sebi, MEP Consult, Zagreb, 2009. (odabrana poglavlja)
2. Srića, V.: Sve tajne kreativnosti, Kako upravljati inovacijama i postići uspjeh, Algoritam, Zagreb, 2017. (odabrana poglavlja)

