

DESCRIPTION OF A STUDY COURSE – SYLLABUS

Title of a course	Business Organization				
Head of course	PhD Ljerka Tomljenović, Senior Lecturer				
Study programme	Professional undergraduate study Entrepreneurship				
Status of a course	Obligatory				
Year of study	2.	Semester	IV.	ECTS credits	5
Teaching plan (L + E + S+ Pr)	2+0+2+0				
Goals of a course					
Introducing students to basic concepts in the field of business organization. Acquiring organizational design competencies					
Conditions for enrolling course					
No conditions					
Learning outcomes on a level of a study programme which includes course					
<p>Outcome 1: Apply professional knowledge and skills in business operations and in upgrading an existing business entity or in establishing a new one.</p> <p>Outcome 5: Design and substantiate an entrepreneurial idea through a business plan.</p> <p>Outcome 8: Identify and analyse different organizational solutions in business processes</p> <p>Outcome 11: Collaborate with the team in solving business tasks in Croatian or foreign language.</p> <p>Outcome 15: Independently prepare and present professional content using information and communication tools.</p>					
Expected learning outcomes on a level of a course					
<ol style="list-style-type: none"> Analyse the dimensions of an organization. Analyse key internal and external factors of an organization. Compare different types of organizational structures and create an organizational chart in accordance with the rules of drawing organizational structures. Analyse the elements of an organizational structure. Propose a new/improved organizational solution. Analyse and present specific topics from the field of business organization. 					
Content of a course					
<p>Concept of organisation. Problem of centralization and decentralization; delegation of authority and responsibility. Decision making. Internal and external organisational factors. Integration of companies. Entrepreneurship. Forming organisation. Organisational structure. Formal and informal structure. Elements and sorts of organisational structure: classic and contemporary. Centres of responsibility. Elements of organisational structure: governing and management, organisation of material resources, organisation of human resources, decomposition and grouping of assignments, organisation of work assignments' schedules. Procedure for solving organisational problems.</p>					
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					

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	Pre-exam 2	Seminar work	Assignment (case studies, examples, etc.)	Threshold	Max
Outcome 1	10%			2%	6%	12%
Outcome 2	12%			3%	7,5%	15%
Outcome 3	12%	12%		4%	14%	28%
Outcome 4		12%		3%	7,5%	15%
Outcome 5		8%		6%	7%	14%
Outcome 6			16%		8%	16%
Percentage of ECTS	2	2	0,5	0,5		
Total	34%	32%	16%	18%	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	Max
Outcome 1	10%	2%	12%
Outcome 2	13%	2%	15%
Outcome 3	20%	8%	28%
Outcome 4	13%	2%	15%
Outcome 5	12%	2%	14%
Outcome 6		16%	16%
Percentage of ECTS	3,5	1,5	
Total	68%	32%	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. Sikavica, P., Organizacija, Školska knjiga, Zagreb, 2011.
2. Sikavica, P., Novak, M., Poslovna organizacija, Informator, Zagreb, 1999.

Additional literature	
1.	Dujanić, M., Organizacija, Veleučilište u Rijeci, Rijeka, 2006.
2.	Dujanić, M., Projektiranje organizacije i upravljanje projektima, Veleučilište u Rijeci, Rijeka, 2006.
3.	Osterwalder, A., Pigneur, Y., Stvaranje poslovnih modela, Školska knjiga, 2014.
4.	Žugaj, M., Šehanović, J., Cingula, M., Organizacija, Fakultet organizacije i informatike, Varaždin, 2004.

