

POLYTECHNIC OF SIBENIK

DEPARTMENT OF MANAGEMENT

PROFESSIONAL UNDERGRADUATE STUDY OF MANAGEMENT

COURSE: TOURISM MANAGEMENT



Šibenik, March 2019

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PROFESSIONAL UNDERGRADUATE STUDY OF MANAGEMENT
COURSE: TOURISM MANAGEMENT

SYLLABUS

Academic year 2018/2019

Dean

M.L. Ivan Malenica, s.lec.

Head of department

Nikolina Gaćina, M.Eng., s.lec.

Šibenik, March 2019

1. REQUIREMENTS AND RESULTS OF THE STUDY PROGRAM

Professional undergraduate study of Management, Department of Tourism Management, program is intended for the education of students for professional work in management in middle and higher management positions, primarily in the tourism sector, as well as other business systems. Due to the significant share of economic educational content, the students educated in this study can successfully perform all the tasks that are required for business and economic analysis and management activities based on the analysis of economic indicators of business activity.

Students are provided with the latest scientific and technical knowledge related to the development of tourism management in Croatia and the world. By completing their studies, the students acquire the skills and competences needed to respond to all requirements in the tourism sector and with economic operators, and they are expected to acquire the ability to solve numerous practical problems which could occur in the work of business entities.

The general competences that the student acquires by completing the studies is the ability to solve problems, analyze, synthesize and evaluate, develop self-learning and literature research, teamwork, planning and organizing, improve numeracy and digital skills, oral and written business communication, the ability to negotiate in the mother tongue and at least two foreign languages, the ability of creative and critical thinking, generating new ideas, the ability to manage time and fulfill tasks and plans within the deadline.

During the studies, students acquire specific knowledge, skills and competences related to management of departments, processes and jobs at the lower and middle level of management in the company, tourist destination, hotel, tourist agency, then designing and implementing marketing and business strategies, managing financial results and their application, assessing the introduction of international quality standards, positioning a company or tourist subject in the market, managing human resources, and with all listed the students will know to work responsibly, taking into account the environment in which the company operates through legitimate business and respect for human rights.

The study consists of six semesters through which students are offered a high degree of mobility through the choice of program content of studies according to student affinities while maintaining the range of professional knowledge provided by the program core of the study.

Upon completion of the study program the holder of this qualification is entitled to use the legally protected professional title "Professional Bachelor (baccalaureus) of Economy" (bacc. oec.) and perform professional tasks within their professions.

2. EXPECTED LEARNING OUTCOMES

- 1) To apply and link economic terms in more complex written and oral communication in Croatian and foreign languages
- 2) To organize and lead team work, and critically judge the opinions and attitudes of team members
- 3) To individually and responsibly search relevant literature for reaching solutions and conclusions in Croatian and foreign languages
- 4) To collect, calculate and graphically display statistical data from the field of economics and business by using advanced software tools and further comment and analyze them
- 5) To use planning, organizing, management and control methods on practical examples, analyze the problem and propose appropriate solutions to problem situations
- 6) To analyze and link basic concepts and apply content related to the area of economics, management, accounting, and finance
- 7) To interpret business and financial reports and propose solutions to improve financial performance and profitability
- 8) To interpret, solve and / or graphically present solutions in the fields of maths, statistics and information technology and apply their methods and techniques in analyzing economic problems by using advanced software tools
- 9) To link basic terms and apply contents related to the area of law for the preparation of legal acts (contracts, rulebook) connected to a company or organization
- 10) To develop team and interpersonal teamwork skills, master communication skills and presentation skills of set topics and tasks (case studies, projects, seminars) using advanced software tools for document creation, presentation and budget implementation
- 11) To understand specific human resource management processes and propose a proper value system in judgment process and assessment of work achievements and performances
- 12) To design and economically valorize entrepreneurial ideas, events, projects, products and services in the team and present them
- 13) To analyze new roles of organizations, systems, processes, products and services and quality standards in companies and propose valorization of new trends in companies and organizations
- 14) To assess cause and effect connections of influence of the economic development process and multiplicative influence of tourism on social changes and environment and suggest options and strategies for improving and developing them
- 15) To propose and evaluate the importance of food, nutrition and hygienically correct food production and preparation in tourism
- 16) To analyze offer and resources (in organization, enterprises, tourism, tourist destination) by taking into account changing environment and using key business indicators at the global, national, regional and local levels, compose development strategies to achieve competitiveness
- 17) To develop business plan and development activities for tourism enterprise, and propose e-marketing tools in tourism
- 18) To develop marketing plan for a specific economic entity and formulate marketing strategy
- 19) To use software packages to manage business units, processes, and organizations

3. PROGRESSION THROUGH THE STUDY PROGRAM

The student is required to enroll in the academic year in the enrollment deadlines. A person who does not enter the academic year loses status and rights of a student. The deadlines are published on Polytechnic web sites and newsletters and, if necessary, in Polytechnic publications (brochures, promotional materials, etc.).

When enrolling in the study year, the student enrolls compulsory and elective subjects in value of minimum 27 to a maximum of 35 ECTS per semester, i.e. a minimum of 60 ECTS per year, in accordance with the Study Regulations.

- I. Students enroll in a higher academic year if they have obtained at least 50 ECTS from the previous year, as follows: from the previous year, students enroll all non-passed subjects and a maximum of 60 ECTS from higher study years.
- II. Students have the right to enroll a repetition of the study year with partial enrollment of subjects from higher year of study under the following conditions:
 - Partial entry of subjects from the second (2) year of study if they have at least 30 ECTS in the first (1) study year
 - Partial entry of subjects from the third (3) year of study if they have at least 30 ECTS in the second (2.) study year
- III. If a student has completed at least one of the ECTS credits with 29 or fewer ECTS credits, he or she must enter a repeat of the year in the Academic Calendar as set forth in the academic year for the next academic year.

If the student has passed as many subjects as possible by the end of the academic year whose ECTS value is 29 or less ECTS he or she is obliged to enter a repetition of the year in the deadlines set forth for enrollment in the Academic Calendar for the next academic year.

Figure 1. Number of enrolled students in the academic year 2018./2019.

Teaching year	Full-time student		Part-time students	
	First entry	Repeat	First entry	Repeat
1.	98	38	13	9
2.	52	31	3	2
3.	53	10	4	1

Teaching at undergraduate professional study Management consists of lectures, seminars, exercises, laboratory exercises, field work, practical training, projects, consultations, mentoring, colloquia, examinations and other forms of assessment and professional practice.

Prerequisites for enrollment in a higher study year are attended courses from the lower academic year (confirmed by the signature of the course lecturer). The student is obliged to attend all forms of teaching in the scope determined by the performance plan of the teaching of a particular subject.

For economics and rationality, classes for full-time and part-time students are carried out jointly whenever possible given spatial and other conditions.

Students are obliged to complete all the commitments undertaken in the course (seminar papers, exercise protocols, project work, case studies) **which the teacher certifies by signing the index** at the end of the semester (usually the last teaching week of the semester). **The teacher has the right to refuse signing the index to a full-time student who is absent from more than 30% of teaching hours.**

Part-time student's obligations are created according to the possibilities of their attendance in courses, which must be in accordance with the approved performance plan of the teaching of a particular subject.

The total obligation of the full-time students can be 48 hours a week at most, and not less than 40 hours, of which the most 24 hours a week of active hours. Exceptionally, students' obligations may be greater in the case of increased practical teaching, but not more than two weeks in a row during the semester.

Professional Undergraduate Study of Management is evaluated with 180 ECTS credits, which are realized through enrollment of the courses.

Before completing the final thesis, the student **must pass all courses**. The total number of credits placed with the final thesis should be **at least 180 ECTS points**.

4. LIST OF LECTURERS WHO TEACH AT PROFESSIONAL UNDERGRADUATE STUDY OF MANAGEMENT - COURSE: TOURIST MANAGEMENT

NAME AND SURNAME OF THE LECTURER	COURSE	CONTACT E-MAIL	CONSULTATION
Jerko ACALIN, Master in eng. lec.	Informatics Business information systems	jerko.acalin@vus.hr	Cabinet 6
Ivana BELJO, Master in eng.mat., s.lec.	Financial Mathematics Business Statistics	ibeljo@vus.hr	Cabinet 11
Ivana BRATIĆ, prof., lec.	Business English 1 Business English 2 Business English 3 Business English 4	bratic@vus.hr	Cabinet 15
Goran CRNICA, prof.	Business English 1 Business German 1 Business German 2 Business German 3 Business German 4	gcrnica@vus.hr	Cabinet 15
Željko DEKOVIĆ, Master in econ., s.lec.	Financial Management	zeljko.dekovic@otpbanka.hr	Cabinet 4
Nikolina GAČINA, Master in eng., s.lec.	Food and beverage technology Nutrition and Tourism	nikolina@vus.hr	Cabinet 1
Divna GOLEŠ, Master in econ., s.lec.	Economics of non-profit organization Business Economics Quality Management	divna@vus.hr	Cabinet 3
Anita GRUBIŠIĆ, Master in econ., s.lec.	Financial institutions and markets Managerial accounting Fundamentals of Accounting	anita@vus.hr	Cabinet 7
MSc Ivana KARDUM GOLEŠ, s.lec.	Business Italian 1 Business Italian 2 Business Italian 3	ivanakardum@net.hr	Cabinet 15
MSc GINA LUGOVIĆ, s.lec.	Human resource management	gina@vus.hr	Cabinet 7
Jurica MATOŠIN, Master in eng., lect.	Informatics	jurem@vus.hr	Cabinet 8
Dijana MEČEV, Master in econ., s.lec.	Principles of Economics Public Sector Economics	dijana@vus.hr	Cabinet 2
Ana PERIŠIĆ, Master in econ., s.lec.	Mathematics Business Statistics	sisak@vus.hr	Cabinet 3
PhD Ivica POLJIČAK, s.lec.	Business Communication	poljicak@vus.hr	Cabinet 13
Ana-Mari Poljičak, Master in eng., s. lec.	Traffic in Tourism	jankovic@vus.hr	Cabinet 14
MSc Tanja RADIĆ LAKOŠ, s.lec.	Environmental Management Use of DDD methods and HACCP standard in hotel industry	tanja@vus.hr	Dean's office
Jasmina SLADOLJEV, Master in econ., s. lec.	Management Management of tourist	jasmina@vus.hr	Cabinet 4

	destination Hotel organization and reception operation Management of tourist agencies and touropartators Professional Practice		
Jelena ŠIŠARA, Master in econ., s.lect.	Tourism Marketing Marketing management Theory and organization of tourism	jelena@vus.hr	Cabinet 4
PhD Ana VUKUČEVIĆ, s.lect.	Entrepreneurship Business Organization Service Management	ana_u@vus.hr	Cabinet 5
PhD Dragan ZLATOVIĆ, s.lect.	Labour Law Commercial Law	zlatovic@vus.hr	Cabinet 13
Žaja Jelena, Master in econ., lect.	Principles of Economics Fundamentals of Accounting Public Sector Economics Financial Management	jzaja@vus.hr	Cabinet 2

5. PLACE OF TEACHING OF THE UNDERGRADUATE PROFESSIONAL STUDY MANAGEMENT

Teaching at the Undergraduate professional study Management is performed at the Polytechnic of Šibenik, in Šibenik, address "Trg Andrije Hebranga 11". In the mentioned location, apart from the service offices, there are 12 lecture halls with a total area of 757 m².

The premises in which the teaching process takes place provide optimal conditions with regard to the number of enrolled students. The aforementioned space contains spatial capacities that, in keeping with the standards of higher education, enable students to have good quality monitoring and participation in educational activities.

Classes at the Polytechnic take place from Monday to Friday (in exceptional cases on Saturdays in the morning) according to the fix schedule of the lessons published on the notice boards and on the official website of the Polytechnic. In accordance with the requirements of the *Regulation on the content of license and conditions for issuing license to perform activities of higher education, carrying out study programs and re-accreditation of higher education institutions* (Narodne novine No. 24/10) Article 5 (2), Polytechnic has a ratio of students and the space available for the teaching (1.25 m² / student).

6. LIST OF SUBJECTS, TEACHER AND ASSOCIATES, TIMETABLE OF THE SUBJECT, STUDENT WORKLOAD OF THE PROFESSIONAL UNDERGRADUATE STUDY OF MANAGEMENT: TOURIST MANAGEMENT

M / N	SUBJECT HOLDER	SUBJECT	TEACHER - LECTURERS	TEACHER - EXERCISES / SEMINARS	Lectures	Seminars	Number of groups	Exercises	Number of groups	ECTS
					Hours per week	Hours per week		Hours per week		
		I. SEMESTER								
M	Mečev, D.	Principles of Economics	Mečev, D.	Žaja J.	4			1	2	6
M	Perišić A.	Mathematics	Perišić A.	Perišić A.	2			2	2	6
M	Radić Lakoš T.	Environmental Management	Radić Lakoš T.	Radić Lakoš T.	4	1	3			6
M	Matošin J.	Informatics	Matošin J.	Acalin J.	2			2	5	6
M	Crnica C.	Business English I	Crnica C.	Crnica C.	2			1	2	3
N	Crnica G.	Business German I	Crnica G.	Crnica G.	2			1	2	3
N	Kardum Goleš I.	Business Italian I	Kardum Goleš I.	Kardum Goleš I.	2			1	2	3

M / N	SUBJECT HOLDER	SUBJECT	TEACHER - LECTURERS	TEACHER - EXERCISES / SEMINARS	Lectures	Seminars	Number of groups	Exercises	Number of groups	ECTS
					Hours per week	Hours per week		Hours per week		
		II. SEMESTER								
M	Goleš D.	Business Economics	Goleš D.	Goleš D.	3	1	3			6
M	Beljo I.	Financial Mathematics	Beljo I.	Beljo I.	2			2	2	6
M	Zlatović D.	Labour Law	Zlatović D.	Zlatović D.	3	1	3			6
M	Gaćina N.	Food and beverage technology	Gaćina N.	Gaćina N.	4	2	3			6
M	Bratić I.	Business English II	Bratić I.	Crnica, G.	2			1	2	3
N	Crnica G.	Business German II	Crnica G.	Crnica G.	2			1	2	3
N	Kardum Goleš I.	Business Italian II	Kardum Goleš I.	Kardum Goleš I.	2			1	2	3

M / N	SUBJECT HOLDER	SUBJECT	TEACHER - LECTURERS	TEACHER - EXERCISES / SEMINARS	Lectures	Seminars	Number of groups	Exercises	Number of groups	ECTS
					Hours per week	Hours per week		Hours per week		
		III. SEMESTER								
M	Grubišić A.	Fundamentals of Accounting	Grubišić A.	Žaja J.	3			2	2	6
M	Sladoljev J.	Management	Sladoljev J.	Sladoljev J.	3	1	2			6
M	Šišara J.	Tourism Marketing	Šišara J.	Šišara J.	3	1	2			6
N	Bratić I.	Business English III	Bratić I.	Bratić I.	2			1	1	3
N	Crnica G.	Business German III	Crnica G.	Crnica G.	2			1	1	3
N	Kardum Goleš I.	Business Italian III	Kardum Goleš I.	Kardum Goleš I.	2			1	1	3
N	Goleš D.	Economics of non-profit organization	Goleš D.	Goleš D.	2			1	1	3
N	Zlatović D.	Commercial Law	Zlatović D.	Zlatović D.	3	1	1			6
N	Poljičak I.	Business Communication	Poljičak I.	Poljičak I.	2	2	1			5
N	Radić Lakoš T.	Environmental Management Use of DDD methods and HACCP	Radić Lakoš T.	Radić Lakoš T.	2	1	1			4

M / N	SUBJECT HOLDER	SUBJECT	TEACHER - LECTURERS	TEACHER - EXERCISES / SEMINARS	Lectures	Seminars	Number of groups	Exercises	Number of groups	ECTS
					Hours per week	Hours per week		Hours per week		
		IV. SEMESTER								
M	Beljo, I.	Business Statistics**	Perišić, A, Beljo, I.	Perišić, A, Beljo, I.	2			2	1	6
M	Grubišić A.	Managerial accounting	Grubišić A.	Grubišić A.	3			1	1	6
M	Šišara J.	Theory and organization of tourism	Šišara J.	Šišara J.	3	1	2			6
M	Vukičević, A.	Entrepreneurship	Vukičević, A.	Vukičević, A.	3	2	2			6
N	Bratić I.	Business English IV	Bratić I.	Bratić I.	2			1	1	3
N	Crnica G.	Business German IV	Crnica G.	Crnica G.	2			1	1	3

N	Bratić I.	Business Italian IV	Bratić I.	Bratić I.	2			1	1	3
N	Šišara J.	Marketing management	Šišara J.	Šišara J.	3	1	1			6
N	Mečev D.	Public Sector Economics	Mečev D.	Žaja J.	3			1	1	4

M / N	SUBJECT HOLDER	SUBJECT	TEACHER - LECTURERS	TEACHER - EXERCISES / SEMINARS	Lectures	Seminars	Number of groups	Exercises	Number of groups	ECT S
					Hours per week	Hours per week		Hours per week		
		V. SEMESTER								
M	Deković Ž.	Financial Management	Deković Ž.	Žaja J.	3			2	2	6
M	Vukičević, A.	Service Management	Vukičević, A.	Vukičević, A.	3	1	1			6
M	Sladoljev, J.	Management of tourist agencies and touropartators	Sladoljev, J.	Sladoljev J.	3	1	1			6
N	Sladoljev J.	Hotel organization and reception operation	Sladoljev J.	Sladoljev J.	2			2	1	5
N	Vukičević, A.	Business Organization	Vukičević, A.	Vukičević, A.	3	1	1			6
N	Goleš D.	Quality Management	Goleš D.	Goleš D.	3	1	1			6
N	Poljićak A.M.	Traffic in Tourism	Poljićak A-M./ Šego D.	Poljićak A-M.	3	1	1			4
N	Gaćina N.	Nutrition and Tourism	Gaćina N.	Gaćina N.	3	1	1			4

M / N	SUBJECT HOLDER	SUBJECT	TEACHER - LECTURERS	TEACHER - EXERCISES / SEMINARS	Lectures	Seminars	Number of groups	Exercises	Number of groups	ECTS
					Hours per week	Hours per week		Hours per week		
		VI. SEMESTER								
M	Lugović, G.	Human resource management	Lugović, G.	Lugović, G.	3	1	1			5
M	Sladoljev J.	Management of tourist destination	Sladoljev J.	Sladoljev J.	3	1	1			6
M	Sladoljev J.	Professional Practice								9
M		Final thesis								10

*M - mandatory

*N - non mandatory

7. ACADEMIC CALENDAR FOR THE ACADEMIC YEAR 2018/2019.

ACTIVITY	TERM
Winter semester	1 October 2018 - 2 March 2019
Lectures, exercises and seminars	1 October 2018 - 26 January 2019
Winter holidays	24 December 2018 - 5 January 2019
Winter regular examination period	4 February 2019 - 2 March 2019
Testing the Winter Semester	18 February 2019 - 22 February 2019
Summer semester	4 March 2019 - 30 September 2019
Lectures, exercises and seminars	4 March 2019 - 15 June 2019
Summer regular examination period	24 June 2019 - 20 July 2019
Summer break	22 July 2019 - 17 August 2019
Autumn regular examination period	21 August 2019 - 18 September 2019

NATIONAL HOLIDAYS

DATE	PUBLIC HOLIDAYS
<i>October 8th</i>	Independence Day
<i>November 1st</i>	All Saints' Day
<i>25th and 26th December</i>	Christmas and St. Stephen's Day
<i>January 1st</i>	New Year's Day
<i>January 6th</i>	Epiphany
<i>April 2nd</i>	Easter Monday
<i>May 1st</i>	International Workers' Day
<i>May 31st</i>	Corpus Christi
<i>June 22nd</i>	Anti-Fascist Struggle Day
<i>June 25th</i>	Statehood Day
<i>August 5th</i>	Homeland Thanksgiving Day
<i>August 15th</i>	Assumption of Mary

8. CALENDAR OF EXAM TERMS AND DEADLINES FOR ACADEMIC YEAR 2018./2019.

SUBJECT HOLDER	SUBJECT	Winter examination period		Summer examination period		Autumn examination period	
		1st period	2nd period	3rd period	4th period	5th period	6th period
	I. SEMESTER						
Mečev, D.	Principles of Economics	13.02.	27.02.	26.06.	09.07.	23.08.	06.09.
Perišić A.	Mathematics	14.02.	28.02.	03.07.	17.07.	28.08.	11.09.
Radić Lakoš T.	Environmental Management	05.02.	19.02.	01.07.	15.07.	22.08.	05.09.
Acalin J.	Informatics	08.02.	22.02.	28.06.	12.07.	23.08.	06.09.
Crnica G.	Business English I	06.02.	20.02.	26.06.	09.07.	22.08.	05.09.
Crnica G.	Business German I	11.02.	25.02.	27.06.	10.07.	30.08.	13.09.
Kardum Goleš I.	Business Italian I	12.02.	26.02.	02.07.	16.07.	03.09.	17.09.

	II. SEMESTER	1st period	2nd period	3rd period	4th period	5th period	6th period
Goleš D.	Business Economics	05.02.	19.2.	28.06.	15.07.	27.08.	10.09.
Beljo I.	Financial Mathematics	12.02.	26.02.	02.07.	16.07.	03.09.	17.09.
Zlatović D.	Labour Law	11.02.	25.02.	24.06.	15.07.	02.09.	16.09.
Gaćina N.	Food and beverage technology	07.02.	21.02.	24.06.	11.07.	29.08.	12.09.
Bratić I.	Business English II	08.02.	22.02.	03.07.	17.07.	02.09.	16.09.
Crnica G.	Business German II	11.02.	25.02.	27.06.	10.07.	30.08.	13.09.
Kardum Goleš I.	Business Italian II	12.02.	26.02.	02.07.	16.07.	03.09.	17.09.

	III. SEMESTER	1st period	2nd period	3rd period	4th period	5th period	6th period
Grubišić A.	Fundamentals of Accounting	08.02.	22.02.	04.07.	18.07.	28.08.	11.09.
Sladoljev J.	Management	12.02.	26.02.	03.07.	17.07.	03.09.	17.09.
Šišara J.	Tourism Marketing	07.02.	21.02.	01.07.	15.07.	26.08.	09.08.
Bratić I.	Business English III	15.02.	01.03.	05.07.	19.07.	21.08.	04.09.
Crnica G.	Business German III	11.02.	25.02.	27.06.	10.07.	30.08.	13.09.
Kardum Goleš I.	Business Italian III	12.02.	26.02.	02.07.	16.07.	03.09.	17.09.
Poljičak I.	Business Communication	15.02.	01.03.	28.06.	12.07.	30.08.	13.09.
Zlatović D.	Commercial Law	11.02.	25.02.	24.06.	10.07.	02.09.	16.09.
Goleš D.	Economics of non-profit organization	05.02.	19.2.	02.07.	16.07.	03.09.	17.09.
Radić Lakoš T.	Use of DDD methods and HACCP standard in hotel industry	05.02.	19.2.	28.06.	15.07.	27.08.	10.09.

	IV. SEMESTER	1st period	2nd period	3rd period	4th period	5th period	6th period
Beljo I.	Business Statistics	12.02.	26.02.	02.07.	16.07.	03.09.	17.09.
Grubišić A.	Managerial accounting	08.02.	22.02.	04.07.	18.07.	28.08.	11.09.
Šišara J.	Theory and organization of tourism	06.02.	20.02.	02.07.	16.07.	27.08.	10.09.
Vukičević A.	Entrepreneurship	14.02.	28.02.	26.06.	10.07.	22.08.	05.09.
Bratić I.	Business English IV	08.02.	22.02.	05.07.	19.07.	02.09.	16.09.
Crnica G.	Business German IV	11.02.	25.02.	27.06.	10.07.	30.08.	13.09.
Bratić I.	Business Italian IV	12.02.	26.02.	02.07.	16.07.	03.09.	17.09.

Šišara J.	Marketing management	07.02.	21.02.	01.07.	15.07.	26.08.	09.08.
Mečev, D.	Public Sector Economics	13.02.	27.02.	26.06.	09+.07.	23.08.	06.09.

	V. SEMESTER	1st period	2nd period	3rd period	4th period	5th period	6th period
Deković Ž.	Financial Management	11.02.	25.02.	27.06.	11.07.	29.08.	12.09.
Vukičević A.	Service Management	14.02.	28.02.	26.06.	10.07.	22.08.	05.09.
Sladoljev J..	Management of tourist agencies and touropartators	12.02.	26.02.	03.07.	17.07.	22.08.	05.09.
Goleš D.	Quality Management	05.02.	19.2.	28.06.	15.07.	27.08.	10.09.
Vukičević A.	Business Organization	08.02.	22.02.	02.07.	16.07.	26.08.	09.09.
Poljičak A.M.	Traffic in Tourism	06.02.	20.02.	26.06.	10.07.	21.08.	04.09.
Sladoljev J.	Hotel organization and reception operation	13.02.	27.02.	04.07.	18.07.	05.09.	19.09.
Gaćina N.	Nutrition and Tourism	07.02.	21.02.	24.06.	11.07.	29.08.	12.09.

	VI. SEMESTER	1st period	2nd period	3rd period	4th period	5th period	6th period
Lugović G.	Human resource management	05.02.	19.02.	24.06.	09.07.	21.08.	06.09.
Sladoljev J.	Management of tourist destination	12.02.	26.02.	04.07.	18.07.	03.09.	17.09.

9. TEACHING PROGRAMS AND CONTENT OF SUBJECTS WITH EXPECTED LEARNING FACILITIES AND BASIC LITERATURE

I. SEMESTER

1. GENERAL INFORMATION			
1.1. Course lecturer	Dijana Mečev	1.7. Credit score (ECTS)	6
1.2. Course title	PRINCIPLES OF ECONOMICS	1.8. Forms of teaching (number of hours Lecturing +Practical exercises + Seminars + e learning)	60L + 15P
1.3. Assistants and/or associates	Jelena Žaja	1.9. Level of e- learning application (1 st , 2 nd , 3 rd level), percentage of on line course performance (max. 20%)	1 st level – materials available On-line, 0%
1.4. Study programme (specialist, undergraduate, graduate)	Undergraduate	1.10. Number of course revisions	1.
1.5. Course status (obligatory, optional)	Obligatory	1.11. Modernization	Yes
1.6. Year of study	I.	1.12. Percentage estimate of course changes and/or supplements	Less than 20% X More than 20 % <input type="checkbox"/>
2. COURSE DESCRIPTION			
2.1. Course objectives	Introducing students with: key economic terms and concepts; basic concepts related to market, consumer, enterprise, entrepreneur and their interdependence; consumers responses to price movements, and producers reactions to cost of production factors; determining the price of production factors; macroeconomic trends and their impact on the market.		
2.2. Terms of course entry and required competences	No conditions.		
2.3. Learning outcomes on the study programme level	<p>To apply and link economic terms in more complex written and oral communication in Croatian and foreign languages.</p> <p>To organize and lead team work, and critically judge the opinions and attitudes of team members.</p> <p>To individually and responsibly search relevant literature for reaching solutions and conclusions in Croatian and foreign languages.</p> <p>To analyze and link basic concepts and apply content related to the area of economics, management, accounting, and finance.</p> <p>To develop team and interpersonal teamwork skills, master communication skills and presentation skills of set topics and tasks (case studies, projects, seminars) using advanced software tools for document creation, presentation and budget implementation.</p>		

	<p>To analyze new roles of organizations, systems, processes, products and services and quality standards in companies and propose valorisation of new trends in companies and organizations.</p> <p>To analyze offer and resources (in organization, enterprises, tourism, tourist destination) by taking into account changing environment and using key business indicators at the global, national, regional and local levels, compose development strategies to achieve competitiveness.</p>	
2.4. Expected learning outcomes on the course level	<p>To be able to properly describe the role of the market, to distinguish the functioning of the market mechanism through individual phases of the market economy and to analyze the role and relation of the state and the market.</p> <p>Properly analyze the relationship and factors of supply and demand, make graphical representation of changes in supply and demand, and, on specific examples, analyze changes of supply and demand curves.</p> <p>Properly describe the paradox of value, the consumer surplus and the concept of elasticity.</p> <p>Distinguish the markets of free and limited competition.</p> <p>Define wages, factors of changes in supply and demand for work, productivity, and substitution and income effects.</p> <p>Define aggregate supply and demand, analyze the impact of aggregate supply and make graphs of the curves.</p> <p>Describe the role of the state in improving the consequences of the crisis.</p> <p>Define the term, types and causes of inflation, in examples, to calculate the inflation rate and describe the role of the state's anti-inflation policy.</p> <p>Distinguish the open and closed economy.</p>	
2.5. Course content according to detailed curriculum schedule	<p>LECTURES: Introduction lecture (2 hours); Introduction to Economics, Market and State in Modern Economy (4 hours); Basics of supply and demand, market equilibrium (2 hours); Supply and demand applications (2 hours); Income and cross elasticity (2 hours); Demand and consumer behavior, consumer surplus (2 hours); Manufacturing and business organization (2 hours); Enterprise costs (2 hours); 1. Colloquium (2 hours); Offer and allocation in the market of complete competition (2 hours); Imperfect competition (2 hours); Oligopoly and monopolistic competition (2 hours); Rent and labor market (2 hours); Risk, uncertainty and game theory (4 hours); State and Public Choice Theory (2 hours); Taxation and Expenditure of the State (2 hours); 2. Colloquium (2 hours); Basic concepts of macroeconomics, National income accounts, Aggregate supply and demand (4 hours); Business cycle (2 hours); Monetary policy (2 hours); Fiscal policy (2 hours); Deficit and public debt (4 hours); Inflation and Unemployment (2 hours); International trade (2 hours); 3. Colloquium (2 hours); Signatures (2 hours).</p> <p>EXERCISES: Introduction (1 hour); Supply and demand (1 hour), Price elasticity of supply and demand (1 hour); Cross elasticity and income elasticity (1 hour), Total, average and marginal product (1 hour); Cost Analysis (1 hour); Perfect and imperfect competition (1 hour); Oligopoly and monopoly (1 hour); Labor market (1 hour); Theory of games (1 hour); Fiscal and Monetary policy (1 hour); Deficit and public debt (1 hour); Inflation (1 hour); Unemployment (1 hour); International trade (1 hour).</p>	
2.6. Teaching methods	<p>X lectures</p> <p>X seminars and workshops</p> <p>X practical exercises</p> <p><input type="checkbox"/> distance education</p> <p><input type="checkbox"/> mixed e-learning</p> <p><input type="checkbox"/> field teaching</p>	<p>X independent tasks</p> <p><input type="checkbox"/> multimedia and network</p> <p><input type="checkbox"/> laboratory</p> <p><input type="checkbox"/> mentoring</p> <p>X case study</p>
	2.7. Comments:	
2.8. Students` obligations	<p>The attendance requirement for regular students is 70%, for part-time students 50%. It is recommended that students participate actively in classes, which includes participation in discussions, solving case studies, creating a practical assignment etc. In addition, the obligation of each student is to be regularly informed about the course. All information about the courses or possible postponement of the course will be published on the e-learning page of the course, where all the information on the course as well as all the necessary materials are available.</p>	

2.9. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the credit score of the course)	Attendance	2	Written exam	3 (without colloquium)	Project	
	Experimental work		Research		Practical work	
	Essay		Report		Continuous examination	
	Colloquium	3 (without written exam)	Seminar paper		Case studies	0,5
	Class activity	0,5	Oral exam		Other	
2.10. Grading and evaluating students' work during classes and on the exam	During the course, the students have the right to take three colloquia. Students who achieve at least 50% of the total points (cumulative sums) at all three colloquia are exempt from the written exams. If the students do not take the colloquia, they have the possibility to take a written exam, in which they must achieve at least 50% of points from the theoretical part and 50% of points from the calculations. The final grade is based on the weighted sum of points earned in the classroom, written exam or colloquia and case studies. The weights are proportional to the assigned ECTS points.					
2.11. Compulsory literature (available in the library and via other media)	Title				Number of copies in the library	Availability via other media
	Samuelson, P. A. & Nordhaus, W., Ekonomija, Mate, 18. izdanje, 2007.				15	
	Sladoljev, J. Osnove ekonomije. Veleučilište u Šibeniku, Šibenik, 2015.					Yes
2.12. Additional literature (at the moment of changes and/or amended of study programme)	Polovina, S., Medić Đ. Š., Osnove ekonomije: priručnik za studij ekonomije (with P. Samuelson-W. Nordhaus, Ekonomija, 15. izdanje), Medinek, Zagreb, 2002.					
2.13. Quality assurance methods that ensure the acquisition of knowledge, skills and competences	The quality control of students' work and the acquisition of the necessary knowledge and skills will be ensured through interactive work.- through interactive work in class, by keeping track of attendance and student activity in the classroom and getting information on student progress through colloquia, information gathered will be used for further guidance of students in order to increase the efficiency of their work. Students will be referred to their rights and obligations as well as the methods of work and the required literature. Quality assurance system indicators: Student survey, monitoring of annual data from the HZZZ on the annual employment status of students, employer and Alumni association poll.					

1. GENERAL INFORMATION			
1.1. Course lecturer	Ana Perišić, dipl.ing.mat., univ.spec.oec	1.7. Credit score (ECTS)	6
1.2. Course title	MATHEMATICS	1.8. Forms of teaching (number of hours Lecturing +Practical exercises + Seminars + e learning)	30L + 30P

1.3. Assistants and/or associates	-	1.9. Level of e- learning application (1 st , 2 nd , 3 rd level), percentage of on line course performance (max. 20%)	1 st level , on line course performance On-line, 0%			
1.4. Study programme (specialist, undergraduate, graduate)	Undergraduate professional study programme of Management	1.10. Number of course revisions	4.			
1.5. Course status (obligatory, optional)	obligatory	1.11. Modernization	YES			
1.6. Year of study	1.	1.12. Percentage estimate of course changes and/or supplements	Less than 20% x More than 20 % □			
2. COURSE DESCRIPTION						
2.1. Course objectives	Introducing students to the fundamental concepts of linear algebra and functions of a single variable which they can apply in different economics courses. Adopting analytical skills, logical and critical thinking skills.					
2.2. Terms of course entry and required competences	-					
2.3. Learning outcomes on the study programme level	To collect, calculate and graphically display statistical data from the field of economics and business by using advanced software tools and further comment and analyze them. To use planning, organizing, management and control methods on practical examples, analyze the problem and propose appropriate solutions to problem situations. To interpret business and financial reports and propose solutions to improve financial performance and profitability. To interpret, solve and / or graphically present solutions in the fields of maths, statistics and information technology and apply their methods and techniques in analyzing economic problems by using advanced software tools.					
2.4. Expected learning outcomes on the course level	To perform fundamental operations on sets; to carry out fundamental operations on matrices; to propose a method and solve systems of linear equations; to conduct basic analysis of functions of one variable; to apply linear algebra and functional analysis methods in economic problems solving.					
2.5. Course content according to detailed curriculum schedule	Lectures			Practical		
	Week	h	Unit	Week	h	Unit
	1	2	Introduction. Sets and number systems.	1	2	Sets and number systems.
	2	2	Matrices: definitions, properties and calculations.	2	2	Matrices: properties and calculations.
	3	2	Determinants: definition and calculation.	3	2	Determinants: definition and calculation.
	4	2	The inverse matrix. Matrix equation.	4	2	The inverse matrix. Matrix equation.
	5	2	System of linear equations in matrix form. System of linear equations: Cramer's method.	5	2	System of linear equations in matrix form. System of linear equations: Cramer's method.

	6	2	System of linear equations: Gauss Jordan elimination.	6	2	System of linear equations: Gauss Jordan elimination.
	7	2	Mathematical operations with matrices: application in economics.	7	2	Mathematical operations with matrices: application in economics.
	8	2	Functions: definition and properties.	8	2	Functions, composition of the functions, inverse function.
	9	2	Elementary functions. Domain of the function.	9	2	Elementary functions.
	10	2	Elementary functions.	10	2	Elementary functions. Domain of the function.
	11	2	Limit of the function. Asymptote.	11	2	Limit of the function. Asymptote.
	12	2	Derivative of the function.	12	2	Derivative of the function.
	13	2	Monotone intervals and extrema.	13	2	Monotone intervals and extrema.
	14	2	Sketching the graph of a function.	14	2	Sketching the graph of a function.
	15	2	Applications of functional analysis in economics.	15	2	Applications of functional analysis in economics.
2.6. Teaching methods	x lectures <input type="checkbox"/> seminars and workshops <input checked="" type="checkbox"/> practical exercises <input type="checkbox"/> distance education <input type="checkbox"/> mixed e-learning <input type="checkbox"/> field teaching		<input checked="" type="checkbox"/> independent tasks <input type="checkbox"/> multimedia and network <input type="checkbox"/> laboratory <input type="checkbox"/> mentoring <input type="checkbox"/> other		2.7. Comments:	
2.8. Students` obligations	Regular students are required to attend classes at least 70%, which is also a requirement for obtaining the lecturer`s signature. For students with part-time status, a minimum presence of 50% is required. The obligation of each student is to regularly inform oneself about the course. All notices about maintenance or eventual postponement of teaching will be published on the web site of the Polytechnic of Šibenik and the e-learning page of the course, where all the information on the course as well as the teaching materials and the list of literature are also available.					
2.9. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the credit score of the course)	Attendance	0,5	Written exam	0.5(without colloquium)	Project	
	Experimental work		Research		Practical work	
	Essay		Report		Continuous examination	0.5

	Colloquium	3,5 (without written exam)	Seminar paper		Other	
	Class activity	0,5	Oral exam	1	Other	
2.10. Grading and evaluating students' work during classes and on the exam	During the semester, students have the possibility to partially take written exams through colloquia (twice during the semester). In order to have access to the oral exam, students need to achieve at least 50% on each colloquium. Also, students have a possibility to retake one colloquium. Students who did not pass at least one colloquia (or retaken colloquia) need to take part in the written exam. In this case, in order to have access to the oral exam, students need to achieve at least 50% on written exam. The final grade is formed after the oral exam by aggregating scores achieved in the written exam/colloquia, oral exam and during classes.					
2.11. Compulsory literature (available in the library and via other media)	Title				Number of copies in the library	Availability via other media
	Perišić, A. i Devčić, K. (2016) Matematika s primjenom u ekonomiji. Veleučilište u Šibeniku, Šibenik.				2	yes
2.12. Additional literature (at the moment of changes and/or amended of study programme)	Šorić, K. (2011) Zbirka zadataka iz matematike s primjenom u ekonomiji. Element, Zagreb.				7	yes
	Babić, Z., Tomić Plazibat, N. (2003) Poslovna matematika. Ekonomski fakultet Split, Split.				7	yes
	Lukač, Z (2014) Matematika za ekonomske analize, Udžbenici Sveučilišta u Zagrebu, Element, Zagreb.				3	no
	Babić Z., Tomić N., Aljinović Z. (2004) Matematika za ekonomiste, Ekonomski fakultet Split..				3	no
	Harshbarger R.J., Reynolds J.J.(2004) Mathematical Applications for the management, life and social sciences, 7th edition, Boston New York, Houghton Company.				3	yes
2.13. Quality assurance methods that ensure the acquisition of knowledge, skills and competences	Teaching materials provided on the e-learning platform					
2.13. Quality assurance methods that ensure the acquisition of knowledge, skills and competences	The control of students' work quality and the acquisition of necessary knowledge and skills will be ensured through interactive work. By keeping track of attendance and student activity during classes and provided information on students' progress through short colloquiums and homework, information for further guidance to students will be provided in order to increase the efficiency of their work. Students will be informed about their rights and obligations as well as the methods of work and the required literature. Indicators of quality assurance system: Student survey, monitoring of annual data from the Croatian employment service on the annual state of student employment, surveys from employers and Alumni association.					

1. GENERAL INFORMATION			
1.1. Course lecturer	Tanja Radić Lakoš, MSc, s.lec.	1.7. Credit score (ECTS)	6
1.2. Course title	ENVIRONMENTAL MANAGEMENT	1.8. Forms of teaching (number of hours Lecturing +Practical exercises + Seminars + e learning)	60 L + 15 S

1.3. Assistants and/or associates		1.9. Level of e- learning application (1 st , 2 nd , 3 rd level), percentage of on line course performance (max. 20%)	1 st
1.4. Study programme (specialist, undergraduate, graduate)	undergraduate	1.10. Number of course revisions	3
1.5. Course status (obligatory, optional)	obligatory	1.11. Modernization	+
1.6. Year of study	I	1.12. Percentage estimate of course changes and/or supplements	Less than 20% x More than 20 % □
2. COURSE DESCRIPTION			
2.1. Course objectives	The aim of the course is to familiarize students with the principles of natural resource management and the principles of sustainable development. The aim is for students to learn to identify the damage that business systems can do to natural ecosystems, thus giving priority to the integrated development of business systems and society as a whole through the application of sustainable development policy. The learned content of this course is applicable in business practice.		
2.2. Terms of course entry and required competences	Four-year high school education completed; having a qualification at level 4.2		
2.3. Learning outcomes on the study programme level	IU3: To individually and responsibly search relevant literature for reaching solutions and conclusions in Croatian and foreign languages IU5: To use planning, organizing, management and control methods on practical examples, analyse the problem and propose appropriate solutions to problem situations IU10: To develop team and interpersonal teamwork skills, master communication skills and presentation skills of set topics and tasks (case studies, projects, seminars) using advanced software tools for document creation, presentation and budget implementation IU14: To assess cause and effect connections of influence of the economic development process and multiplicative influence of tourism on social changes and environment and suggest options and strategies for improving and developing them		
2.4. Expected learning outcomes on the course level	Students are expected to be able to: 1. to demonstrate knowledge and understanding of the content of the course by defining and describing the basic concepts in ecology and environmental protection, 2. to analyze and compare the relationship between man and his environment in the historical and contemporary context, 3. It will also provide an example of various anthropogenic impacts on natural ecosystems and parts of the environment (air, water and sea, soil, flora and fauna) and 4. Give an example of measures to reduce negative impacts on the environment, 5. Discuss and critically evaluate the performance of managers in tourism in accordance with the principles of sustainability and accountability, 6. Recommend sustainable environmental management measures to business organizations. 7. Use materials and tools to search scientific and professional literature in Croatian and in English, 8. Present accepted knowledge, ideas, problems and solutions independently and in the team.		
2.5. Course content according to detailed curriculum schedule	Introduction lecture (2 hours). Fundamental ecological principles (4 hours). Organization of ecosystems (4 hours). Contemporary ecological problems (4 hours). Development of environmental protection policy (4 hours). Sustainable development (4 hours). Instruments of Environmental Monitoring and Control (4 hours). Environmental management system (4 hours). Pollution and degradation of the environment (4 hours).		

	Anthropogenic causes of environmental degradation (10 hours). Natural causes of environmental degradation (2 hours). Environmental protection (components) (8 hours). Protection of natural resources (4 hours).					
2.6. Teaching methods	<input checked="" type="checkbox"/> lectures <input checked="" type="checkbox"/> seminars and workshops <input type="checkbox"/> practical exercises <input type="checkbox"/> distance education <input type="checkbox"/> mixed e-learning <input checked="" type="checkbox"/> field teaching		<input type="checkbox"/> independent tasks <input checked="" type="checkbox"/> multimedia and network <input type="checkbox"/> laboratory <input checked="" type="checkbox"/> mentoring <input type="checkbox"/> other		2.7. Comments:	
	In seminars, students will solicit case studies, write seminar papers and solve problematic tasks using brain strokes, t-tables, etc. in a single, double, or multiple trial session, and then use the method of discussion.					
2.8. Students` obligations	For all full-time students the attendance at lectures (lectures and seminars) of at least 70%. Part-time students have the obligation to attend lectures at least 50%. All students must create, present and positively colloquy seminar paper.					
2.9. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the credit score of the course)	Attendance	2	Written exam	2 (by submitting both colloquiums the student is relieved of a written examination)	Project	
	Experimental work		Research		Practical work	0,5
	Essay		Report		Continuous examination	
	Colloquium	2 (by submitting both colloquiums the student is relieved of a written examination)	Seminar paper	0,5	Other	
	Class activity	0,5	Oral exam	1	Other	
2.10. Grading and evaluating students` work during classes and on the exam	Depending on the previous colloquium, the possibility of going to the next colloquium is obtained. The student's work on the course is evaluated during the course and at the final exam. The student will receive the right to sign by continuing attendance, teaching activity and by production of seminar paper. Active participation in teaching (short-term colloquia, homework assignment, problem-solving) brings 10% of the final grade. Preparation and presentation of seminar work brings 10% final grade, both exams or written exams 40% and oral exam 40% of final grade.					
2.11. Compulsory literature (available in the library and via other media)	Title				Number of copies in the library	Availability via other media
	Radić Lakoš, T., Upravljanje okolišem, VUŠ, Šibenik, 2018.					e-material available to all students at Claroline's course pages

2.12. Additional literature (at the moment of changes and/or amended of study programme)	Müller, H., Turizam i ekologija, Masmedija, Zagreb, 2004. Bilen, M., Turizam i okoliš, Mikrorad, Zagreb, 2008. Tišma, S., Maleković, S., Zaštita okoliša i regionalni razvoj, iskustva i perspektive, Institut za međunarodne odnose, Zagreb, 2010. Botkin D., Keller, E., Environmental Science, Wiley, 2005.	5 5 0 0	
2.13. Quality assurance methods that ensure the acquisition of knowledge, skills and competences	The control of students' work quality and the acquisition of necessary knowledge and skills will be ensured through interactive work. By keeping track of attendance and student activity during classes and provided information on students' progress through short colloquiums and homework, information for further guidance to students will be provided in order to increase the efficiency of their work. Students will be informed about their rights and obligations as well as the methods of work and the required literature. Indicators of quality assurance system: Student survey, monitoring of annual data from the Croatian employment service on the annual state of student employment, surveys from employers and Alumni association.		

2. GENERAL INFORMATION			
1.1. Course lecturer	Jurica Matošin, dipl.ing.	1.7. Credit score (ECTS)	6
1.2. Course title	Informatics	1.8. Forms of teaching (number of hours Lecturing +Practical exercises + Seminars + e learning)	30L+30P
1.3. Assistants and/or associates	Jerko Acalin, dipl.ing.	1.9. Level of e- learning application (1 st , 2 nd , 3 rd level), percentage of on line course performance (max. 20%)	1
1.4. Study programme (specialist, undergraduate, graduate)	Undergraduate professional study of management: tourism management	2.10. Number of course revisions	2
1.5. Course status (obligatory, optional)	Obligatory	2.11. Modernization	Yes
1.6. Year of study	1 st	1.12. Percentage estimate of course changes and/or supplements	Less than 20% X More than 20 % □
2. COURSE DESCRIPTION			
2.1. Course objectives	Getting acquainted with the role and organization of information systems, as well as applying information technologies in work and business. By adopting basic technical knowledge of IT future managers are trained to communicate directly with technical staff or business partners responsible for procurement, maintenance and introduction of new technologies or renewal of existing IT structures. Students will use knowledge of basic IT		

	applications, the role of computer IT systems in production, communication and life environment, and independently use the IT infrastructure of the Polytechnic and CARNET for the purpose of interactive learning and mastering the study program.					
2.2. Terms of course entry and required competences	Four-year high school education completed; having a qualification at level 4.2.					
2.3. Learning outcomes on the study programme level	<ul style="list-style-type: none"> To collect, calculate and graphically display statistical data from the field of economics and business by using advanced software tools and further comment and analyze them To use planning, organizing, management and control methods on practical examples, analyze the problem and propose appropriate solutions to problem situations To interpret business and financial reports and propose solutions to improve financial performance and profitability To develop team and interpersonal teamwork skills, master communication skills and presentation skills of set topics and tasks (case studies, projects, seminars) using advanced software tools for document creation, presentation and budget implementation To apply key aspects of information technologies (programming, algorithms, data structures, databases and project management in the field of information technologies) 					
2.4. Expected learning outcomes on the course level	- to apply the basic concepts of information technology, to use IT technologies independently and in communication with associates, to use the MS Windows operational program (MS Word, MS Excel) and a presentation program (PP),					
2.5. Course content according to detailed curriculum schedule	LECTURES			SEMINAR /PRACTICE		
	Week	Hour	Thematic unit	Week	Hour	Thematic unit
	1	2	Beginning of informatics	1	2	"user account - AAI, e-mail"
	2	2	Information systems	2	2	HTML - basics
	3	2	Hardware	3	2	Html - elements I
	4	2	Software	4	2	HTML - elements II
	5	2	Data bases I	5	2	CSS
	6	2	Data bases II	6	2	Web project - example
	7	2	People and IT	7	2	Making presentations
	8	2	Organizational component	8	2	Document formatting I
	9	2	Computer networks and telecommunication	9	2	Document formatting II
	10	2	Internet	10	2	Spreadsheets I
	11	2	Mobile communication	11	2	Spreadsheets II
	12	2	Elektronic business	12	2	Spreadsheets III
	13	2	Abuse of IT technology	13	2	Data bases
	14	2	Artificial intelligence	14	2	Mobile systems
	15	2	E-education	15	2	Colloquium

2.6. Teaching methods	<input checked="" type="checkbox"/> lectures <input type="checkbox"/> seminars and workshops <input checked="" type="checkbox"/> practical exercises <input type="checkbox"/> distance education <input type="checkbox"/> mixed e-learning <input type="checkbox"/> field teaching		<input checked="" type="checkbox"/> independent tasks <input type="checkbox"/> multimedia and network <input type="checkbox"/> laboratory <input type="checkbox"/> mentoring <input type="checkbox"/> other		2.7. Comments:	
2.8. Students` obligations	Students are obliged to attend lectures and exercises and to carry a USB memory stick and their AAI @ EduHr password. The requirement for receiving the signature and taking the exam is the presence of 70% at lectures for regular students and 80% at exercises. For extraordinary students, it is 70% at exercises, or at least one passed colloquium.					
2.9. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the credit score of the course)	Attendance	1	Practical exam	2,5 (without colloquia)	Project	
	Experimental work		Research		Practical work	
	Essay		Report		Continuous examination	
	Colloquium	2,5 (without written exam)	Seminar paper		Other	
	Class activity	1	Theoretical exam	1,5	Other	
2.10. Grading and evaluating students` work during classes and on the exam	Students can choose to take the practical part of the exam through a colloquium (2 colloquia) or an exam. Each colloquium carries 100 points. The Practical Exam will, through the colloquia, successfully pass the students who reach 50 and more points in both sessions. Successfully passed both colloquia completely replace the practical part of the exam and is theoretically obligatory for everyone. Once passed the practical part of the exam is also taken into consideration at the following exam times. The theoretical part is taken in writing or orally.					
2.11. Compulsory literature (available in the library and via other media)	Title				Number of copies in the library	Availability via other media
	Informacijski sustavi i tehnologije; Veleučilište u Šibeniku, Jerko Acalin, 2017 – udžbenik s prilogom PP-prezentacija Osnove informatike (Windows, Word, Excel, PoverPoint), Veleučilište u Šibeniku, Jerko Acalin, 2017 - skripta				5	X

2.12. Additional literature (at the moment of changes and/or amended of study programme)	EXCEL 2013 EXCELL 2010, Milan Korać			
	Power Pivot for Excell 2010 Marko Russo i Alberto Ferari	5	X	
	Word 2010 Microsoft Press, A Division of Microsoft Corporation			
	Power Pivot for Excell 2010 Marko Russo i Alberto Ferari			
2.13. Quality assurance methods that ensure the acquisition of knowledge, skills and competences	<p>The control of students' work quality and the acquisition of necessary knowledge and skills will be ensured through interactive work. By keeping track of attendance and student activity during classes and provided information on students` progress through short colloquiums and homework, information for further guidance to students will be provided in order to increase the efficiency of their work. Students will be informed about their rights and obligations as well as the methods of work and the required literature.</p> <p>Indicators of quality assurance system: Student survey, monitoring of annual data from the Croatian employment service on the annual state of student employment, surveys from employers and Alumni association.</p>			

1. GENERAL INFORMATION				
1.1. Course lecturer	Goran Crnica	1.7. Credit score (ECTS)	3	
1.2. Course title	Business English 1	1.8. Forms of teaching (number of hours Lecturing +Practical exercises + Seminars + e learning)	30L+15P	
1.3. Assistants and/or associates		1.9. Level of e-learning application (1 st , 2 nd , 3 rd level), percentage of online course performance (max. 20%)	3	
1.4. Study programme (specialist, undergraduate, graduate)	Undergraduate professional study of management /IT management	1.10. Number of course revisions	2	
1.5. Course status (obligatory, optional)	Obligatory	1.11. Modernization	Yes	
1.6. Year of study	1 st	1.12. Percentage estimate of course changes and/or supplements	Less than 20%	X
			More than 20 %	<input type="checkbox"/>

2. COURSE DESCRIPTION

2.1. Course objectives	<p>The aim of the course is to develop language structures, lexicons and grammar from the business English language at the intermediate and higher level. Special attention is given to perfecting the techniques of listening, reading, speaking and writing. Professional vocabulary should be mastered at an intermediate and higher level. The objectives also include the repetition and determination of basic tenses, the adoption of professional vocabulary related to the language of information technologies, as well as international and intercultural economic issues.</p> <p>Learning a foreign language is in line with the desire to preserve the richness of the diversity of Europe and to promote the development of a culture of dialogue and civilisation.</p>																	
2.2. Terms of course entry and required competences	Knowledge of English at minimum B1 level																	
2.3. Learning outcomes on the study programme level	<ul style="list-style-type: none"> - (1) To apply and link economic terms in more complex written and oral communication in Croatian and foreign languages - (3) To individually and responsibly search relevant literature for reaching solutions and conclusions in Croatian and foreign languages 																	
2.4. Expected learning outcomes on the course level	<ul style="list-style-type: none"> - to use some of the general language competences at levels B1 and B2 of the Common European Framework of Reference for Languages (CEF) - to identify grammatical structures and vocabulary in texts and tasks and apply them correctly - to understand basic concepts from technical terminology related to economy - to listen and read short texts on topics worked on during the lessons - to analyse, interpret and critically assess the expert texts processed on the course 																	
2.5. Course content according to detailed curriculum schedule	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%; padding: 5px;">Week</th> <th style="width: 40%; padding: 5px;">Lectures (2 hours)</th> <th style="width: 50%; padding: 5px;">Exercises (1 hour)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center; padding: 5px;">1</td> <td style="padding: 5px;">Uvodno predavanje</td> <td style="text-align: center; padding: 5px;">Review</td> </tr> <tr> <td style="text-align: center; padding: 5px;">2</td> <td style="padding: 5px;">Companies; A matter of choice</td> <td style="text-align: center; padding: 5px;">Company structure</td> </tr> <tr> <td style="text-align: center; padding: 5px;">3</td> <td style="padding: 5px;">Grammar notes (present tenses)</td> <td style="text-align: center; padding: 5px;">Language check (present tenses)</td> </tr> <tr> <td style="text-align: center; padding: 5px;">4</td> <td style="padding: 5px;">Leadership; when to terrorize talent</td> <td style="text-align: center; padding: 5px;">Reading, vocabulary collocations</td> </tr> </tbody> </table>	Week	Lectures (2 hours)	Exercises (1 hour)	1	Uvodno predavanje	Review	2	Companies; A matter of choice	Company structure	3	Grammar notes (present tenses)	Language check (present tenses)	4	Leadership; when to terrorize talent	Reading, vocabulary collocations		
Week	Lectures (2 hours)	Exercises (1 hour)																
1	Uvodno predavanje	Review																
2	Companies; A matter of choice	Company structure																
3	Grammar notes (present tenses)	Language check (present tenses)																
4	Leadership; when to terrorize talent	Reading, vocabulary collocations																

5	Past tenses	Language check (past tenses)
6	Strategy; the big picture	Reading, vocabulary exercises
7	Grammar notes (future forms)	Career skills
8	Articles	Case study
9	Pay; the rewards of failure	Vocabulary; multi-part words
10	Grammar notes; Present Perfect	Career skills
11	Development; Prosperity or preservation	Vocabulary exercises, understanding
12	Language check; Modal verbs of likelihood	Career skills
13	Marketing; Seducing the masses	Writing
14	Comparatives and superlatives	Skills; Considering alternatives
15	Revision	Final discussion

2.6. Teaching methods	X lectures	<input type="checkbox"/> independent tasks X multimedia and network <input type="checkbox"/> laboratory <input type="checkbox"/> mentoring <input type="checkbox"/> other	2.7. Comments:			
	<input type="checkbox"/> seminars and workshops X practical exercises <input type="checkbox"/> distance education <input type="checkbox"/> mixed e-learning X field teaching		The classes are held in the form of lectures ex cathedra in combination with interactive classes and self-study classes. Interactive teaching means the active participation of students in the lessons in terms of analysis, discussion and individual editing of the text. Through the analysis and processing of the text, the vocabulary and professional phraseology and grammar of the English language are adopted. Students are encouraged to participate actively in class by reflecting on the subject, writing essays and expressing themselves orally.			
2.8. Students` obligations	Regular students are required to attend classes at least 70%, which is also a requirement for obtaining the lecturer`s signature. For students with part-time status, a minimum presence of 50% is required. The obligation of each student is to regularly inform oneself about the course. All notices about maintenance or eventual postponement of lectures or exercises will be published on the web site of the Polytechnic of Šibenik and the e-learning page of the course, where all the information on the course as well as the teaching materials and the list of literature are also available.					
2.9. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the credit score of the course)	Attendance	0,5	Written exam	1	Project	
	Experimental work		Research		Practical work	
	Essay		Report		Continuous examination	
	Colloquium		Seminar paper		Homework	0,5
	Class activity	0,5	Oral exam	0,5	Other	
2.10. Grading and evaluating students` work during classes and on the exam	The students` acquired knowledge is checked during course classes. Special attention is paid to evaluation during the teaching process itself, with special attention to the active participation of the students in the classroom and to homework. The final exam consists of a written and oral part.					
2.11. Compulsory literature (available in the library and via other media)	Title				Number of copies in the library	Availability via other media
	1. "Intelligent Business", Coursebook, Intermediate Business English, Tonya Trappe, Graham Tullis, Pearson Longman				10	X

2.12. Additional literature (at the moment of changes and/or amended of study programme)	<p>1. ""Intelligent Business"", Skills Book, Intermediate Business English, Cristine Johnson, Pearson Longman"</p> <p>2. ""Intelligent Business"", Workbook, Intermediate Business English, Louise Pile, Pearson Longman"</p>	10	X (elearning, handouts)
2.13. Quality assurance methods that ensure the acquisition of knowledge, skills and competences	<p>The control of students' work quality and the acquisition of necessary knowledge and skills will be ensured through interactive work. By keeping track of attendance and student activity during classes and provided information on students` progress through short tests and homework. Information for further guidance to students will be provided in order to increase the efficiency of their work. Students will be informed about their rights and obligations as well as the methods of work and the required literature.</p> <p>Indicators of quality assurance system: Student survey, monitoring of annual data from the Croatian employment service on the annual state of student employment, surveys from employers and Alumni association.</p>		

2. GENERAL INFORMATION			
1.1. Course lecturer	Goran Crnica	1.7. Credit score (ECTS)	3
1.2. Course title	Business German 1	1.8. Forms of teaching (number of hours Lecturing +Practical exercises + Seminars + e learning)	30L+15P
1.3. Assistants and/or associates		1.9. Level of e-learning application (1 st , 2 nd , 3 rd level), percentage of online course performance (max. 20%)	3
1.4. Study programme (specialist, undergraduate, graduate)	Undergraduate professional study of management /IT management	2.10. Number of course revisions	2
1.5. Course status (obligatory, optional)	Optional	2.11. Modernization	Yes

1.6. Year of study	1 st	1.12. Percentage estimate of course changes and/or supplements	Less than 20% <input checked="" type="checkbox"/>	X			
2. COURSE DESCRIPTION							
2.1. Course objectives	The aim of the course is to master basic language structures, lexis and grammar from the German language. Special attention is given to improving listening, speaking, reading and writing techniques in tourism and management. The vocabulary of business German is used at a lower level. By attending a foreign language course, students become familiar with new communication systems that allow them to participate more easily and directly in world affairs and to get to know the elements of German culture and civilisation of the German speaking countries. Learning a foreign language is in line with the desire to preserve the richness of the diversity of Europe and to promote the development of a culture of dialogue and civilisation.						
2.2. Terms of course entry and required competences	Knowledge of basic German language is welcome but not indispensable.						
2.3. Learning outcomes on the study programme level	<ul style="list-style-type: none"> - (1) To apply and link economic terms in more complex written and oral communication in Croatian and foreign languages - (3) To individually and responsibly search relevant literature for reaching solutions and conclusions in Croatian and foreign languages 						
2.4. Expected learning outcomes on the course level	<ul style="list-style-type: none"> -to use some of the general language competences at level A1 and A2 of the Common European Framework of Reference for Languages (CEFR) -to identify grammatical structures and vocabulary in texts and tasks, and to apply them correctly -to understand basic business vocabulary -to listen to and read short texts in areas worked on during the course - to analyse, interpret and critically assess expert texts worked on during the course -to analyse and evaluate the attitudes presented by students, and to express your own views -to give an oral curriculum vitae in German language -to communicate on the basic level in German on a course topic 						
2.5. Course content according to detailed curriculum schedule	LECTURES			SEMINARS / EXERCISES			
	Week	Hours	Topic	Week	Hours	Topic	
	1	2	Wo leben Sie? Europa	1	1	Wortstellung, Nomen (Genus)	

	2	2	Wo spricht man Deutsch?	2	1	Personalpronomen, Verben (regelmäßige und unregelmäßige)
	3	2	Wohin reisen die Deutschen?	3	1	Regel "Wo? - Wohin?"
	4	2	Reiseziele	4	1	Präsens der Verben: sein, sprechen, leben, können
	5	2	Der Wert des Euro	5	1	Einführung in die Deklination der Nomen und Zahlen,
	6	2	Fremdenverkehr in Oesterreich	6	1	Präsens der Verben: haben und werden
	7	2	Eine Familie	7	1	Deklination der Nomen; Fragen zu den verschiedenen Fällen
	8	2	Lebensformen in Deutschland - Wiederholung	8	1	Negation, Possessivpronomen, Präsens der Verben: arbeiten, wollen, müssen; Kurztest zur Selbstevaluation
	9	2	Arbeit und Arbeitslosigkeit	9	1	Deklination der Possessivpronomen
	10	2	Eine Familie in Niederoesterreich	10	1	Die Himmelsrichtungen
	11	2	Dienstleistungen	11	1	Deklination der Adjektive
	12	2	Das Ansehen der Aerzte	12	1	Präsens des Verbs: sollen
	13	2	Haushalt und Haushaltsarbeit	13	1	Präteritum des Verbs: haben

	14	2	Studentenleben	14	1	Deklination der personalpronomen,; Präsens der Reflexivpronomen	
	15	2	Eine Studentin ueber die Hilfe im Haushalt Wiederholung	15	1	Präsens des Verbs: mögen; Die Verbform: möchte; Wenn-, Dass-, Weil-Sätze; Kurztestest zur Selbstevaluation	
2.6. Teaching methods	<input checked="" type="checkbox"/> lectures <input type="checkbox"/> seminars and workshops <input checked="" type="checkbox"/> practical exercises <input type="checkbox"/> distance education <input type="checkbox"/> mixed e-learning <input checked="" type="checkbox"/> field teaching		<input type="checkbox"/> independent tasks <input checked="" type="checkbox"/> multimedia and network <input type="checkbox"/> laboratory <input type="checkbox"/> mentoring <input type="checkbox"/> other		2.7. Comments:		
2.8. Students` obligations	Regular students are required to attend classes at least 70%, which is also a requirement for obtaining the lecturer`s signature. For students with part-time status, a minimum presence of 50% is required. The obligation of each student is to regularly inform oneself about the course. All notices about maintenance or eventual postponement of lectures or exercises will be published on the web site of the Polytechnic of Šibenik and the e-learning page of the course, where all the information on the course as well as the teaching materials and the list of literature are also available.						
2.9. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the credit score of the course)	Attendance	0,5	Written exam	1	Project		
	Experimental work		Research		Practical work		
	Essay		Report		Continuous examination		
	Colloquium		Seminar paper		Homework	0,5	
	Class activity	0,5	Oral exam	0,5	Other		
2.10. Grading and evaluating students` work during classes and on the exam	The students` acquired knowledge is checked during course classes. Special attention is paid to evaluation during the teaching process itself, with special attention to the active participation of the students in the classroom and to homework. The final exam consists of a written and oral part.						

2.11. Compulsory literature (available in the library and via other media)	Title	Number of copies in the library	Availability via other media
	1. Marčetić, Tamara: Njemački u komunikaciji: uvod u jezik njemačke i austrijske svakodnevnice i u jezik medija, Školska knjiga, Zagreb, 2005.	10	X
2.12. Additional literature (at the moment of changes and/or amended of study programme)	www.goethe.de	10	X (elearning, handouts)
2.13. Quality assurance methods that ensure the acquisition of knowledge, skills and competences	<p>The control of students' work quality and the acquisition of necessary knowledge and skills will be ensured through interactive work. By keeping track of attendance and student activity during classes and provided information on students` progress through short tests and homework. Information for further guidance to students will be provided in order to increase the efficiency of their work. Students will be informed about their rights and obligations as well as the methods of work and the required literature.</p> <p>Indicators of quality assurance system: Student survey, monitoring of annual data from the Croatian employment service on the annual state of student employment, surveys from employers and Alumni association.</p>		

1. GENERAL INFORMATION			
1.1. Course lecturer	Ivana Kardum Goleš	1.7. Credit score (ECTS)	3
1.2. Course title	Business Italian language I	1.8. Forms of teaching (number of hours Lecturing +Practical exercises + Seminars + e learning)	30L+15P
1.3. Assistants and/or associates		1.9. Level of e- learning application (1 st , 2 nd , 3 rd level), percentage of on line course performance (max. 20%)	3
1.4. Study programme (specialist, undergraduate, graduate)	Undergraduate professional study of management /IT management	1.10. Number of course revisions	2
1.5. Course status (obligatory, optional)	Optional	1.11. Modernization	Yes

1.6. Year of study	1 st	1.12. Percentage estimate of course changes and/or supplements	Less than 20% More than 20 %	X □
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2. COURSE DESCRIPTION

2.1. Course objectives	The aim of the course is to master basic language structures, lexicon and grammar from the Italian language. Particular attention is paid to improving the techniques of reading, understanding, writing and speaking in the field of tourism and management. Governing the vocabulary of the profession at a lower level. By attending a foreign language classes, students are introduced with new communication systems, enabling their easier and more direct involvement in world events and getting acquainted with the elements of Italian culture and civilization of the Italian speaking world. Learning a foreign language is in line with the aspiration to preserve the richness of the diversity of multi-faceted Europe as well as with fostering the development of the culture of dialogue and civilization.																																	
2.2. Terms of course entry and required competences	Knowledge of basic Italian language is welcome but not indispensable.																																	
2.3. Learning outcomes on the study programme level	<ul style="list-style-type: none"> - To apply and link economic terms in more complex written and oral communication in Croatian and foreign languages - To individually and responsibly search relevant literature for reaching solutions and conclusions in Croatian and foreign languages 																																	
2.4. Expected learning outcomes on the course level	<ul style="list-style-type: none"> - to understand and apply basic concepts from professional terminology related to business and tourism in Italian - to describe the activities and most important occupations related to tourism in Italian - to describe the most important sectors and business elements within companies - to recognize and apply basic grammatical structures on texts and tasks using a part of general language competences at level A1 and A2 - to explain the specifics of Italy in the context of etymology, history, geography and culture - to be able to read and analyse simple texts in the areas that are discussed during the course - to be able to listen to short conversations individually and work on solving tasks - to be able to communicate on a basic level in a foreign language within the subjects of the course 																																	
2.5. Course content according to detailed curriculum schedule	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">1</td> <td style="width: 40%;">In cerca di lavoro – i mestieri</td> <td style="width: 10%;">1</td> <td style="width: 10%;">1</td> <td style="width: 30%;">I verbi essere ed avere</td> </tr> <tr> <td>1</td> <td>Gli annunci per lavoro</td> <td>2</td> <td>1</td> <td>I nomi</td> </tr> <tr> <td>1</td> <td>Come scrivere il CV</td> <td>3</td> <td>1</td> <td>Gli articoli</td> </tr> <tr> <td>1</td> <td>L`Italia, origine del nome, posizione, storia</td> <td>4</td> <td>1</td> <td>Come presentarsi</td> </tr> <tr> <td>1</td> <td>Corrispondenza commerciale - introduzione</td> <td>5</td> <td>1</td> <td>Le tre coniugazioni</td> </tr> <tr> <td>1</td> <td>Il colloquio di lavoro</td> <td>6</td> <td>1</td> <td>I verbi irregolari</td> </tr> </table>				1	In cerca di lavoro – i mestieri	1	1	I verbi essere ed avere	1	Gli annunci per lavoro	2	1	I nomi	1	Come scrivere il CV	3	1	Gli articoli	1	L`Italia, origine del nome, posizione, storia	4	1	Come presentarsi	1	Corrispondenza commerciale - introduzione	5	1	Le tre coniugazioni	1	Il colloquio di lavoro	6	1	I verbi irregolari
1	In cerca di lavoro – i mestieri	1	1	I verbi essere ed avere																														
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1	L`Italia, origine del nome, posizione, storia	4	1	Come presentarsi																														
1	Corrispondenza commerciale - introduzione	5	1	Le tre coniugazioni																														
1	Il colloquio di lavoro	6	1	I verbi irregolari																														

	1	La cultura degli affari – il colloquio perfetto	7	1	I pronomi
	1	I pasti degli italiani	8	1	Revisione
	1	La città eterna - Roma	9	1	Test
	1	La città del Vaticano	10	1	Il passato prossimo
	1	Entriamo in azienda – fare le presentazioni	11	1	Il passato prossimo - continuazione
	1	La struttura di un azienda	12	1	Le preposizioni
	1	La Fiat	13	1	Le preposizioni articolate
	1	La cultura degli affari – presentazioni	14	1	Revisione
	1	L`itaiano al telefono – primi contatti	14	1	Test
2.6. Teaching methods	<input checked="" type="checkbox"/> lectures <input type="checkbox"/> seminars and workshops <input checked="" type="checkbox"/> practical exercises <input type="checkbox"/> distance education <input type="checkbox"/> mixed e-learning <input checked="" type="checkbox"/> field teaching	<input type="checkbox"/> independent tasks <input checked="" type="checkbox"/> multimedia and network <input type="checkbox"/> laboratory <input type="checkbox"/> mentoring <input type="checkbox"/> other	2.7. Comments:		
2.8. Students` obligations	Regular students are required to attend classes at least 70%, which is also a requirement for obtaining the lecturer`s signature. For students with part-time status, a minimum presence of 50% is required. The obligation of each student is to regularly inform oneself about the course. All notices about				

	maintenance or eventual postponement of teaching will be published on the web site of the Polytechnic of Šibenik and the e-learning page of the course, where all the information on the course as well as the teaching materials and the list of literature are also available.					
2.9. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the credit score of the course)	Attendance	0,5	Written exam	1 (without colloquia)	Project	
	Experimental work		Research		Practical work	
	Essay		Report		Continuous examination	
	Colloquium	1 (without written exam)	Seminar paper		Other	
	Class activity	0,5	Oral exam	1	Other	
2.10. Grading and evaluating students` work during classes and on the exam	The students` acquired knowledge is checked during course classes. A special attention is paid to evaluating the students during the teaching process itself, with special attention being paid to the active participation of the students in the classroom. For the final evaluation, two written colloquia have a special importance during the semester. Students with a positive assessment of both colloquia have the right to take the oral exam at the first regular exam term. If a student successfully passes both the colloquia, the written part of the final exam is exempted and He/she is obliged to take only the oral exam. The final examination consists of a written and oral part.					
2.11. Compulsory literature (available in the library and via other media)	Title				Number of copies in the library	Availability via other media
	L`ITALIANO IN AZIENDA, Giovanna Pelizza, Marco Mezzadri; GUERRA EDIZIONI, 2003. (selected chapters)				10	X
2.12. Additional literature (at the moment of changes and/or amended of study programme)	1. L`ITALIANO PER GLI AFFARI, N. Cherubini, Bonacci Editore, 2000. 2. Dizionario italiano-croato, M.Deanović, J.Jernej, Školska knjiga Zagreb				10	X (elearning, handouts)
2.13. Quality assurance methods that ensure the acquisition of knowledge, skills and competences	The control of students' work quality and the acquisition of necessary knowledge and skills will be ensured through interactive work. By keeping track of attendance and student activity during classes and provided information on students` progress through short colloquiums and homework, information for further guidance to students will be provided in order to increase the efficiency of their work. Students will be informed about their rights and obligations as well as the methods of work and the required literature. Indicators of quality assurance system: Student survey, monitoring of annual data from the Croatian employment service on the annual state of student employment, surveys from employers and Alumni association.					

II. SEMESTER

1. GENERAL INFORMATION			
1.1. Course lecturer	Divna Goleš, Master of Economics, Senior lecturer	1.7. Credit score (ECTS)	6
1.2. Course title	BUSINESS ECONOMICS	1.8. Forms of teaching (number of hours Lecturing + Practical exercises + Seminars + e learning)	45L+15S
1.3. Assistants and/or associates	-	1.9. Level of e- learning application (1 st , 2 nd , 3 rd level), percentage of online course performance (max. 20%)	1 st level – materials are available On-line, 0%
1.4. Study programme (specialist, undergraduate, graduate)	Professional Undergraduate Studies of Management	1.10. Number of course revisions	3
1.5. Course status (obligatory, optional)	Obligatory	1.11. Modernization	Yes
1.6. Year of study	1.	1.11. Percentage estimate of course changes and/or supplements	Less than 20% <input checked="" type="checkbox"/> More than 20 % <input type="checkbox"/>
2. COURSE DESCRIPTION			
2.1. Course objectives	The aim of the course is to familiarize students with the market conditions in which businesses operate, the assumptions that need to be fulfilled for the purpose of realizing the business for which they have been founded and the understanding of basic concepts related to the business, entrepreneur, entrepreneurship and their interdependence. Furthermore, the aim of the course is to enable students to acquire theoretical and practical knowledge of business assets, types of costs and their movements depending on the degree of utilization of the capacity and the calculation of prices and indicators of business performance on the market.		
2.2. Terms of course entry and required competences	No terms		
2.3. Learning outcomes on the study programme level	To apply and link economic terms in more complex written and oral communication in Croatian and foreign languages To individually and responsibly search relevant literature for reaching solutions and conclusions in Croatian and foreign languages To analyse and link basic concepts and apply content related to the area of economics, management, accounting, and finance. To interpret business and financial reports and propose solutions to improve financial performance and profitability To develop team and interpersonal teamwork skills, master communication skills and presentation skills of set topics and tasks (case studies, projects, seminars) using advanced software tools for document creation, presentation and budget implementation		
2.4. Expected learning outcomes on the course level	To analyse the basics of business economic. entrepreneur and entrepreneurship and explain their interdependence and prerequisite for founding and successful business operations. To distinguish the core concepts of business assets, types, duration and the way of transferring value to new products and services. To assess the required resources for business, select the method for calculating the amortization of long-term assets and, on the given example, evaluate		

	<p>the depreciation calculation, the required working capital and the degree of utilization of the capacity. To distinguish the types of costs, places, cost carriers, degree dependency and capacity utilization changes and, on the given example, valorize the impact of costs on the financial result of a company. To recommend calculation methods to calculate the price of products and services and analyse performance benchmarks. To present a seminar paper in which a company's business was elaborated.</p>				
2.5. Course content according to detailed curriculum schedule	<p>LECTURES: Introduction to business economics, concept and division of economics, methodology for making seminar papers. Concept and type of business, management and business principles of a company. Business policy, business planning and financing. Reproductions of business, long-term assets, maintenance and investment in core assets. Amortization of core assets: concept, basic functions and depreciation calculation systems, examples. Capacity to work: concept, type and calculation of degree of utilization capacities, examples. Short-term assets: concept, distribution and appearance forms, calculation of the need for turnover, ration coefficient and number of bonding days, liquidity and solvency, examples. Cost theory: concept and types of costs, places and cost bearers. Planning and cost analysis. Cost dependency on capacity change rate changes, examples. Point covers costs, relationship between cost and revenue, examples. Formation and price policy, concept, types and methods of calculation, examples. Successfulness and benchmarks of business performance: productivity, economy and profitability of business, accumulation and reproduction ability of businesses. Business results, monitoring business operations. Economics of business functions, concluding considerations and exam preparation SEMINARS: The role of seminar teaching, methodology of making and presenting seminar papers. Preparation, search and selection of seminar papers. Presentation of seminar papers and discussion of the default theme / project.</p>				
2.6. Teaching methods	<input type="checkbox"/> lectures <input type="checkbox"/> seminars and workshops <input type="checkbox"/> practical exercises <input type="checkbox"/> distance education <input type="checkbox"/> mixed e-learning <input type="checkbox"/> field teaching	<input type="checkbox"/> independent tasks <input type="checkbox"/> multimedia and network <input type="checkbox"/> laboratory <input type="checkbox"/> mentoring <input type="checkbox"/> other	:2.7. Comments:		
	All teaching materials, instructions and notices will be published on e-learning				
2.8. Students` obligations	For the proper performance of the obligations and been given a signature from the professor, students are required to: Full-time (regular) students are obliged to attend the lectures (lectures and seminars) of at least 70%, Part-time students (irregular) are obliged for a minimum of 50%. For all students (regular and irregular), a seminar paper is mandatory been prepared, presented and positively evaluated. By successfully passing two colloquium students are being released of the written part of the exam				
2.9. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the credit score of the course)	Attendance	1,5	Written exam	2 (no colloquium)	Project
	Experimental work		Research		Practical work
	Essay		Report		Continuous examination
	Colloquium	2 (two successfully passed colloquium replace the written part of the exam)	Seminar paper	1	Other
	Class activity		Oral exam	1,5	Other

2.10. Grading and evaluating students' work during classes and on the exam	ASSESSMENT METHOD					
	Class attendance	70-76%	77-84%	85-92%	93-100%	
		2 points	3 points	4 points	5 points	
	Seminar paper	2	3	4	5	
		6 points	10 points	12 points	15 points	
	Written exam	2	3	4	5	
		25 points	30 points	35 points	40 points	
	Oral exam	2	3	4	5	
25 points		30 points	35 points	40 points		
FINAL GRADE/ASSESSMENT	2	3	4	5		
	50-64%	65-79%	80-89%	90-100%		
2.11. Compulsory literature (available in the library and via other media)	Title		Number of copies in the library	Availability via other media		
	1. Goleš D., Ekonomika poduzeća, script, Veleučilište u Šibeniku, Šibenik, 2016.			e-learning		
	2. Dobre R., Ekonomika poduzeća, VŠTM, Šibenik, 2005. (selected chapters).		10			
	3. Handouts from lectures			e-learning		
2.12. Additional literature (at the moment of changes and/or amended of study programme)	1. Karić M., Ekonomika poduzeća, Ekonomski fakultet Osijek, Grafika d.o.o., Osijek, 2009					
	2. Grubišić D., Poslovna ekonomija, (second supplement edition), Ekonomski fakultet Split, Split, 2007.					
	3.Škrtić M., Poduzetništvo, Sinergija-nakladništvo d.o.o., Zagreb, 2006.					
	4.Ravlić., P & others, Ekonomika poduzeća, Ekonomski fakultet Split, Split, 1995.					
2.13. Quality assurance methods that ensure the acquisition of knowledge, skills and competences	The control of students' work quality and the acquisition of necessary knowledge and skills will be ensured through interactive work. By keeping track of attendance and student activity during classes and provided information on students' progress through short colloquiums and homework, information for further guidance to students will be provided in order to increase the efficiency of their work. Students will be informed about their rights and obligations as well as the methods of work and the required literature.					
	Indicators of quality assurance system: Student survey, monitoring of annual data from the Croatian employment service on the annual state of student employment, surveys from employers and Alumni association.					

1. GENERAL INFORMATION			
1.1. Course lecturer	Ivana Beljo	1.7. Credit score (ECTS)	6
1.2. Course title	Financial Mathematics	1.8. Forms of teaching (number of hours Lecturing +Practical exercises + Seminars + e learning)	30L+120P
1.3. Assistants and/or associates		1.9. Level of e- learning application (1 st , 2 nd , 3 rd level), percentage of on line course performance (max. 20%)	1
1.4. Study programme (specialist, undergraduate, graduate)	Undergraduate professional study of management /IT management	1.10. Number of course revisions	1
1.5. Course status (obligatory, optional)	Obligatory	1.11. Modernization	Yes
1.6. Year of study	1 st	1.12. Percentage estimate of course changes and/or supplements	Less than 20% X More than 20 % □
2. COURSE DESCRIPTION			
2.1. Course objectives	Getting acquainted with basic concepts of integral, differential equations and economic functions. Adopting knowledge and skills of analytical thinking, logical way of concluding and interpreting the result in further education. The aim of the course is to introduce students with basic concepts of financial mathematics with appropriate economic applications.		
2.2. Terms of course entry and required competences	No conditions		
2.3. Learning outcomes on the study programme level	To collect, calculate and graphically display statistical data from the field of economics and business by using advanced software tools and further comment and analyze them. To use planning, organizing, management and control methods on practical examples, analyze the problem and propose appropriate solutions to problem situations. To interpret business and financial reports and propose solutions to improve financial performance and profitability. To interpret, solve and / or graphically present solutions in the fields of maths, statistics and information technology and apply their methods and techniques in analyzing economic problems by using advanced software tools.		
2.4. Expected learning outcomes on the course level	To solve integrals by applying the appropriate integration techniques. To differentiate arithmetic and geometric sequences and perform basic sequence operations. To examine the properties of basic economic functions and comment on them. To solve the problems of a simple and compound interest account. To select appropriate method of transforming the nominal interest rate into a conformal or relative interest rate. To make a loan repayment schedule		
2.5. Course content according to detailed curriculum schedule	Lectures	Practical exercises	

	Week	Hours	Topic	Week	Hours	Topic
	1	2	Introduction into course	1.	2	Revision
	2	2	Indefinite Integrals. Integrating using tables	2.	2	Indefinite Integrals. Integrating using tables
	3	2	Substitution Rule for Indefinite Integrals. Integration By Parts	3.	2	Substitution Rule for Indefinite Integrals. Integration By Parts
	4	2	Definite Integrals and Surface Integrals. Linear Differential Equations	4.	2	Definite Integrals and Surface Integrals. Linear Differential Equations
	5	2	Sequences. Arithmetic and Geometric Sequences	5.	2	Sequences. Arithmetic and Geometric Sequences
	6	2	Revision for colloquium	6.	2	Colloquium
	7	2	Economic Functions. Demand and Supply Function	7.	2	Economic Functions. Demand and Supply Function
	8	2	Elasticity. Equilibrium	8.	2	Elasticity. Equilibrium
	9	2	Simple Interest Account. Anticipative and Decursive Interest Calculation	9.	2	Simple Interest Account. Anticipative and Decursive Interest Calculation
	10	2	Compound Interest Account	10.	2	Compound Interest Account
11	2	Interest rates. Conformal and Relative interest rate	11.	2	Interest rates. Conformal and Relative interest rate	

	12	2	Prenumerando and postnumerando Present and Final Value. Perpetual annuity	12.	2	Prenumerando and postnumerando Present and Final Value. Perpetual annuity
	13	2	Loan	13.	2	Loan
	14	2	Loan	14.	2	Loan
	15	2	Revision for colloquium	15.	2	Colloquium
2.6. Teaching methods	<input checked="" type="checkbox"/> lectures <input type="checkbox"/> seminars and workshops <input checked="" type="checkbox"/> practical exercises <input type="checkbox"/> distance education <input type="checkbox"/> mixed e-learning <input type="checkbox"/> field teaching		<input checked="" type="checkbox"/> independent tasks <input type="checkbox"/> multimedia and network <input type="checkbox"/> laboratory <input type="checkbox"/> mentoring <input type="checkbox"/> other		2.7. Comments:	
2.8. Students` obligations	Regular students are required to attend classes at least 70%, which is also a requirement for obtaining the lecturer`s signature. For students with part-time status, a minimum presence of 50% is required. The obligation of each student is to regularly inform oneself about the course. All notices about maintenance or eventual postponement of teaching will be published on the web site of the Polytechnic of Šibenik and the e-learning page of the course, where all the information on the course as well as the teaching materials and the list of literature are also available.					
2.9. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the credit score of the course)	Attendance	0,5	Written exam	3,5 (without colloquia)	Project	
	Experimental work		Research		Practical work	
	Essay		Report		Continuous examination	0,5
	Colloquium	3,5 (without written exam)	Seminar paper		Other	
	Class activity	0,5	Oral exam	1	Other	
2.10. Grading and evaluating students` work during classes and on the exam	During the course classes students can attend two colloquia. At each colloquium they should achieve a minimum of 50% points so that they can take the oral exam. Students who have not successfully passed one of two colloquia have the right to take the correctional colloquium. If the students do not pass the colloquia, they have the possibility of passing through the written exam, in which they must achieve at least 50% points in order to obtain the right to go to the oral exam. After successfully passing part of the exam, through colloquia or written exam, students take the oral part of					

	the exam, which determines the final grade. The final grade is based on the weighted sum of points earned in the classroom, written exam or colloquium and oral exam.		
2.11. Compulsory literature (available in the library and via other media)	Title	Number of copies in the library	Availability via other media
	Šorić K. Zbirka zadataka iz matematike s primjenom u ekonomiji, Element, Zagreb 2011. (odabrana poglavlja)	7	X
	Šego B., Lukač Z., Financijska matematika, Udžbenici Sveučilišta u Zagrebu, Zagreb 2011. (odabrana poglavlja)	5	
Babić Z., Tomić Plazibat N., Poslovna matematika, Ekonomski fakultet Split, 2003. (odabrana poglavlja)	8		
2.12. Additional literature (at the moment of changes and/or amended of study programme)	Babić Z., Tomić N., Aljinović Z., Matematika za ekonomiste, Ekonomski fakultet Split, 2004. Harshbarger R.J., Reynolds J.J., Mathematical Applications for the Management, Life and Social Sciences, Houghton Mifflin Company, Boston, 2004. Teaching material and exercises		X (elearning, handouts)
2.13. Quality assurance methods that ensure the acquisition of knowledge, skills and competences	The control of students' work quality and the acquisition of necessary knowledge and skills will be ensured through interactive work. By keeping track of attendance and student activity during classes and provided information on students` progress through short colloquiums and homework, information for further guidance to students will be provided in order to increase the efficiency of their work. Students will be informed about their rights and obligations as well as the methods of work and the required literature. Indicators of quality assurance system: Student survey, monitoring of annual data from the Croatian employment service on the annual state of student employment, surveys from employers and Alumni association.		

1. GENERAL INFORMATION			
1.1. Course lecturer	doc. dr. sc. Dragan Zlatović, prof. v. š.	1.7. Credit score (ECTS)	6
1.2. Course title	COMMERCIAL LAW	1.8. Forms of teaching (number of hours Lecturing +Practical exercises + Seminars + e learning)	45L + 15 S
1.3. Assistants and/or associates		1.9. Level of e- learning application (1 st , 2 nd , 3 rd level), percentage of on line course performance (max. 20%)	

1.4. Study programme (specialist, undergraduate, graduate)	undergraduate	1.10. Number of course revisions	2
1.5. Course status (obligatory, optional)	obligatory	1.11. Modernization	+
1.6. Year of study	I	1.12. Percentage estimate of course changes and/or supplements	Less than 20% x More than 20 % □
2. COURSE DESCRIPTION			
2.1. Course objectives	General and specific knowledge of the system of commercial law in the Republic of Croatia, including general and specific knowledge that enables the understanding and identification of companies, analysis and synthesis of information on companies, developed ability to acquire acquired knowledge in solving various practical problems related to companies, their organization , management and business. Furthermore, the aim of the course is to enable students to understand and valorise certain forms of trade agreements, particularly those applicable in the field of hospitality and tourism and in the field of contemporary digital environments		
2.2. Terms of course entry and required competences	Conditions for enrollment of the first year of study.		
2.3. Learning outcomes on the study programme level	<p>To apply and link economic and professional terms in more complex written and oral communication in Croatian and foreign languages</p> <p>To organize and lead team work, and critically judge the opinions and attitudes of team members</p> <p>To individually and responsibly search relevant literature for reaching solutions and conclusions in Croatian and foreign languages</p> <p>To link basic terms and apply contents related to the area of law for the preparation of legal acts (contracts, rulebook) connected to a company or organization</p> <p>To develop team and interpersonal teamwork skills, master communication skills and presentation skills of set topics and tasks (case studies, projects, seminars) using advanced software tools for document creation, presentation and budget implementation</p>		
2.4. Expected learning outcomes on the course level	<p>Analyze the law of companies and commercial law, their relationship with each other and their relationship with other branches of law, and identify the fundamental concepts of the general part of the law and commercial contract law</p> <p>Categorize types of companies or trade agreements in Croatian law, identify the underlying characteristics of companies or named and unnamed trade law contracts, and explain common features, similarities and differences between individual types of companies in the Republic of Croatia and the EU and the practical reasons for the existence of companies as well as rights and obligations of contractual side of the contract.</p> <p>To interpret the applicable law, to judge which of the legal solutions offered is best suited to the establishment, organization and management of an individual society, to choose optimal contractual solutions to trade law and to demonstrate the manner of establishment, organization and operation of particular types of companies;</p> <p>Carry out procedures for determining legally relevant facts and decision on issues in the area of company law and commercial contract law and apply the relevant facts to relevant law</p>		

	<p>Use different databases on legal sources, jurisprudence and relevant legal literature when preparing a decision on various legal issues related to corporate governance and contract law.</p> <p>Compile drafts of simpler contracts and other founding and general acts of companies as well as explanations of these acts as well as certain trade agreements and plan the internal organization of a particular trading company.</p> <p>Recommend suggestions of optimal forms of companies and contractual relationships for each situation</p>	
2.5. Course content according to detailed curriculum schedule	<ol style="list-style-type: none"> 1. COMMERCIAL LAW AND THE LAW OF ASSOCIATION - commercial law, company law, legal power, corporate governance; 2. GENERAL CHARACTERISTICS OF TRADING UNDERTAKINGS - a trader, an individual trader, a trade company, a subcontractor, a subsidiary, a business, a company, a head office, an entry into the court register, conditions for starting a business; 3. MANAGEMENT AND REPRESENTATION OF COMPANIES - management bases, management entities, management forms, decision-making in a company, representation of companies; 4. PERSONAL COMPANIES - societies, persons, parenting, public companies 5. PERSONAL COMPANIES - a command society, a secret society, an economic interest association; 6. LIMITED LIABILITY COMPANY- concept, establishment, legal relations between members, bodies, simply a limited liability company; 7. PUBLIC LIMITED COMPANY (company limited by shares)- concept, share capital, shares, establishment; 8. PUBLIC LIMITED COMPANY - monistic and dualistic models of corporate government, termination of joint stock companies; 9. SPECIAL CAPITAL COMPANIES - Mutual Insurance Company, Credit Union, Credit Institution, Leasing Company, Factoring Company; 10. EUROPEAN LAW OF COMPANIES – legal source, European society (SE), European Economic Interest Grouping , European Cooperative Society (SCE) 11. RELATED COMPANIES - the term and types of affiliated companies (depending on the ruling, the corporation and the group of companies, the companies with mutual interests, the companies linked to entrepreneurial contracts; 12. STATUS CHANGES AND TERMINATION OF COMPANIES - status changes, transformation, bankruptcy, ways of termination of companies; 13. PARTICIPATION OF WORKERS IN MANAGEMENT OF COMPANIES - Workers 'Council, Workers' Assembly, European Works Council, Employee Representative; 14. INTELLECTUAL CAPITAL MANAGEMENT IN COMPANY - intellectual capital, intellectual property (patent, trademark, design, designation of origin, copyright), trade secret; 15. COMMERCIAL CONTRSCTS - the concept and types of legal affairs, general issues of binding law, commercial contracts, tourism contracts, liability for damage. 	
2.6. Teaching methods	<p>x lectures</p> <p><input type="checkbox"/> seminars and workshops</p> <p>x practical exercises</p> <p><input type="checkbox"/> distance education</p> <p><input type="checkbox"/> mixed e-learning</p> <p>x field teaching</p>	<p><input type="checkbox"/> independent tasks</p> <p><input type="checkbox"/> multimedia and network</p> <p><input type="checkbox"/> laboratory</p> <p>x mentoring</p> <p><input type="checkbox"/> other</p>
2.8. Students` obligations	<p>Lectures are performed using a combined method - ex cathedra / case. Theoretical curriculum is presented using computer presentations and handouts, while the practical content segment is presented through an analysis of typical cases, general acts, decisions and court judgments. Through the exercises students are introduced to the basic forms of founding companies. Students become acquainted with the drafting of founding acts and the procedure of registering a company in a court register. Students are required to attend classes. A regular student who is absent from more than 30% of the tuition fees determined by the study program will be denied the signature or will be unable to attend the exam.</p>	
		2.7. Comments:

2.9. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the credit score of the course)	Attendance	1,5	Written exam	2,5 (without colloquiums)	Project	
	Experimental work		Research		Practical work	0,5
	Essay		Report		Continuous examination	
	Colloquium	2,5 (without written exam)	Seminar paper	0,5	Other	
	Class activity	0,5	Oral exam	0,5	Other	
2.10. Grading and evaluating students` work during classes and on the exam	<p>All students are required to make a founding act of limited liability company, using compulsory legal literature and legal sources, forms, independence in search of databases and registers, and use of other sources, jurisprudence and comments. In the practical part of the lessons students are obliged to compile an independent founding act of the company and prepare a form for registering the company in the court register. Students are obliged to develop seminar work in the area of law, especially through analysis of regulations or judicial solutions. During the course of the course, students can write two colloquia for the purpose of checking the knowledge of the part of the material to which the colloquy relates. Students who place both colloquia with a minimum grade are eligible to enroll in the assessment obtained on the basis of the results of the colloquium and seminar work without the need for examinations. They are obliged to apply for the exam in the regular exam period. Students who fail to complete the course through a colloquium will have a final exam in which they must achieve a minimum of 50% + 1 point on a written exam. The exam passes students with 50% points on the written exam or those who want a higher grade than the one earned on a written exam.</p>					
2.11. Compulsory literature (available in the library and via other media)	Title				Number of copies in the library	Availability via other media
	ZLATOVIĆ, D., Upravljanje trgovačkim društvima, Libertin naklada, Rijeka, 2014. VUKELIĆ, M., Trgovačko pravo i pravo društava za poduzetnike i menadžere, VERN, Zagreb, 2016. (str. 161. – 328.) Zakon o trgovačkim društvima Zakon o preuzimanju dioničkih društava Zakon o sudskom registru Zakon o obveznim odnosima					
2.12. Additional literature (at the moment of changes and/or amended of study programme)	1. PETROVIĆ, S., CERONJA, P., Osnove prava društava, Pravni fakultet u Zagrebu, Zagreb, 2013. 2. GORENC, V. , Trgovačko pravo – ugovori, Školska knjiga, Zagreb, 2000. 3.VEROVIĆ, M., Osnove trgovačkog (ugovornog) prava, Effectus, Zagreb, 2014. 4. ZLATOVIĆ, D., Upravljanje intelektualnim vlasništvom i marketing, Libertin nakalda, Rijeka, 2018.					

2.13. Quality assurance methods that ensure the acquisition of knowledge, skills and competences	<p>The control of students' work quality and the acquisition of necessary knowledge and skills will be ensured through interactive work. By keeping track of attendance and student activity during classes and provided information on students` progress through short colloquiums and homework, information for further guidance to students will be provided in order to increase the efficiency of their work. Students will be informed about their rights and obligations as well as the methods of work and the required literature.</p> <p>Indicators of quality assurance system: Student survey, monitoring of annual data from the Croatian employment service on the annual state of student employment, surveys from employers and Alumni association.</p>
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3. GENERAL INFORMATION			
1.1. Course lecturer	Nikolina Gaćina mag.ing., Senior Lecturer	1.7. Credit score (ECTS)	6
1.2. Course title	Food and beverage technology	1.8. Forms of teaching (number of hours Lecturing +Practical exercises + Seminars + e learning)	60 Lecturing + 30 Seminars
1.3. Assistants and/or associates		1.9. Level of e- learning application (1 st , 2 nd , 3 rd level), percentage of on line course performance (max. 20%)	1. level – Materials are available online, 0%
1.4. Study programme (specialist, undergraduate, graduate)	Professional Undergraduate Studies of Management, direction of study Tourism Management	3.10. Number of course revisions	3.
1.5. Course status (obligatory, optional)	Obligatory	3.11. Modernization	Yes
1.6. Year of study	I, 2nd semester	1.12. Percentage estimate of course changes and/or supplements	Less than 20%
2. COURSE DESCRIPTION			
2.1. Course objectives	Adoption of basic knowledge of the importance of food and nutrition for human health, basic nutrients, types of foods and their "substitutions" in specific diet regimes, nutritional and energy value of food, and the role of authentic and / or traditional Croatian products and world food in a gastronomic offer.		
2.2. Terms of course entry and required competences	No conditions		
2.3. Learning outcomes on the study programme level	<ul style="list-style-type: none"> • to organize and work in the team, and critically judge the opinions and attitudes of the team's stakeholders • to independently and responsibly search for relevant literature for decision and conclusion in Croatian and foreign language 		

	<ul style="list-style-type: none"> • to develop teamwork and interpersonal skills to work in teams, to master communication skills and presentation skills in given topics and tasks (case studies, projects, seminars) using advanced software tools for creating documents, presentations and implementation of the budget • to analyse new roles of organizations, systems, processes, products and services, and quality standards in the company, and propose valorisation of new trends in companies and organizations • to suggest and evaluate the importance of food and nutrition, and hygienically correct production and preparation of food in tourism
2.4. Expected learning outcomes on the course level	<p>After successfully mastering the course topics, students will be able to</p> <ul style="list-style-type: none"> • Analyze and differentiate the function of food and nutrients in the human body • Analyze and differentiate the role of meat and meat products, fish and eggs in food and substitutes in specific eating regimes • Analyze and differentiate the role of milk and dairy products as well as alternative milk of plant origin • Analyze and differentiate the role of fruits and vegetables and their products in human nutrition • Analyze and comment on the labelling of Croatian products and analyze the composition and manner of preparation of Croatian authentic dishes and beverages • Analyze and distinguish the role of grain and processed products and their alternatives in the gluten free diet • Analyze and argue the importance of confectionery products and alternative sweeteners • Analyze and compare methods of conservation, storage, packaging and food declaration • Analyze and compare the production of wine, beer, soft drinks and beverages and strong alcoholic beverages • Analyze and comment on the role of fats and oils • Analyze and comment on the implementation of food safety in restaurants
2.5. Course content according to detailed curriculum schedule	<ol style="list-style-type: none"> 1. Introduction, Digestion, Nutrition (4 hours of lectures) 2. Food, Macronutrients, How to write seminar paper and seminar topic selection (4 hours of lectures, 2 hours of seminars), 3. Micronutrients, Food and Drink Consumption Norms (4 hours of lectures, 2 hours of seminars), 4. Milk and Dairy Products, Alternative Milk of animal and plant origin, Eggs, Meal Offers (4 hours of lectures, 2 hours of seminars), 5. Meat and meat products, Seminar presentations (4 hours of lectures, 2 hours of seminars), 6. Fish and fish products, molluscs, shellfish and crustaceans, Seminar presentations (4 hours of lectures, 2 hours of seminars), 7. Vegetables and vegetable products, Seminar presentations (4 hours of lectures, 2 hours of seminars), 8. Fruit and fruit products, 1st Colloquium, Seminar presentations (4 hours of lectures, 2 hours of seminars), 9. Cereals and cereal products, Seminar presentations (4 hours of lectures, 2 hours of seminars), 10. Fats and oils, Confectionery products, Seminar presentations (4 hours of lectures, 2 hours of seminars), 11. Guest lecture, Conservation and storage of food, Seminar presentations (4 hours of lectures, 2 hours of seminars), 12. Wine, Beer, Seminar presentations (4 hours of lectures, 2 hours of seminars), 13. Strong alcoholic beverages, Non-alcoholic drinks, Seminar presentations (4 hours of lectures, 2 hours of seminars), 14. HACCP, GM food, ECO food, Dietary foods, Project assignment (4 hours of lectures, 2 hours of seminars), 15. Food Declaration, Project assignment, Seminar presentations (4 hours of seminars, 2 hours of seminars)

2.6. Teaching methods	<input type="checkbox"/> lectures <input type="checkbox"/> seminars and workshops <input type="checkbox"/> field teaching	<input type="checkbox"/> independent tasks <input type="checkbox"/> multimedia and network <input type="checkbox"/> mentoring	2.7. Comments:			
2.8. Students` obligations	<p>Full-time students must attend 70% of lectures and seminars, while part-time students must attend 50% of lectures and seminars. Full and part-time students must:</p> <ol style="list-style-type: none"> 1. Take theme for seminar paper which is fixed to the respective dates of classes 2. One week before seminar paper presentation, students must bring word document of seminar paper for review to course lecturer in electronic or paper form, or send it to the official course lecturer`s e-mail: nikolina@vus.hr (1st reading of the paper); if correction or supplementation is required, the student must correct the seminar paper according to the lecturer's instructions and resend it to second review (2nd reading) 3. After seminar paper approval, students must make a Power Point presentation and sent it for review to the official mail: nikolina@vsu.hr 4. Presentation of seminar paper must be attended in previously agreed term 5. After successful seminar paper presentation, students must create a project assignment on the course 					
2.9. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the credit score of the course)	Attendance	3 ECTS	Written exam	1,25 ECTS (without colloquim exam)	Project	0,25 ECTS
	Experimental work		Research		Practical work	
	Essay		Report		Continuous examination	
	Colloquium	1,75 ECTS (without written and oral exam)	Seminar paper	1 ECTS	Other	
	Class activity		Oral exam	0,5 ECTS (without colloquim exam)	Other	
2.10. Grading and evaluating students` work during classes and on the exam	<p>Students have the possibility of passing exams through partial exams - 3 colloquia and regular written and oral exams. Regular attendants who have a minimum of 70% lecture attendance as well as part-time students who have a minimum of 50% lecture attendance who reported going to the colloquium, can attend the 1st colloquim. Only the students who have passed the 1st colloquium can attend the 2nd one, so attendance to 2nd colloquium is not required. Also the students who have passed the 2nd colloquium can attend the 3rd one and attendance to 3rd colloquium is not required If a student passes all three colloquium, the oral exam is not mandatory, only if a student is not satisfied with the overall grade or wants to take the oral exam for higher grade. Students who go to a regular written examination deadline must have a minimum of 50% to attend the oral exam. Overall rating is derived from the compilation: attending classes, evaluated seminar paper, oral exam and written exam. The overall grade includes: lecture attendance, seminar paper evaluation, oral and written exams. Lecturer`s signature is a prerequisite for attending the regular exams. For lecturer`s signature regular students must have a minimum 70% of lecture attendance; written , presented and evaluated seminar paper, while part-time studensts students must have a minimum 50% of lecture attendance , and written , presented and evalueted seminar paper.</p>					

	Title	Number of copies in the library	Availability via other media
2.11. Compulsory literature (available in the library and via other media)	<ol style="list-style-type: none"> 1. Gaćina N (2013): Food and Beverage Technology, Internal Script – handouts Polytechnic of Šibenik, Šibenik 2. Katalinić V (2011): Basic of Nutrition , Faculty of Chemistry and Technology of the University of Split, Split (selected chapters) 3. Šimundić B (2008): Food, Nutrition and Health, Faculty of Tourism and Hotel Management in Opatija, Opatija (selected chapters) 4. Mandić M (2007): Nutrition Science, J.J. Strossmayer in Osijek, Faculty of Food Technology, Osijek (selected chapters) 	8	e-learning VUŠ-a On-line On-line
2.12. Additional literature (at the moment of changes and/or amended of study programme)	<ol style="list-style-type: none"> 1. Gaćina N (2014): Nutrition and tourism: Food and tourism I, Textbook of Polytechnic in Šibenik, Šibenik 2. Krešić G (2012): Trends in Nutrition, Faculty of Tourism and Hospitality Management, Opatija 3. Kažinić Kreho L (2009): 21st Century Nutrition, Profile, Zagreb 4. Mateljan G (2008): The healthiest food in the world, Planetoterapija, Zagreb 5. Vranešić D, Alebić I (2006): Food in Magnifying Glass: How to Understand and Apply Nutrition Science?, Profile International, Zagreb 	4 3 1 4	e-learning VUŠ-a
2.13. Quality assurance methods that ensure the acquisition of knowledge, skills and competences	<p>The control of students' work quality and the acquisition of necessary knowledge and skills will be ensured through interactive work. By keeping track of attendance and student activity during classes and provided information on students` progress through short colloquiums and homework, information for further guidance to students will be provided in order to increase the efficiency of their work. Students will be informed about their rights and obligations as well as the methods of work and the required literature.</p> <p>Indicators of quality assurance system: Student survey, monitoring of annual data from the Croatian employment service on the annual state of student employment, surveys from employers and Alumni association.</p>		

4. GENERAL INFORMATION			
1.1. Course lecturer	Ivana Bratić	1.7. Credit score (ECTS)	3
1.2. Course title	Business English II	1.8. Forms of teaching (number of hours Lecturing +Practical exercises + Seminars + e learning)	30 (Lecturing) + 15 (exercises)
1.3. Assistants and/or associates	Goran Crnica	1.9. Level of e- learning application (1 st , 2 nd , 3 rd level), percentage of on line course performance (max. 20%)	2nd

1.4. Study programme (specialist, undergraduate, graduate)	Undergraduate professional study of management /IT management	4.10. Number of course revisions	3rd
1.5. Course status (obligatory, optional)	Obligatory	4.11. Modernization	YES
1.6. Year of study	1 st year	1.12. Percentage estimate of course changes and/or supplements	Less than 20% x More than 20 % □
2. COURSE DESCRIPTION			
2.1. Course objectives	The students will be offered essential knowledge of English required for mastering the text, either in reading or speaking. They will comprehend the difference in the use of basic grammatical tenses, adopt new vocabulary related to the language of the business as well as that of international business and economics.		
2.2. Terms of course entry and required competences	/		
2.3. Learning outcomes on the study programme level	<p>After successfully mastering of Business English 2 course, students will be able to:</p> <ol style="list-style-type: none"> 1. Compare and link economic and business terms in more complex written and oral communication in Croatian and English 2. Develop interpersonal and teamwork skills, master the communication skills and presentation skills in English 3. Organize teamwork and critically judge the opinions and attitudes of team members in English 4. Analyse basic concepts related to the area of economics, management, accounting and finance in English and be able to link and be able to translate them properly in Croatian language 5. Explore, individually and responsibly, through the relevant literature in Croatian and English language different solutions 6. Translate documents or text of business-economic character from English into Croatian and vice versa 		
2.4. Expected learning outcomes on the course level	<p>After successfully mastering of Business English 2 course, students will be able to:</p> <ol style="list-style-type: none"> 1. Describe and define the basic verb tenses in English 2. Explain the Difference (Identify Similarities and Differences) in Using English Verb tenses and in Relation to Croatian Language 3. Understand and explain the terms in the business-economic area with their words in English 4. Analyse (understand and translate) a certain text of business-economic character 5. Explain yourself with your own words on topics covered during the course 6. Create a new syntactic structure based on the learned material 7. Communicate in English and be able to justify your own opinion <p>Practical and Generic Skills:</p> <p>After the students successfully master the course of Business English 2, they will be able to specify and to explain basic grammar tenses in English. They will know how to recognize them in the text and properly translate them in written and oral form.</p>		

They will be able to interpret, in English, the concepts and lexis from business legal world as well as to recognize them within the text as a part of the syntactic structure. They will also be able to translate that vocabulary in the context of the Croatian language.

	LECTURES THE COURSE LEVEL Thematic unit	EXERCISES Thematic unit	EXPECTED LEARNING OUTCOMES ON
2.5. Course content according to detailed curriculum schedule	1. Outsourcing: „The great job migration“	Offshoring, Collocations Making and responding to suggestions	Students will be able to accurately explain the difference between the concept of "outsourcing" and "offshoring". They will know how to properly paraphrase business vocabulary in English language.
	2. Modal verbs	Sentence completion and translation	Students will know how to properly use the English modal verbs in spoken and written language.
	3. Conditionals; Type 1	The conditional sentences, practice	Students will know how to form Conditional sentence and how to use it correctly in writing and speaking as well as to explain the form and the meaning.
	4. Conditional sentence; Type 2 and Type 3	Speaking, vocabulary practicing	Students will know how to form Conditional sentence and how to use it correctly in writing and speaking as well as to explain the form and the meaning.
	5. Finance; The bottom line, The profit and loss	Adjectives and adverbs	Students will know to explain the concepts related to finance. They will be able to understand and use the new vocabulary and to paraphrase it in English, as well as to find an adequate translation into Croatian language. As a verification of understanding, they will be able to make A discussion in English about the relevant topic and answer the questions of understanding.

	6. Passive voice	Passive sentence practicing	Students will learn the rules regarding the formation of Passive Voice in English. They will know how to transform an active sentence to passive one paying attention to a correct use of verb tenses, pronouns and adverbs of time.
	7. Recruitment; Hiring for the future A full house	Relative pronouns Word-building Small-talk	Students will know to explain the term „recruitment“ and other related vocabulary. They will be able to understand and use new business vocabulary and to paraphrase it in English, as well as to find an adequate translation into Croatian language. As a verification of understanding, they will be able to make a discussion in English about the relevant topic and answer the questions of understanding.
	8. Relative pronouns	Career skills, attitudes to personal space	Students will know how to differentiate and use correctly the relative pronouns in writing and speaking.
	9. Review 1	Review 1	Students will be able to fill grammatical tasks in writing (related to the grammar units covered during the course). Concerning vocabulary exercises, they are expected to know how to use the new business terminology in writing.
	10. Counterfeiting Imitating property is theft	Prefixes Career skills; Giving reasons	Students will know to explain the term „counterfeiting“ as well as to explain the difference between the terms patent, copyright and trademark and other business vocabulary regarding this issue. They will be able to understand and use the new vocabulary and to paraphrase it in English, as well as to find an adequate translation into Croatian language. As a verification of understanding, they will be able to make a discussion in English about the relevant topic and answer the questions of understanding.
	11. Markets „Going, going, gone“	Compound nouns Making and responding to offers	Students will know to explain the term „marketplace“, as well as <i>negotiation, price-setting, supply/demand</i> and <i>electronic marketplace</i> and other business vocabulary regarding this issue. They will be able to understand and use the new vocabulary and to paraphrase it in English, as well as to find an adequate

			<p>translation into Croatian language. As a verification of understanding, they will be able to make a discussion in English about the relevant topic and answer the questions of understanding.</p>	
	12. Lobbies	Vocabulary and language check	<p>Students will be able to explain the term „lobbies“ and other related business terminology. They will be able to understand and use new vocabulary and to paraphrase it in English, as well as to find an adequate translation into Croatian language. As a verification of understanding, they will be able to make a discussion in English about the relevant topic and answer the questions of understanding.</p>	
	13. Reported speech	Reported sentence formation	<p>Students will know how to transform the sentence from direct to indirect speech. They will learn the rules related to the form of indirect sentence (statements, questions and exclamations). Particular attention will be paid to "backshift" in the use of indirect sentences.</p>	
	14. Communication „Coping with infoglut“	Information overload	<p>Students will be able to explain the term "information overload", and the related terms and vocabulary. They will be able to understand and use the new vocabulary and to paraphrase it in English, as well as to find an adequate translation into Croatian language. As a verification of understanding, they will be able to make a discussion in English about the relevant topic and answer the questions of understanding.</p>	
	15. Review 2	Review 2	<p>Students will be able to fill grammatical tasks in writing (related to the grammar units covered during the course). Concerning vocabulary exercises, they are expected to know how to use the new business terminology in writing.</p>	

2.6. Teaching methods	x lectures <input type="checkbox"/> seminars and workshops X practical exercises <input type="checkbox"/> distance education <input type="checkbox"/> mixed e-learning <input type="checkbox"/> field teaching	x independent tasks x multimedia and network <input type="checkbox"/> laboratory <input type="checkbox"/> mentoring <input type="checkbox"/> other	2.7. Comments: Teaching is conducted in the form of lectures ex-cathedra in combination with interactive teaching and independent learning. Interactive teaching implies active participation of students in teaching process in terms of analysing, discussing and individual text processing. By analysing and processing the text, vocabulary and expert phraseology are adopted, and by solving grammar exercises, students master the grammar as a prerequisite for creating a more complete vision of the structure of the English sentence. Students are encouraged to participate actively in teaching. Their creativity is also encouraged in order to master the grammatical and syntactic structure of the English language.			
2.8. Students` obligations	Regular students are required to attend lessons for at least 70% of teaching hours. Extraordinary students have the obligation to attend lessons in the amount of at least 50% of teaching hours. If students do not meet the requirement to attend the course, they will be deprived of their signature at the end of the semester. Likewise, students who attend regular classes will have the opportunity to attend the colloquia, while non-regular students will not have such a chance.					
2.9. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the credit score of the course)	Attendance	0,25	Written exam	1 (without colloquia)	Project	
	Experimental work		Research		Practical work	
	Essay	0,25	Report		Continuous examination	0,25
	Colloquium	1 (without the written exam)	Seminar paper		Other	
	Class activity	0,25	Oral exam	1	Other	
2.10. Grading and evaluating students` work during classes and on the exam	Linking Learning Outcomes with Knowledge Verifications: As stated above in the Section 2.7, since teaching is conducted in combination with interactive teaching and independent learning, which implies the active participation of students in the classroom, the evaluation by the teacher is already carried out during the lesson itself in terms of the active participation of the student. Active participation in teaching involves solving the grammar exercises that the students are given at the beginning of each lesson as a "worming up activity". By doing that activity, the students refresh their knowledge to be able to connect it to a new language structures. The same principle of exercise is repeated after the introduction of a new task (unit); students are given the handouts to analyse and fill in. After that, reading and verbal verification follows. By using this method, the teacher gets the insight in the knowledge of the students, their comprehension, attendance and the interest for the subject as a whole. Therefore, the way of checking their language competences is through essays, tasks, reading activity, translation and language exercises.					

	<p>In addition to this monitoring of student activities, as a formal way of examining knowledge, two colloquia are organized, through which the students (if they get a minimum score) have the opportunity to pass a written part of the exam in Business English 2 and to access the entire exam.</p> <p>The oral part implies the verbal examination written and answering questions related to the legal vocabulary that was processed during the course.</p>		
2.11. Compulsory literature (available in the library and via other media)	Title	Number of copies in the library	Availability via other media
	„Intelligent Business“, Coursebook, Intermediate Business English, Tony Trappe, Graham Tullis, Pearson Longman	5	DA
2.12. Additional literature (at the moment of changes and/or amended of study programme)	1. „Osnovna gramatika engleskog jezika“, Ivana Bratić, Veleučilište u Šibeniku (<i>e izdanje</i>)	1	DA
	2. „Intelligent Business“, Skills Book, Intermediate Business English, Cristine Johnson, Pearson Longman	1	DA
	3. „Intelligent Business“, Workbook, Intermediate Business English, Luise Pile, Pearson Longman	1	DA
2.13. Quality assurance methods that ensure the acquisition of knowledge, skills and competences	<p>The control of students' work quality and the acquisition of necessary knowledge and skills will be ensured through interactive work. By keeping track of attendance and student activity during classes and provided information on students` progress through short colloquiums and homework, information for further guidance to students will be provided in order to increase the efficiency of their work. Students will be informed about their rights and obligations as well as the methods of work and the required literature.</p> <p>Indicators of quality assurance system: Student survey, monitoring of annual data from the Croatian employment service on the annual state of student employment, surveys from employers and Alumni association.</p>		

3. GENERAL INFORMATION			
1.1. Course lecturer	Goran Crnica	1.7. Credit score (ECTS)	3
1.2. Course title	Business German 2	1.8. Forms of teaching (number of hours Lecturing +Practical exercises + Seminars + e learning)	30L+15P
1.3. Assistants and/or associates		1.9. Level of e-learning application (1 st , 2 nd , 3 rd level), percentage of online course performance (max. 20%)	3

1.4. Study programme (specialist, undergraduate, graduate)	Undergraduate professional study of management /IT management	3.10. Number of course revisions	2
1.5. Course status (obligatory, optional)	Optional	3.11. Modernization	Yes
1.6. Year of study	1 st	1.12. Percentage estimate of course changes and/or supplements	Less than 20% X More than 20 % □
2. COURSE DESCRIPTION			
2.1. Course objectives	The aim of the course is to master basic language structures, lexis and grammar from the German language. Special attention is given to improving listening, speaking, reading and writing techniques in tourism and management. The vocabulary of Business German is used at a lower level. By attending a foreign language course, students become familiar with new communication systems that allow them to participate more easily and directly in world affairs and to get to know the elements of German culture and civilisation of the German speaking countries. Learning a foreign language is in line with the desire to preserve the richness of the diversity of Europe and to promote the development of a culture of dialogue and civilisation.		
2.2. Terms of course entry and required competences	Knowledge of basic German language is welcome but not indispensable.		
2.3. Learning outcomes on the study programme level	<ul style="list-style-type: none"> - (1) To apply and link economic terms in more complex written and oral communication in Croatian and foreign languages - (3) To individually and responsibly search relevant literature for reaching solutions and conclusions in Croatian and foreign languages 		
2.4. Expected learning outcomes on the course level	<ul style="list-style-type: none"> -to use some of the general language competences at level A1 and A2 of the Common European Framework of Reference for Languages (CEFR) -to identify grammatical structures and vocabulary in texts and tasks, and to apply them correctly -to understand basic business vocabulary -to listen to and read short texts in areas worked on during the course - to analyse, interpret and critically assess expert texts worked on during the course -to analyse and evaluate the attitudes presented by students, and to express your own views -to give an oral curriculum vitae in the German language -to communicate on the basic level in German on a course topic 		

2.5. Course content according to detailed curriculum schedule

LECTURES			SEMINARI / VJEŽBE		
WEEK	HOURS	TOPIC	WEEK	HOURS	TOPIC
1	2	Wohnungssituation in Deutschland	1	1	Maskuline Nomen für Lebewesen; Substantivierte Adjektive
2	2	Sozialer Wohnungsbau in Wien	2	1	Präpositionen mit dem Dativ; Präsens des Verbs: nehmen
3	2	Straßen und Verkehr in deutschen Städten	3	1	Verben mit trennbarem Präfix
4	2	Keine Autos in der Innenstadt	4	1	Präpositionen mit Dativ und Akkusativ
5	2	Das Mobiltelefon verändert den Alltag	5	1	Komparativ und Superlativ
6	2	Das mobile Fernsehen	6	1	Präteritum des Verbs dürfen; Nebensätze
7	2	Was essen die Deutschen?	7	1	Deklination des Adjektivs ohne Verb
8	2	Essen früher und heute. - Wiederholung	8	1	Präsens des Verbs essen; Perfekt der Verben: sagen, essen und Kurzer Test zur Selbstbewertung
9	2	Lebensqualität und Lebensstandard	9	1	Verwendung des Perfekts und Präteritums; Partizip II.
10	2	Folgen des zu großen Konsums	10	1	Rektion der Verben, Rektion der Nomen glagola, rekcija imenica
11	2	Öffentliche Verkehrsmittel	11	1	Passiv: Präsens und Präteritum der dritten Person Singular

	12	2	Transrapid, die schnelle Magnetbahn	12	1	Nebensätze mit "ob" eingeleitet	
	13	2	Kurzgespräche	13	1	Infinitiv mit "zu"; Finalsätze mit „um“, „zu“ und dem Infinitiv	
	14	2	Fremdsprachen lernen	14	1	Konjunktiv Präteritum der Verben: sein, haben, können, müssen, sollen, wissen	
	15	2	Sprachen in der EU - Wiederholung	15	1	Präsens des Verbs „mögen“, die Verbform „möchte“, Nebensätze - Kurzer Test zur Selbstbewertung	
2.6. Teaching methods	<input checked="" type="checkbox"/> lectures <input type="checkbox"/> seminars and workshops <input checked="" type="checkbox"/> practical exercises <input type="checkbox"/> distance education <input type="checkbox"/> mixed e-learning <input checked="" type="checkbox"/> field teaching		<input type="checkbox"/> independent tasks <input checked="" type="checkbox"/> multimedia and network <input type="checkbox"/> laboratory <input type="checkbox"/> mentoring <input type="checkbox"/> other		2.7. Comments:		
2.8. Students` obligations	Regular students are required to attend classes at least 70%, which is also a requirement for obtaining the lecturer`s signature. For students with part-time status, a minimum presence of 50% is required. The obligation of each student is to regularly inform oneself about the course. All notices about maintenance or eventual postponement of lectures or exercises will be published on the web site of the Polytechnic of Šibenik and the e-learning page of the course, where all the information on the course as well as the teaching materials and the list of literature are also available.						
2.9. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the credit score of the course)	Attendance	0,5	Written exam	1	Project		
	Experimental work		Research		Practical work		
	Essay		Report		Continuous examination		
	Colloquium		Seminar paper		Homework	0,5	

	Class activity	0,5	Oral exam	0,5	Other	
2.10. Grading and evaluating students` work during classes and on the exam	The students` acquired knowledge is checked during course classes. Special attention is paid to evaluation during the teaching process itself, with special attention to the active participation of the students in the classroom and to homework. The final exam consists of a written and oral part.					
2.11. Compulsory literature (available in the library and via other media)	Title				Number of copies in the library	Availability via other media
	1. Marčetić, Tamara: Njemački u komunikaciji: uvod u jezik njemačke i austrijske svakodnevnice i u jezik medija, Školska knjiga, Zagreb, 2005.				10	X
2.12. Additional literature (at the moment of changes and/or amended of study programme)	www.goethe.de				10	X (elearning, handouts)
2.13. Quality assurance methods that ensure the acquisition of knowledge, skills and competences	<p>The control of students' work quality and the acquisition of necessary knowledge and skills will be ensured through interactive work. By keeping track of attendance and student activity during classes and provided information on students` progress through short tests and homework. Information for further guidance to students will be provided in order to increase the efficiency of their work. Students will be informed about their rights and obligations as well as the methods of work and the required literature.</p> <p>Indicators of quality assurance system: Student survey, monitoring of annual data from the Croatian employment service on the annual state of student employment, surveys from employers and Alumni association.</p>					

1. GENERAL INFORMATION			
1.1. Course lecturer	Ivana Kardum Goleš	1.7. Credit score (ECTS)	3
1.2. Course title	Business Italian language II	1.8. Forms of teaching (number of hours Lecturing +Practical exercises + Seminars + e learning)	30L+15P

1.3. Assistants and/or associates		1.9. Level of e- learning application (1 st , 2 nd , 3 rd level), percentage of on line course performance (max. 20%)	3	
1.4. Study programme (specialist, undergraduate, graduate)	Undergraduate professional study of management /IT management	1.10. Number of course revisions	2	
1.5. Course status (obligatory, optional)	Optional	1.11. Modernization	Yes	
1.6. Year of study	1 st	1.12. Percentage estimate of course changes and/or supplements	Less than 20% X More than 20 % □	
2. COURSE DESCRIPTION				
2.1. Course objectives	The aim of the teaching process and course is to extend language structures, lexicon and grammar. Special attention is paid to improving the techniques of reading, understanding, writing and speaking in the field of tourism and management. Governing the vocabulary of the profession at a lower level. The curriculum is aimed at introducing students into new communication systems and enabling their easier and more direct inclusion in world events and acquainting with the elements of the culture and civilization of the people of the Italian speaking area. Learning a foreign language is in line with the aspiration to preserve the richness of the diversity of multi-faceted Europe as well as with fostering the development of the culture of dialogue and civilization.			
2.2. Terms of course entry and required competences	Completed course Business Italian language I			
2.3. Learning outcomes on the study programme level	<ul style="list-style-type: none"> - To apply and link economic terms in more complex written and oral communication in Croatian and foreign languages - To individually and responsibly search relevant literature for reaching solutions and conclusions in Croatian and foreign languages 			
2.4. Expected learning outcomes on the course level	<ul style="list-style-type: none"> - to understand and apply the basic terminology in Italian language related to business and tourism - to recognize and apply the basic grammatical structures on texts and tasks - to reproduce a summary of the text in Italian - to be able to read and analyse short texts in the areas that are discussed during the lessons - to be able to listen to shorter conversations and deal with them in this regard - to describe ways of promoting services and products, types of tourism in Italian - to describe national parks in the Republic of Croatia, administrative and political division, typical menu, characteristics of tourist destinations - to write agenda in Italian - to recognize and apply the basic grammatical structures on texts and tasks using a part of general language competences at level A2 - to be able to communicate on a basic level in a foreign language within the subjects of a course such as accommodation, reservation, ordering 			
2.5. Course content according to detailed curriculum schedule	Facciamo pubblicità	1	1	I verbi riflessivi
	I modelli di fare pubblicità – marketing mix	2	1	Imperfetto

	Esigenze e caratteristiche principali di un prodotto	3	1	Passato prossimo vs imperfetto
	Croazia – struttura e amministrazione	4	1	Revisione
	I rapporti personali introduzione	5	1	Trapassato prossimo
	I tipi di turismo in Croazia	6	1	Revisione dei tempi passati
	Regole d'oro al telefono	7	1	Futuro semplice
	La cultura degli affari – culture a confronto	8	1	Futuro anteriore
	Preparare un viaggio	9	1	Revisione
	Promemoria e come fare l'agenda	10	1	Test
	Lo sviluppo del turismo in Croazia	11	1	Infinito
	Parma e Langhirano – produzione dei prodotti tipici	12	1	Gerundio
	I parchi nazionali	13	1	Lettera formale
	La cultura degli affari – questioni di tempo	14	1	Revisione

	Il menu italiano			15	1	Test	
2.6. Teaching methods	<input checked="" type="checkbox"/> lectures <input type="checkbox"/> seminars and workshops <input checked="" type="checkbox"/> practical exercises <input type="checkbox"/> distance education <input type="checkbox"/> mixed e-learning <input checked="" type="checkbox"/> field teaching		<input type="checkbox"/> independent tasks <input checked="" type="checkbox"/> multimedia and network <input type="checkbox"/> laboratory <input type="checkbox"/> mentoring <input type="checkbox"/> other		2.7. Comments:		
2.8. Students` obligations	Regular students are required to attend classes at least 70%, which is also a requirement for obtaining the lecturer`s signature. For students with part-time status, a minimum presence of 50% is required. The obligation of each student is to regularly inform oneself about the course. All notices about maintenance or eventual postponement of teaching will be published on the web site of the Polytechnic of Šibenik and the e-learning page of the course, where all the information on the course as well as the teaching materials and the list of literature are also available.						
2.9. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the credit score of the course)	Attendance	0,5	Written exam	1 (without colloquia)	Project		
	Experimental work		Research		Practical work		
	Essay		Report		Continuous examination		
	Colloquium	1 (without written exam)	Seminar paper		Other		
	Class activity	0,5	Oral exam	1	Other		
2.10. Grading and evaluating students` work during classes and on the exam	The students` acquired knowledge is checked during course classes. A special attention is paid to evaluating the students during the teaching process itself, with special attention being paid to the active participation of the students in the classroom. For the final evaluation, two written colloquia have a special importance during the semester. Students with a positive assessment of both colloquia have the right to take the oral exam at the first regular exam term. If a student successfully passes both the colloquia, the written part of the final exam is exempted and He/she is obliged to take only the oral exam. The final examination consists of a written and oral part.						
2.11. Compulsory literature (available in the library and via other media)	Title				Number of copies in the library	Availability via other media	
	L'ITALIANO IN AZIENDA, Giovanna Pelizza, Marco Mezzadri; GUERRA EDIZIONI, 2003. (selected chapters)				10	X	

<p>2.12. Additional literature (at the moment of changes and/or amended of study programme)</p>	<p>1. L'ITALIANO PER GLI AFFARI, N. Cherubini, Bonacci Editore, 2000. 2. Dizionario italiano-croato, M.Deanović, J.Jernej, Školska knjiga Zagreb</p>	<p>10</p>	<p>X (elearning, handouts)</p>
<p>2.13. Quality assurance methods that ensure the acquisition of knowledge, skills and competences</p>	<p>The control of students' work quality and the acquisition of necessary knowledge and skills will be ensured through interactive work. By keeping track of attendance and student activity during classes and provided information on students` progress through short colloquiums and homework, information for further guidance to students will be provided in order to increase the efficiency of their work. Students will be informed about their rights and obligations as well as the methods of work and the required literature. Indicators of quality assurance system: Student survey, monitoring of annual data from the Croatian employment service on the annual state of student employment, surveys from employers and Alumni association.</p>		

III. SEMESTER

5. GENERAL INFORMATION			
1.1. Course lecturer	Anita Grubišić	1.7. Credit score (ECTS)	6
1.2. Course title	Fundamentals of Accounting	1.8. Forms of teaching (number of hours Lecturing + Practical exercises + Seminars + e learning)	45L + 30P
1.3. Assistants and/or associates	Jelena Žaja	1.9. Level of e- learning application (1 st , 2 nd , 3 rd level), percentage of on line course performance (max. 20%)	1. level – materials available On-line, 0%
1.4. Study programme (specialist, undergraduate, graduate)	Undergraduate	5.10. Number of course revisions	2.
1.5. Course status (obligatory, optional)	Obligatory	5.11. Modernization	Yes
1.6. Year of study	II.	1.12. Percentage estimate of course changes and/or supplements	Less than 20% <input checked="" type="checkbox"/> More than 20 % <input type="checkbox"/>
2. COURSE DESCRIPTION			
2.1. Course objectives	Accounting, content and concept, accounting process and policies, international accounting standards and the environment in which it is developed and operates, accounting plan, asset accounting and amortization, accounting for liabilities and equity, cost accounting, income accounting, accounting of business results, inventory of assets and liabilities, acquisitions and consolidated reports, financial statements, financial indicators, understanding of financial statements, management accounting, inflation accounting, accounting ethics. Exercises include solving characteristic task groups as part of a written exam through examples of business events entries in the order of the RRIF Accounting Plan for Entrepreneurs.		
2.2. Terms of course entry and required competences	No conditions.		
2.3. Learning outcomes on the study programme level	To apply and link economic terms in more complex written and oral communication in Croatian and foreign languages. To individually and responsibly search relevant literature for reaching solutions and conclusions in Croatian and foreign languages. To collect, calculate and graphically display statistical data from the field of economics and business by using advanced software tools and further comment and analyse them. To analyse and link basic concepts and apply content related to the area of economics, management, accounting, and finance. To interpret business and financial reports and propose solutions to improve financial performance and profitability. To link basic terms and apply contents related to the area of law for the preparation of legal acts (contracts, rulebook) connected to a company or		

	organization. To use software packages to manage business units, processes, and organizations.					
2.4. Expected learning outcomes on the course level	To explain, link and analyse the features of accounting for entrepreneurs and financial reporting. To analyse the effects of key business transactions on financial statements. To classify business events. To compute and record business events in basic and auxiliary accounting books and records. To understand, link and analyse financial statements.					
2.5. Course content according to detailed curriculum schedule	Introductory lecture, Accounting concepts and content, Types of accounting, Accounting information users, Basic models of balance sheet and income statement, Accounting harmonization, Accounting documents and controls, Accounting types and accounts, Basic accounting categories, Accounting accounts, Chart of accounts for entrepreneurs, Rules in double-entry bookkeeping system, Legal accounting framework for financial accounting in Croatia, Fundamental financial statements, Accounting records, Tax system in the Republic of Croatia, Recording of business changes following the chart of accounts, Preparation of annual accounts, Repetition for exam, allocation of signatures. Exercises include solving characteristic task groups as part of a written part of exams through recording business events entries using RRIF Accounting Plan for Entrepreneurs.					
2.6. Teaching methods	<input type="checkbox"/> lectures <input type="checkbox"/> seminars and workshops <input type="checkbox"/> practical exercises <input type="checkbox"/> distance education <input type="checkbox"/> mixed e-learning <input type="checkbox"/> field teaching		<input type="checkbox"/> independent tasks <input type="checkbox"/> multimedia and network <input type="checkbox"/> laboratory <input type="checkbox"/> mentoring <input type="checkbox"/> assignments		2.7. Comments:	
2.8. Students` obligations	Attendance (in accordance with the Rulebook on Studying) and the preparation of homework assignments are required for signature.					
2.9. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the credit score of the course)	Attendance	1	Written exam (theory)	2	Project	
	Experimental work		Written exam (practical)	2	Practical work	
	Essay		Report		Continuous examination	0,5
	Colloquium		Seminar paper		Case studies	
	Class activity	0,5	Oral exam		Other	
2.10. Grading and evaluating students` work during classes and on the exam	Passing the theoretical part of the exam (written) is a prerequisite for taking the practical part of the exam, after which a student is permitted to take the oral exam. The written part of the exam is valid only once for the oral exam.					

2.11. Compulsory literature (available in the library and via other media)	Title	Number of copies in the library	Availability via other media
	1. Grubišić, A.; Osnove računovodstva, Veleučilište u Šibeniku, 2016.		Yes
2.12. Additional literature (at the moment of changes and/or amended of study programme)	1. grupa autora: Računovodstvo poduzetnika s primjerima knjiženja, X naklada, 2014, RRIF Plus, Zagreb	2	
2.13. Quality assurance methods that ensure the acquisition of knowledge, skills and competences	The control of students' work quality and the acquisition of necessary knowledge and skills will be ensured through interactive work. By keeping track of attendance and student activity during classes and provided information on students` progress through short colloquiums and homework, information for further guidance to students will be provided in order to increase the efficiency of their work. Students will be informed about their rights and obligations as well as the methods of work and the required literature. Indicators of quality assurance system: Student survey, monitoring of annual data from the Croatian employment service on the annual state of student employment, surveys from employers and Alumni association.		

1. GENERAL INFORMATION			
1.1. Course lecturer	Jasmina Sladoljev, univ. spec. oec., s.lec.	1.7. Credit score (ECTS)	6
1.2. Course title	MANAGEMENT	1.8. Forms of teaching (number of hours Lecturing + Practical exercises + Seminars + e learning)	45 + 0 + 15 + 0
1.3. Assistants and/or associates	/	1.9. Level of e- learning application (1st, 2nd, 3rd level), percentage of on line course performance (max. 20%)	1st level - materials available Online, 0%
1.4. Study programme (specialist, undergraduate, graduate)	Undergraduate professional study program Direction: Tourism management	1.10. Number of course revisions	First
1.5. Course status (obligatory, optional)	Obligatory	1.11. Modernization	yes
1.6. Year of study	2nd year	1.12. Percentage estimate of course changes and/or supplements	Less than 20% x
2. DESCRIPTION OF THE SUBJECT			
2.1. Course objectives	Introducing students with: - the main roles, tasks, activities and responsibilities of managers, the functions of management (planning, organizing, staffing, leadership and bussines control) - the role and importance of organizations management, processes and human resources		

	<ul style="list-style-type: none"> - making projects, take the obligation of all the elements for designing and starting a business in future - practical basics so that they themselves can take the manager role in their organization in the future - applying specific manager decision 					
2.2. Terms of course entry and required competences	No conditions					
2.3. Learning outcomes on the study programme level	<p>To organize and lead team work, and critically judge the opinions and attitudes of team members</p> <p>To individually and responsibly search relevant literature for reaching solutions and conclusions in Croatian and foreign languages</p> <p>To use planning, organizing, management and control methods on practical examples, analyze the problem and propose appropriate solutions to problem situations</p> <p>To analyze and link basic concepts and apply content related to the area of economics, management, accounting, and finance</p> <p>To develop team and interpersonal teamwork skills, master communication skills and presentation skills of set topics and tasks (case studies, projects, seminars) using advanced software tools for document creation, presentation and budget implementation</p> <p>To design and economically valorize entrepreneurial ideas, events, projects, products and services in the team and present them</p> <p>To analyze new roles of organizations, systems, processes, products and services and quality standards in companies and propose valorisation of new trends in companies and organizations</p> <p>To use software packages to manage business units, processes, and organizations</p>					
2.4. Expected learning outcomes on the course level	<p>Define, explain, and link key management and manager key concepts</p> <p>Analyze the impact of the environment on business process and systems and the appropriate adoption and suggestion of strategies</p> <p>Apply appropriate techniques for planning, organizing, managing human resources, managing, motivation, and control</p> <p>Assess the importance of managing operations and processes</p> <p>Understand the importance of corporate ethical behavior and social responsibility towards the environment</p> <p>Create mission, vision, goals, SWOT analysis of the company and define the company's strategy</p> <p>Develop organizational structure and create economic and labor relations in the enterprise</p> <p>Create a business development project, design products, define prices, sell sales and costs, identify competitors, buyers and sellers, and create a financial statement of revenue and operating expenses</p>					
2.5. Course content according to detailed curriculum schedule	LECTURES			SEMINARS / EXERCISES		
	Week	hours	Thematic unit	Week	Hours	Thematic unit
	1	3	Introduction lecture; management science theory and practice; Basic terms in management	1	1	Dividing teams for an entrepreneurial project
	2	3	The emergence and development of management theory	2	1	Designing companies, activities and scope of business
	3	3	Company environment; Ethics and social responsibility	3	1	Case study - ethics and social responsibility; Case study - Business Environment
4	3	Planning – concept; mission vision and goals SWOT analysis	4	1	Defining mission vision and goals - for the project company	

	5	3	Strategy and strategic planning; Decision making	5	1	Creating a SWOT analysis and strategy for a project company
	6	3	Guest lecture	6	1	BCG matrix; decision-making methods in conditions of uncertainty - solving the BCG matrix and making a conclusion
	7	3	Organization – basic terms ;Formation of organizational structure;	7	1	1st Colloquium
	8	3	Economic relations and management organization; Choice of organizational structure;	8	1	Defining the organizational structure for the enterprise from the project
	9	3	Staffing - personnel selection; recruitment and selection of personnel	9	1	Method of obtaining and selecting staff in the project company; Writing a job market competition based on the staff for the project
	10	3	Training and development of staff; performance evaluation; Managing compensations and labor relations	10	1	Controlled revenue and cost control for a project
	11	3	Leadership - Access to leadership;Motivation	11	1	2nd Colloquium
	12	3	Leadership; Interpersonal relations, groups and conflicts;	12	1	Presentation of student projects in team
	13	3	Bussines communication; The basics of controlling	13	1	Presentation of student projects in team
	14	3	Methods and techniques of control	14	1	Presentation of student projects in team
	15	3	Concluding considerations; Signatures	15	1	3rd Colloquium; Presentation of student projects in team
2.6. Teaching methods	<input type="checkbox"/> lectures <input type="checkbox"/> seminars and workshops <input type="checkbox"/> practical exercises <input type="checkbox"/> distance education <input type="checkbox"/> mixed e-learning <input type="checkbox"/> field teaching			<input type="checkbox"/> independent tasks <input type="checkbox"/> multimedia and network <input type="checkbox"/> laboratory <input type="checkbox"/> mentoring		2.7. Comments:
2.8. Students` obligations	<p>Regular students must attend at least 70% on the lectures and exercises. Extraordinary students have a 50% attendance obligation. It is recommended that the students actively participate in the teaching, which includes participation in the discussions, case studies, task development and projects (the basis for establishing the teaching units).</p> <p>Students have the right to take the course through a colloquium and if all three colloquia are positive, they are exempted from taking the oral part of the exam. Students who do not attend a colloquium must access to written exam and the oral exam.</p> <p>The student should write and present the project in the team as one of condition for getting the signature. All the papers are sent for review by e-mail (jasmina@vus.hr) Students who are unable to attend regular classes due to the status of part-time students should consult with the teacher at the time of</p>					

	consultation or by e-mail (jasmina@vus.hr) Obligation of each student is to informed about the course. All the lessons of the course will be published on the e-learning page, where is published all the information of the course and all the necessary materials..					
2.9. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the credit score of the course)	Attending classes	1	Written exam	2.5	Project	
	Experimental work		Research		Practical work	1
	Essay		Report		Continuous examination	
	Colloquium	3.5	Seminar paper		(others to enroll)	
	Class activities	0.5	Oral exam	1	(others to enroll)	
2.10. Grading and evaluating students' work during classes and on the exam	Evaluation of the seminar work presentation and engagement during the course of solving case studies and assignments is evaluated.					
2.11. Compulsory literature (available in the library and via other media)	Title				Number of copies in the library	Availability via other media
	1. M. Buble, Management, Faculty of Economics, Split, Split, 2006.				5	
	2. Teaching materials from e-learning					E Learning
2.11. Compulsory literature (available in the library and via other media)	1. Sikavica, P., Bahtijarevic-Šiber F.: Management - Management Theory and Great Empirical Research in Croatia, Masmmedia, Zagreb, 2004.				3	
	2. Drucker, P.: Most important about management, MEP Consult, Zagreb 2005.				1	
	3. Weihrich, H., Koontz, H., Menedžment, Mate, Zagreb, 1993.				3	
2.13. Quality assurance methods that ensure the acquisition of knowledge, skills and competences	The control of students' work quality and the acquisition of necessary knowledge and skills will be ensured through interactive work. By keeping track of attendance and student activity during classes and provided information on students` progress through short colloquiums and homework, information for further guidance to students will be provided in order to increase the efficiency of their work. Students will be informed about their rights and obligations as well as the methods of work and the required literature. Indicators of quality assurance system: Student survey, monitoring of annual data from the Croatian employment service on the annual state of student employment, surveys from employers and Alumni association.					

6. GENERAL INFORMATION			
1.1. Course lecturer	Jelena Šišara, univ.spec.oec. senior lecturer	1.7. Credit score (ECTS)	6
1.2. Course title	Tourism marketing	1.8. Forms of teaching (number of hours Lecturing +Practical exercises + Seminars + e learning)	45L+15S
1.3. Assistants and/or associates		1.9. Level of e- learning application (1 st , 2 nd , 3 rd level), percentage of on line course performance (max. 20%)	1 st Level, lecturing materials are available on-line, 0%
1.4. Study programme (specialist, undergraduate, graduate)	undergraduate	6.10. Number of course revisions	1
1.5. Course status (obligatory, optional)	obligatory	6.11. Modernization	Yes
1.6. Year of study	2.	1.12. Percentage estimate of course changes and/or supplements	Less than 20% x More than 20 % □
2. COURSE DESCRIPTION			
2.1. Course objectives	The aim of the course is to introduce students with the specifics of a marketing concept in tourism in order to apply acquired knowledge and skills in a real sector.		
2.2. Terms of course entry and required competences	No conditions. Course Tourism Marketing is in correlation with the same courses in all Polytechnics and Universities in Croatia.		
2.3. Learning outcomes on the study programme level	<ol style="list-style-type: none"> 1. To apply and link economic terms in more complex written and oral communication in Croatian and foreign languages 2. To organize and lead team work, and critically judge the opinions and attitudes of team members 3. To individually and responsibly search relevant literature for reaching solutions and conclusions in Croatian and foreign languages 4. To develop team and interpersonal teamwork skills, master communication skills and presentation skills of set topics and tasks (case studies, projects, seminars) using advanced software tools for document creation, presentation and budget implementation 5. To develop business plan and development activities for tourism enterprise, and propose e-marketing tools in tourism 		
2.4. Expected learning outcomes on the course level	<ol style="list-style-type: none"> 1. To explain and critically evaluate basic concepts and characteristics of marketing in tourism; 2. To analyze marketing strategy and design them on a concrete example; 3. To analyze the marketing environment on a concrete example; 4. To design specific marketing activities in order to create value in accordance with the needs and wishes of customers. 5. To develop a marketing plan for a tourist company. 6. Based on the offered example, critically evaluate the marketing mix of a tourism company and propose e-marketing tools in tourism 		
2.5. Course content according to detailed curriculum schedule	Lectures (3 hours): Understanding the marketing process in tourism. Features of the service. The role of marketing in strategic planning. Development of marketing opportunities and strategies in tourism. Marketing environment. Marketing plan. Marketing Information System. Tourism Market Research. Consumers' markets and behaviour. Market segmentation, target market selection and positioning in the market.		

	Development of a marketing mix in tourism; product design and management, price and placement, promotion. Marketing management in tourism; electronic marketing: internet marketing, database based marketing and direct marketing. Destination Marketing. Seminars (1 hour): introduction to seminar, case studies and project assignment, definition of topics and project teams, business case analysis: strategic planning process on the example of hospitality company, application of tourism research, segmentation and positioning strategy, development of new tourist product, price strategies, sales and promotional models, marketing management of tourist destinations, compose marketing plan.					
2.6. Teaching methods	<input type="checkbox"/> lectures <input type="checkbox"/> seminars and workshops <input type="checkbox"/> practical exercises <input type="checkbox"/> distance education <input type="checkbox"/> mixed e-learning <input type="checkbox"/> field teaching		<input type="checkbox"/> independent tasks <input type="checkbox"/> multimedia and network <input type="checkbox"/> laboratory <input type="checkbox"/> mentoring <input type="checkbox"/> other: case study		2.7. Comments:	
2.8. Students` obligations	Attendance (lectures and seminars): at least 70%. Students who are not able to fully attend the classes have to write the Practical paper, that they should submit to the lecturer up to 14 th week of semester (by mail to: jelena@vus.hr). It is recommended that students participate actively in classes: participation in discussions, case studies, project paper, etc. Students should write and present project paper and should be evaluated positively. Project paper and Practical paper have to be written on computer and follow pre-defined content. All papers should be sent to an e-mail (jelena@vus.hr). Students who are unable to attend classes regularly, due to their status, should consult with the lecturer at the time of consultation or by e-mail (jelena@vus.hr). In addition, the obligation of each student is to be regularly informed about the course. It is desirable to ask other students and/or lecturer about the course. All information about the maintenance or eventual postponement of the course will be published on the e-learning page of the course, where all the information about the course as well as all the necessary materials are present.					
2.9. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the credit score of the course)	Attendance	1,5	Written exam	2	Project	1
	Experimental work		Research		Practical work	1,5 (only when student is not able to fully attend classes)
	Essay		Report		Continuous examination	
	Colloquium	3,5 (the colloquium replace written and oral exam)	Seminar paper		Other	
	Class activity		Oral exam	1,5	Other	
2.10. Grading and evaluating students` work during classes and on the exam	All students can choose between two exam options, which are explained below. Option A. Passing the exam through the colloquium In order to achieve the right of passing the exam through a colloquium, students are expected to: - actively participate in teaching classes (case studies, exercises and short assignments), - make a team project assignment (instructions below). The team project assignment involves the creation of a marketing plan in a group of 3 students. The team have to report their composition and theme					

	<p>of the marketing plan at the second week of semester. The marketing plan refers to the preparation of a shortened marketing plan for a given product or service. The aim of the project assignment is to encourage students to innovatively and creatively contemplate rather than copying the existing solutions. By applying the theory outlined in the lectures, students draw up a shortened marketing plan that includes:</p> <ol style="list-style-type: none"> 1. Executive summary 2. Analysis of the situation <ol style="list-style-type: none"> a. Market summary b. SWOT analysis (strength analysis, weaknesses, opportunities, threats) c. Competition analysis d. Analysis of product offer 3. Target groups 4. Positioning Strategy 5. Price strategy 6. Distribution Strategy 7. Marketing Communication Strategy <p>The project memorandum is on the e-learning page of the course. Project memorandum written in the Word document should be sent to a lecturer e-mail jelena@vus.hr not later than 10.01.2019. Note: If a student does not pass the first colloquium, he / she has no right to go to second colloquium, but he / she can write a project assignment and in this case do not need to write a Practical Work.</p> <p>Option B. Regular exam (written and oral exam)</p> <p>If students do not choose to actively engage in teaching, or fail to pass the colloquium then they have to go on a regular exam. The requirement for a regular exam is a positively evaluated project paper and/or practical paper (Deadline for submission of practical paper is the last week of semester - via e-mail jelena@vus.hr):</p> <ol style="list-style-type: none"> 1. Theoretical introduction (1 page) 2. The main part - the application of theoretical principles in practical example (7 - 8 pages) 3. Conclusion (1 page) 4. Literature 		
2.11. Compulsory literature (available in the library and via other media)	Title	Number of copies in the library	Availability via other media
	1. Kotler, P., Bowen, J. T., & Makens, J. C. (2010). <i>Marketing u ugostiteljstvu, hotelijerstvu i turizmu</i> . Mate.	1	

2.12. Additional literature (at the moment of changes and/or amended of study programme)	<ol style="list-style-type: none"> 1. Kotler, P., (2001) Upravljanje Marketingom, Analiza, Planiranje, Primjena i Kontrola, Zagreb, Informator 2. Philip Kotler, Gary Armstrong, (2013), Principles of Marketing, Prentice Hall 	3 0	
2.13. Quality assurance methods that ensure the acquisition of knowledge, skills and competences	<p>Control of students' quality and acquiring the necessary knowledge and skills will be ensured:</p> <ul style="list-style-type: none"> - through interactive work on teaching classes, - conducting records on the attendance and activities of students in teaching classes, - based on the results of the students on the colloquium and the exams, information will be provided for further instruction to students in order to increase the efficiency of their work. - The students will be referred to their rights, obligations, methods of teaching and the necessary literature. <p>Quality assurance system indicators: Student Survey, monitoring of annual data from the HZZZ about the annual employment status of students, Employers and Alumni association Survey.</p>		

4. GENERAL INFORMATION				
1.1. Course lecturer	Goran Crnica	1.7. Credit score (ECTS)	3	
1.2. Course title	Business German 3	1.8. Forms of teaching (number of hours Lecturing +Practical exercises + Seminars + e learning)	30L+15P	
1.3. Assistants and/or associates		1.9. Level of e-learning application (1 st , 2 nd , 3 rd level), percentage of online course performance (max. 20%)	3	
1.4. Study programme (specialist, undergraduate, graduate)	Undergraduate professional study of management /IT management	4.10. Number of course revisions	2	
1.5. Course status (obligatory, optional)	Optional	4.11. Modernization	Yes	
1.6. Year of study	1 st	1.12. Percentage estimate of course changes and/or supplements	Less than 20%	X

			More than 20 %	<input type="checkbox"/>		
2. COURSE DESCRIPTION						
2.1. Course objectives	The aim of the teaching process and the course is the upgrade of language structures, lexis and grammar. Special attention is given to perfecting the techniques of listening, speech, reading and writing in the field of tourism and management. The students are intended to communicate independently using professional vocabulary. Teaching a foreign language is aimed at introducing students into new systems of communication and enabling their easier and more direct inclusion in world events and exploring the elements of culture and civilization of German-speaking peoples. Foreign language learning is in line with the aspiration to preserve the richness of diversity of multilingual Europe as well as encouraging the development of a culture of dialogue and civilisation.					
2.2. Terms of course entry and required competences						
2.3. Learning outcomes on the study programme level	<ul style="list-style-type: none"> - (1) To apply and link economic terms in more complex written and oral communication in Croatian and foreign languages - (3) To individually and responsibly search relevant literature for reaching solutions and conclusions in Croatian and foreign languages 					
2.4. Expected learning outcomes on the course level	<ul style="list-style-type: none"> -to use some of the general language competences at level A2 and B1 of the Common European Framework of Reference for Languages (CEFR) -to identify grammatical structures and vocabulary in texts and tasks, and to apply them correctly -to understand basic business vocabulary -to listen to and read short texts in areas worked on during the course - to analyse, interpret and critically assess expert texts worked on during the course -to analyse and evaluate the attitudes presented by students, and to express your own views - to write a detailed CV and sign up for a job advertisement -to communicate on the basic level in German on a course topic 					
2.5. Course content according to detailed curriculum schedule	Lectures			SEMINARS / EXERCISES		
	Week	Hours	Topic	Week	Hours	Topic
	1	2	Stellenangebote	1	1	Präsens, Präpositionen mit Dativ und/oder Akkusativ

	2	2	Berufe im Tourismus	2	1	Weil-sätze
	3	2	Ein Tag in einem Reisebüro	3	1	Perfekt, Konjunktiv II (Hilfsverben, Modalverben), Konditional I
	4	2	Aktivurlaub	4	1	Artikel, Artikeldeklinaton, wenn-sätze, Präpositionen mit Dativ und Akkusativ
	5	2	Hotelprospekte	5	1	Präpositionen mit Dativ oder Akkusativ, Adjektivdeklinaton, Superlativ, indirekte Rede, Infinitiv mit zu
	6	2	Hotelklassifikation	6	1	Passiv mit Modalverben
	7	2	Hotelhinweise	7	1	Erweiterte Attribute
	8	2	Management in der Hotellerie - Wiederholung	8	1	Konditionalsätze, Aktiv-Passiv - Test zur Selbstbewertung
	9	2	Gästereklamationen	9	1	Indirekte Fragen, ohne dass – ohne zu...
	10	2	Empfangsszenen an der Rezeption	10	1	Frage- und Pronominaladverbien
	11	2	Hoteleinrichtung und Dienstleistungen	11	1	Aktiv-Passiv
	12	2	Wetterverhältnisse	12	1	Substantivierte Adjektive und Partizipien
	13	2	Unterbringung und Zimmerservice	13	1	Adjektivdeklinaton, Passiv mit Modalverben, Präteritum, Perfekt, Frage- und Pronominaladverbien

	14	2	Neue Trends in der Gastronomie	14	1	Temporalsätze, Konzessivsätze, Modalsätze, Kausalsätze	
	15	2	Reklamationen in der Gastronomie - Wiederholung	15	1	Adjektivdeklinaton, Artikelgebrauch - Test zur Selbstbewertung	
2.6. Teaching methods	<input checked="" type="checkbox"/> lectures <input type="checkbox"/> seminars and workshops <input checked="" type="checkbox"/> practical exercises <input type="checkbox"/> distance education <input type="checkbox"/> mixed e-learning <input checked="" type="checkbox"/> field teaching		<input type="checkbox"/> independent tasks <input checked="" type="checkbox"/> multimedia and network <input type="checkbox"/> laboratory <input type="checkbox"/> mentoring <input type="checkbox"/> other		2.7. Comments:		
2.8. Students` obligations	Regular students are required to attend classes at least 70%, which is also a requirement for obtaining the lecturer`s signature. For students with part-time status, a minimum presence of 50% is required. The obligation of each student is to regularly inform oneself about the course. All notices about maintenance or eventual postponement of lectures or exercises will be published on the web site of the Polytechnic of Šibenik and the e-learning page of the course, where all the information on the course as well as the teaching materials and the list of literature are also available.						
2.9. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the credit score of the course)	Attendance	0,5	Written exam	1	Project		
	Experimental work		Research		Practical work		
	Essay		Report		Continuous examination		
	Colloquium		Seminar paper		Homework	0,5	
	Class activity	0,5	Oral exam	0,5	Other		
2.10. Grading and evaluating students` work during classes and on the exam	The students` acquired knowledge is checked during course classes. Special attention is paid to evaluation during the teaching process itself, with special attention to the active participation of the students in the classroom and to homework. The final exam consists of a written and oral part.						

2.11. Compulsory literature (available in the library and via other media)	Title	Number of copies in the library	Availability via other media
	1. Blažević, Nevenka: Deutsch in Hotellerie und Tourismus, Školska knjiga, Zagreb, 1998.	10	X
2.12. Additional literature (at the moment of changes and/or amended of study programme)	www.goethe.de	10	X (elearning, handouts)
2.13. Quality assurance methods that ensure the acquisition of knowledge, skills and competences	<p>The control of students' work quality and the acquisition of necessary knowledge and skills will be ensured through interactive work. By keeping track of attendance and student activity during classes and provided information on students` progress through short tests and homework. Information for further guidance to students will be provided in order to increase the efficiency of their work. Students will be informed about their rights and obligations as well as the methods of work and the required literature.</p> <p>Indicators of quality assurance system: Student survey, monitoring of annual data from the Croatian employment service on the annual state of student employment, surveys from employers and Alumni association.</p>		

7. GENERAL INFORMATION			
1.1. Course lecturer	Ivana Bratić	1.7. Credit score (ECTS)	3
1.2. Course title	Business English III	1.8. Forms of teaching (number of hours Lecturing +Practical exercises + Seminars + e learning)	30 (Lecturing) + 15 (exercises)
1.3. Assistants and/or associates	/	1.9. Level of e- learning application (1 st , 2 nd , 3 rd level), percentage of on line course performance (max. 20%)	2nd
1.4. Study programme (specialist, undergraduate, graduate)	Undergraduate professional study of management /IT management	7.10. Number of course revisions	3rd
1.5. Course status (obligatory, optional)	Optional	7.11. Modernization	YES

1.6. Year of study	2 nd year	1.12. Percentage estimate of course changes and/or supplements	Less than 20% More than 20 %	x □
2. COURSE DESCRIPTION				
2.1. Course objectives	<p>The objective of Business English 3 course is to upgrade the learned grammatical structures with a new vocabulary from a business environment related to the world of economy, global trends and intercultural differences. Furthermore; the stress is on developing the competence of reading and understanding the professional texts, communicating, and writing business letters in English.</p> <p>The aim of the course is to introduce students to multicultural diversity at the European and global level and to develop the skills necessary to prepare them for the future business environment; public speaking skills, active listening, business letter writing and the basics of negotiation process.</p>			
2.2. Terms of course entry and required competences	/			
2.3. Learning outcomes on the study programme level	<p>After successfully mastering of Business English 3 course, students will be able to:</p> <ol style="list-style-type: none"> 1. Compare and link economic and business terms in more complex written and oral communication in Croatian and English 2. Develop interpersonal and teamwork skills, master the communication skills and presentation skills in English 3. Analyse basic concepts related to the area of economics, management, accounting and finance in English and be able to link and be able to translate them properly in Croatian language 4. Explore, individually and responsibly, through the relevant literature in Croatian and English language different solutions 5. Properly structure and write a formal business letter in English 6. Translate documents or text of business-economic character from English into Croatian and vice versa 			
2.4. Expected learning outcomes on the course level	<p>After successfully mastering of Business English 3 course, students will be able to:</p> <ol style="list-style-type: none"> 1. Express themselves correctly in English and explain the terminology from the field of economy and business 2. Critically express and explain their opinion in English regarding one of the topics dealt during the course 3. Give a review of the subject-specific findings by performing brainstorming activities on a predetermined topic 4. Do a research by investigate a topic using the relevant English literature as well as publicly expose it in English 5. Design and create a written text, a story, (story telling) 6. Translate the text of business-economic character from English into Croatian and vice versa 7. Write a Business Letter in English (Complaints, Invitation to a Meeting, Job Offer, Business Application) <p>Practical and Generic Skills:</p> <p>After the students successfully master the course of Business English 3, they will be able to specify and to explain basic grammar tenses in English. They will know how to recognize them in the text and properly translate them in written and oral form.</p> <p>They will be able to interpret, in English, the concepts and lexis from business legal world as well as to recognize them within the text as a part of the syntactic structure. They will also be able to translate that vocabulary in the context of Croatian language.</p>			

2.5. Course content according to detailed curriculum schedule	LECTURES		
	EXERCISES		EXPECTED LEARNING OUTCOMES ON THE
	COURSE LEVEL		
Thematic unit	Thematic unit		
1. Communication	Listening, reading	Students will be able to number and to paraphrase new expressions related to a good communicator and will also know which are the characteristics of a good communicator in today's global environment. They will be able to use the new formal vocabulary and idioms from the business world and be able to paraphrase them correctly in English as well as finding the right equivalent in Croatian.	
2. Good communicators „A quiet word beats sending e-mail“	Case study	Students will be able to judge how companies can cope with modern ways of communication. Has modern technology helped in the formation of successful communication or have the principles of communication remained the same.	
3. International marketing	„Diego della Valle: Italian atmosphere is central to Tod's global expansion“	Students will know to give their opinion regarding international brands and explain in English what makes those brands successful. They will be also expected to explain the vocabulary and phrases connected to the creation of brand image and target market.	
4. How to market internationally	Brainstorming, writing	Students will know to explain which marketing strategies are used today in modern global market. They will be able to express their opinion regarding the use of those terms. Furthermore, they will be expected to explain the expressions like „international marketeers“ and „world learning“ as well as the importance of the ability of brainstorming.	
5. Building relationships	Describing relations; multiword words	Students will be able to explain the term „business relationship“ as a part of a business working background and will acquire new professional business vocabulary. They will be able to express their opinion as far as the company's relationship with its customers is concerned.	
6. Business partnerships „How East is meeting West“	Networking	Students will know how to explain the term „networking“ and why networking is important for managing good relationships. They will be able to paraphrase business vocabulary in English and translate it into Croatian.	

	7. Revision A	Revision A	Students are required to fill in a written test in terms of new vocabulary and expression which means: to fill in the sentences with the correct words, identifying the synonyms of certain business terms, adequately translate English sentences taken from business context and expressing their opinion on one of the topics dealt during the semester.	
	8. Writing business letters Formal vs. Informal writing	Writing formal emails Arranging a meeting	Students will learn how to write business letter in English. They will know to make a comparison between formal and informal writing. Furthermore, students will be able to use in writing all the elements of a business letter necessary to make it visually acceptable. They will also learn the essential business phrases typical for formal and semi-formal business letters.	
	9. Writing requests Arranging a visit	Giving news Writing a complaint	Students will be able to write a formal email of request, give a news or make a complaint, arrange a meeting, negotiate a project in English.	
	10. Success Successful businesses	Prefixes	Students will know how to explain expressions like "successful businesses" and „business success“ in general. They will be able to use new business vocabulary in written and spoken language and learn the most frequently used prefixes in verbs related to successful business.	
	11. Job satisfaction	Staff motivation Working for the best companies	Students will be able to use new vocabulary related to the concept of business success. They will be able to give a critical review of business motivation as well as an answer of what is the key to successful business.	
	12. Risk Describing risk	Managing risks	The student will adopt new vocabulary, paraphrase it in English and use in spoken and written English. Professional vocabulary is related to issues of business risk.	
	13. Internationalisation – risk or opportunity?	Reaching agreement	Students will be able to express their opinions regarding the major and minor types of risks developed in the last thirty years (in the business environment).	

	14. Case study	Case study	Through the brainstorming activity, students will learn how to organize certain data necessary for the development of an idea and also make a conclusion of basic topics in form of essay or a report.			
	15. Revision B	Revision B	Students are required to fill in a written test in terms of new vocabulary and expression which means: to fill in the sentences with the correct words, identifying the synonyms of certain business terms, adequately translate in English sentences taken from business context and expressing their opinion on one of the topics dealt during the semester. Second part of the test refers to writing a business email.			
2.6. Teaching methods	<ul style="list-style-type: none"> x lectures x seminars and workshops X practical exercises <input type="checkbox"/> distance education <input type="checkbox"/> mixed e-learning <input type="checkbox"/> field teaching 	<ul style="list-style-type: none"> x independent tasks x multimedia and network <input type="checkbox"/> laboratory <input type="checkbox"/> mentoring <input type="checkbox"/> other 	2.7. Comments: Teaching is conducted in the form of lectures ex-cathedra in combination with interactive teaching and independent learning. Interactive teaching implies active participation of students in teaching process in terms of analysing, discussing and individual text processing. By analysing and processing the text, vocabulary and expert phraseology are adopted, and by solving grammar exercises, students master the grammar as a prerequisite for creating a more complete vision of the structure of the English sentence. Students are encouraged to participate actively in teaching. Their creativity is also encouraged in order to master the grammatical and syntactic structure of the English language.			
2.8. Students` obligations	Regular students are required to attend lessons for at least 70% of teaching hours. Extraordinary students have the obligation to attend lessons in the amount of at least 50% of teaching hours. If students do not meet the requirement to attend the course, they will be deprived of their signature at the end of the semester. Likewise, students who attend regular classes will have the opportunity to attend the colloquia, while non-regular students will not have such a chance.					
2.9. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the credit score of the course)	Attendance	0,25	Written exam	1 (without colloquia)	Project	
	Experimental work		Research		Practical work	
	Essay	0,25	Report		Continuous examination	0,25

	Colloquium	1 (without the written exam)	Seminar paper		Other	
	Class activity	0,25	Oral exam	1	Other	
2.10. Grading and evaluating students` work during classes and on the exam	<p>Linking Learning Outcomes with Knowledge Verifications:</p> <p>As stated above in the Section 2.7, since teaching is conducted in combination with interactive teaching and independent learning, which implies the active participation of students in the classroom, the evaluation by the teacher is already carried out during the lesson itself in terms of the active participation of the student.</p> <p>The active participation of students in the course Business English III is mostly reflected in the individual presentations of themes in English (participation to a project work), in the individual writing of formal emails in English, by doing language exercises which are handed out to students at the beginning of each lesson where students refresh their previous knowledge. The same principle is repeated after every new unit is introduced; students are given the handouts for analysing and filling in if necessary. Later, reading or spoken verification follows. By doing this method, after every lesson, the lecturer can have an insight in students' active participation.</p> <p>Therefore, the way of checking their language competences is through essays, tasks, reading activity, translation and language exercises.</p> <p>In addition to this monitoring of student activities, as a formal way of examining knowledge, two colloquia are organized, through which the students (if they get a minimum score) have the opportunity to pass a written part of the exam in Business English 3 and to access the oral exam.</p> <p>The oral part implies the verbal examination written and answering questions related to the legal vocabulary that was processed during the course.</p>					
2.11. Compulsory literature (available in the library and via other media)	Title			Number of copies in the library	Availability via other media	
	Upper Intermediate English Course Book MARKET LEADER (Third edition) , D. Falvey, D. Cotton, S. Kent, Pearson Longman (2011)			1	DA	
2.12. Additional literature (at the moment of changes and/or amended of study programme)	1. Upper Intermediate English Practice File MARKET LEADER (Third edition), Pearson Longman			1	DA	
	2. Essential Business Grammar and Usage, Business English, MARKET LEADER, Peter Strutt, Pearson Longman			1	DA	

2.13. Quality assurance methods that ensure the acquisition of knowledge, skills and competences	<p>The control of students' work quality and the acquisition of necessary knowledge and skills will be ensured through interactive work. By keeping track of attendance and student activity during classes and provided information on students` progress through short colloquiums and homework, information for further guidance to students will be provided in order to increase the efficiency of their work. Students will be informed about their rights and obligations as well as the methods of work and the required literature.</p> <p>Indicators of quality assurance system: Student survey, monitoring of annual data from the Croatian employment service on the annual state of student employment, surveys from employers and Alumni association.</p>
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8. GENERAL INFORMATION			
1.1. Course lecturer	Ivana Kardum Goleš	1.7. Credit score (ECTS)	3
1.2. Course title	Business Italian language III	1.8. Forms of teaching (number of hours Lecturing +Practical exercises + Seminars + e learning)	30L+15P
1.3. Assistants and/or associates		1.9. Level of e- learning application (1 st , 2 nd , 3 rd level), percentage of on line course performance (max. 20%)	3
1.4. Study programme (specialist, undergraduate, graduate)	Undergraduate professional study of management /IT management	8.10. Number of course revisions	2
1.5. Course status (obligatory, optional)	Optional	8.11. Modernization	Yes
1.6. Year of study	2 nd	1.12. Percentage estimate of course changes and/or supplements	Less than 20% <input checked="" type="checkbox"/> X More than 20 % <input type="checkbox"/> □
2. COURSE DESCRIPTION			
2.1. Course objectives	<p>The aim of the teaching process and course is to extend language structures, lexicon and grammar. Special attention is paid to improving the techniques of reading, understanding, writing and speaking in the field of tourism and management and in business correspondence. Governing the vocabulary of the profession at a medium level. The curriculum is aimed at introducing students into new communication systems and enabling their easier and more direct inclusion in world events and acquainting with the elements of the culture and civilization of the people of the Italian speaking area. Learning a foreign language is in line with the aspiration to preserve the richness of the diversity of multi-faceted Europe as well as with fostering the development of the culture of dialogue and civilization.</p>		
2.2. Terms of course entry and required competences	Completed course Business Italian language II		
2.3. Learning outcomes on the study programme level	<ul style="list-style-type: none"> - To apply and link economic terms in more complex written and oral communication in Croatian and foreign languages - To individually and responsibly search relevant literature for reaching solutions and conclusions in Croatian and foreign languages 		

2.4. Expected learning outcomes on the course level	<ul style="list-style-type: none"> - to understand and apply the basic terminology in Italian language related to business and tourism - to apply grammatical and lexical structures on texts and assignments using the part of general language competences at A2 / B1 level - to write a CV in Italian using the Europass form - to reproduce business letter in Italian - to read and analyse more complex texts in areas that have been dealt with during the course - to communicate at the middle level in a foreign language within the subject of the course, but also in real situations 				
2.5. Course content according to detailed curriculum schedule	Introduction into course content: Economia, Introduzione all'italiano per gli affari	1	1	Introduction, literature expectations	
	Il viaggio d'affari	2	1	Linguaggio e struttura	
	Noleggiare	3	1	Condizionale presente	
	L'italiano al telefono	4	1	Fare le conversazioni	
	Curriculum vitae I	5	1	Linguaggio e struttura del curriculum: cosa scrivere e come scriverlo. Modelli di CV (Europass)	
	Curriculum vitae II	6	1	Struttura e lingua	
	La cultura degli affari – cercando notizie sull'Italia e Parma	7	1	Revisione	
	Introduzione alla corrispondenza commerciale	8	1	Le parti di una lettera formale	
	La richiesta di informazioni via posta elettronica, le regole	9	1	Il linguaggio delle referenze: cosa scrivere e come scriverlo	
	La corrispondenza commerciale – la domanda di lavoro	10	1	Descrivere la propria carriera: esperienza professionale passata (mansioni, trasferimenti, promozioni), descrivere i propri studi	
	Visita a una ditta	11	1	Test	

	L`arte di negoziazione	12	1	Offerte, reclami, ordini	
	Le fasi della negoziazione	13	1	Attività professionali (funzioni, mansioni)	
	Descrivere le proprie motivazioni professionali e i benefit	14	1	Revisione	
	Al ristorante	15	1	Test	
2.6. Teaching methods	<input checked="" type="checkbox"/> lectures <input type="checkbox"/> seminars and workshops <input checked="" type="checkbox"/> practical exercises <input type="checkbox"/> distance education <input type="checkbox"/> mixed e-learning <input checked="" type="checkbox"/> field teaching	<input type="checkbox"/> independent tasks <input checked="" type="checkbox"/> multimedia and network <input type="checkbox"/> laboratory <input type="checkbox"/> mentoring <input type="checkbox"/> other	2.7. Comments:		
2.8. Students` obligations	Regular students are required to attend classes at least 70%, which is also a requirement for obtaining the lecturer`s signature. For students with part-time status, a minimum presence of 50% is required. The obligation of each student is to regularly inform oneself about the course. All notices about maintenance or eventual postponement of teaching will be published on the web site of the Polytechnic of Šibenik and the e-learning page of the course, where all the information on the course as well as the teaching materials and the list of literature are also available.				
2.9. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the credit score of the course)	Attendance	0,5	Written exam	1 (without colloquia)	Project
	Experimental work		Research		Practical work
	Essay		Report		Continuous examination
	Colloquium	1 (without written exam)	Seminar paper		Other
	Class activity	0,5	Oral exam	1	Other
2.10. Grading and evaluating students` work during classes and on the exam	The students` acquired knowledge is checked during course classes. A special attention is paid to evaluating the students during the teaching process itself, with special attention being paid to the active participation of the students in the classroom. For the final evaluation, two written colloquia have a special importance during the semester. Students with a positive assessment of both colloquia have the right to take the oral exam at the first regular exam term. If a student successfully passes both the colloquia, the written part of the final exam is exempted and He/she is obliged to take				

	only the oral exam. The final examination consists of a written and oral part.		
2.11. Compulsory literature (available in the library and via other media)	Title	Number of copies in the library	Availability via other media
	L'ITALIANO IN AZIENDA, Giovanna Pelizza, Marco Mezzadri; GUERRA EDIZIONI, 2003. (selected chapters)	10	X
2.12. Additional literature (at the moment of changes and/or amended of study programme)	1. L'ITALIANO PER GLI AFFARI, N. Cherubini, Bonacci Editore, 2000. 2. Dizionario italiano-croato, M.Deanović, J.Jernej, Školska knjiga Zagreb	10	X (elearning, handouts)
2.13. Quality assurance methods that ensure the acquisition of knowledge, skills and competences	The control of students' work quality and the acquisition of necessary knowledge and skills will be ensured through interactive work. By keeping track of attendance and student activity during classes and provided information on students' progress through short colloquiums and homework, information for further guidance to students will be provided in order to increase the efficiency of their work. Students will be informed about their rights and obligations as well as the methods of work and the required literature. Indicators of quality assurance system: Student survey, monitoring of annual data from the Croatian employment service on the annual state of student employment, surveys from employers and Alumni association.		

9. GENERAL INFORMATION			
1.1. Course lecturer	Ivica Poljičak, PhD	1.7. Credit score (ECTS)	5
1.2. Course title	BUSINESS COMMUNICATION	1.8. Forms of teaching (number of hours Lecturing +Practical exercises + Seminars + e learning)	30L+30S
1.3. Assistants and/or associates	None	1.9. Level of e- learning application (1 st , 2 nd , 3 rd level), percentage of on line course performance (max. 20%)	
1.4. Study programme (specialist, undergraduate, graduate)	Undergraduate professional programme Management Course: Tourist management	9.10. Number of course revisions	2 nd
1.5. Course status (obligatory, optional)	Optional	9.11. Modernization	x

1.6. Year of study	2 nd	1.12. Percentage estimate of course changes and/or supplements	Less than 20% <input type="checkbox"/>
			More than 20 % <input type="checkbox"/>

2. COURSE DESCRIPTION

2.1. Course objectives	Getting familiar with basic communication terms, forms and processes. Recognition and understanding of communication models and styles, with a purpose of effective application in business communication.
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2.2. Terms of course entry and required competences	Four-year secondary education
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2.3. Learning outcomes on the study programme level	The student will acquire knowledge, skills and attitudes which will enable him to understand and recognize communication processes and master communication skills.
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2.4. Expected learning outcomes on the course level	<p>It is expected from students after passing the exam in Business Communication to be able to:</p> <ul style="list-style-type: none"> • define forms and processes of communication • explain interpersonal communication • differentiate and define verbal and nonverbal communication • explain communication styles • describe different forms of business correspondence • effectively using electronic communication • define public appearance • master basic presentation skills
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2.5. Course content according to detailed curriculum schedule	LECTURE			SEMINAR		
	Week	Hours	Thematic unit	Week	Hours	Thematic unit
	1	2	Introductory lecture. Generally about communication.	1	2	How to present a seminar work
	2	2	Forms and processes of communication	2	2	Presentations and defense of seminar works
	3	2	Interpersonal communication	3	2	Presentations and defense of seminar works
	4	2	Business communication – the structure of communication	4	2	Presentations and defense of seminar works
	5	2	Effective communication	5	2	Presentations and defense of seminar works
	6	2	Nonverbal communication - body language	6	2	Presentations and defense of seminar works
	7	2	Communication styles – assertive	7	2	Presentations and defense of seminar works
	8	2	Communication styles – aggressive, submissive	8	2	Presentations and defense of seminar works
	9	2	Communication and culture	9	2	Presentations and defense of seminar works
	10	2	Business correspondence	10	2	Presentations and defense of seminar works
	11	2	Electronic communication	11	2	Presentations and defense of seminar works
	12	2	Public relations	12	2	Presentations and defense of seminar works
13	2	Public appearance. Meeting management	13	2	Presentations and defense of seminar works	

	14	2	Preparation of presentation and presenting	14	2	Presentations and defense of seminar works
	15	2	Negotiation as a communication skill	15	2	Presentations and defense of seminar works
2.6. Teaching methods	<input type="checkbox"/> lectures <input type="checkbox"/> seminars and workshops <input type="checkbox"/> practical exercises <input type="checkbox"/> distance education <input type="checkbox"/> mixed e-learning <input type="checkbox"/> field teaching		<input type="checkbox"/> independent tasks <input type="checkbox"/> multimedia and network <input type="checkbox"/> laboratory <input type="checkbox"/> mentoring <input type="checkbox"/> other		2.7. Comments:	
2.8. Students` obligations	Teaching is performed in the 3 rd semester (winter semester) in the form of lectures (30 hours) and seminars (30 hours). Students are required to attend a minimum of 50% lectures and seminars, which is a requirement for a signature.					
2.9. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the credit score of the course)	Attendance	1	Written exam	4	Project	
	Experimental work		Research		Practical work	
	Essay		Report		Continuous examination	
	Colloquium	4	Seminar paper		Other	
	Class activity		Oral exam		Other	
2.10. Grading and evaluating students` work during classes and on the exam	Students can choose to pass the written examination either through a colloquium (2 colloquiums) or the exam.					
2.11. Compulsory literature (available in the library and via other media)	Title				Number of copies in the library	Availability via other media
	1. Lamza-Maronić, M. I Glavaš, J. (2008.), Business Communication, Osijek, Studio HS Internet i EFOS				3	
2.12. Additional literature (at the moment of changes and/or amended of study programme)	1. Teaching materials from lectures 2. Fox, R. (2006.), Business Communication, Zagreb, Hrvatska sveučilišna naklada i Pučko otvoreno učilište - Zagreb. 3. Reardon, K., K. (1988.), Interpersonal Communication, Zagreb, Alineja.					

2.13. Quality assurance methods that ensure the acquisition of knowledge, skills and competences	<p>The control of students' work quality and the acquisition of necessary knowledge and skills will be ensured through interactive work. By keeping track of attendance and student activity during classes and provided information on students` progress through short colloquiums and homework, information for further guidance to students will be provided in order to increase the efficiency of their work. Students will be informed about their rights and obligations as well as the methods of work and the required literature.</p> <p>Indicators of quality assurance system: Student survey, monitoring of annual data from the Croatian employment service on the annual state of student employment, surveys from employers and Alumni association.</p>
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10. GENERAL INFORMATION			
1.1. Course lecturer	doc. dr. sc. Dragan Zlatović, prof. v. š.	1.7. Credit score (ECTS)	5
1.2. Course title	LABOUR LAW	1.8. Forms of teaching (number of hours Lecturing +Practical exercises + Seminars + e learning)	45L + 15S
1.3. Assistants and/or associates		1.9. Level of e- learning application (1 st , 2 nd , 3 rd level), percentage of on line course performance (max. 20%)	
1.4. Study programme (specialist, undergraduate, graduate)	undergraduate	10.10. Number of course revisions	II
1.5. Course status (obligatory, optional)	Optional	10.11. Modernization	+
1.6. Year of study	II	1.12. Percentage estimate of course changes and/or supplements	Less than 20% x More than 20 % □
2. COURSE DESCRIPTION			
2.1. Course objectives	<p>The aim of the course is to familiarize students with basic concepts of labour law and to provide an understanding of international work and European labor law. Furthermore, the aim is to enable students to conclude work contracts and to understand and valorize measures to protect maternity, life, health, dignity and privacy of workers.</p> <p>The aim of the course is to familiarize students with the issues of the rules of procedure and the procedure of exercising the rights and fulfilling the obligations from the employment relationship. Furthermore, the aim of the course is to familiarize students with ways of solving labor disputes, enabling them to define the notion of social law, social affairs and social benefits, to understand and valorise the social insurance system in the Republic of Croatia, pension and health insurance as well as the health care system in the Republic of Croatia. Also, the aim is to introduce students with the particularities of working relationships between state and public officials.</p>		
2.2. Terms of course entry and required competences	Terms of entry for the second year of study.		

<p>2.3. Learning outcomes on the study programme level</p>	<ul style="list-style-type: none"> - To apply and link economic and other professional terms in a more complex written and oral communication in Croatian and foreign languages. - To organize and lead team work, and critically judge the opinions and attitudes of team members - To individually and responsibly search relevant literature for reaching solutions and conclusions in Croatian and foreign languages - To link basic terms and apply contents related to the area of law for the preparation of legal acts (contracts, rulebook) connected to a company or organization - To develop team and interpersonal teamwork skills, master communication skills and presentation skills of set topics and tasks (case studies, projects, seminars) using advanced software tools for document creation, presentation and budget implementation
<p>2.4. Expected learning outcomes on the course level</p>	<ol style="list-style-type: none"> 1. Define and analyze labor, social and civil law, their relationship with each other and relations with other branches of law. 2. Categorize types of labor contracts, arrange regular time and vacation, terminate labor contracts, prohibit competition between workers with employers, workers 'and employers' organizations, collective agreements, forms of labor participation, strikes and other forms of industrial actions, pension and health systems, social welfare, active employment policies and care for the unemployed, family allowances and parental support. 3. Interpret the applicable law and judge which of the legal solutions offered is most appropriate for the solution of a particular legal problem. 4. Carry out procedures for establishing legally relevant facts for resolving a particular legal problem in the field of labor relations as well as deciding on issues in the area of labor, social and civil law, and apply applicable law to established facts. 5. Use different databases on legal sources, case law and relevant legal literature in preparing a decision on various legal issues. 6. Draw up drafts of simpler contracts and simpler individual and general legal acts and justification of these acts in the area of labor law in the broader sense. 7. Recommend proposals for individual labor contracts, individual decisions on labor rights, proposals for resolutions on pension, health and unemployment insurance right
<p>2.5. Course content according to detailed curriculum schedule</p>	<ol style="list-style-type: none"> 1. Concept, development, principles and sources of labour law: 2. Termination of employment - employment contract, labor regulations, probationary work, temporary employment, education and training for work; 3. Protection of special categories of workers - protection of life, health and privacy, protection of pregnant women, parents and adopters, protection of workers who are temporarily or permanently incapable of work, protection of the dignity of workers; 4. Working hours - full, incomplete and shortened working hours, overtime, time schedule, redistribution of working hours, night work, shift work; 5. Vacations and Permits; 6. Wages and salaries; 7. Compensation for damages, inventions and technical advances of workers, prohibition of competition of workers with the employer;

	<p>8. Termination of employment contract - legal remedies, regular dismissal, extraordinary dismissal, cancellation deadlines, court cessation, severance pay, collective surplus of workers;</p> <p>9. Acquisition and protection of workers' rights - decision on rights and obligations arising from employment, decision-making, judicial protection, burden of proof, judicial competence, arbitration and conciliation, obsolescence;</p> <p>10. Participation of decision-makers - workers 'councils, workers' meetings, employee representatives in employer bodies;</p> <p>11. Social Dialogue and Partnership - Employers 'and Employers' Associations, Economic and Social Councils;</p> <p>12. Collective labor relations - collective agreements, solving collective labor disputes;</p> <p>13. Supervision over the application of labor regulations - administrative measures, misdemeanor liability, criminal offenses against labor relations;</p> <p>14. Fundamentals of Social Rights - International and Domestic Sources of Social Rights, Organization and Reform of the Pension Insurance System in the Republic of Croatia, Health Insurance Organization in the World and the Republic of Croatia, Social Welfare System, Rights and Beneficiaries;</p> <p>15. Civil servants 'employment - legal nature, civil service reception and job vacancies, civil servants' rights and obligations, disciplinary responsibility, termination of civil service, decision-making on rights, obligations and responsibilities of civil servants.</p>					
2.6. Teaching methods	<input checked="" type="checkbox"/> lectures <input checked="" type="checkbox"/> seminars and workshops <input checked="" type="checkbox"/> practical exercises <input type="checkbox"/> distance education <input type="checkbox"/> mixed e-learning <input type="checkbox"/> field teaching	<input checked="" type="checkbox"/> independent tasks <input checked="" type="checkbox"/> multimedia and network <input type="checkbox"/> laboratory <input checked="" type="checkbox"/> mentoring <input type="checkbox"/> other	2.7. Comments:			
2.8. Students` obligations	<p>Lectures are performed using the combined method - ex cathedra / case. Theoretical curriculum is presented using computer presentations and handouts, while the practical content segment is presented through analysis of characteristic cases, general acts, decisions and court judgments. Students get acquainted with the development of basic general and special acts in the domain of labor relations (labor contracts, work rules, decisions on cancellation, requirements for protection of rights, etc.). Students are required to attend classes. A regular student who is absent with more than 30% of the lessons specified in the study program will be denied the signature or will not be able to enter the exam. The lectures also carry out exercises where the judicial, administrative and other labor-law practice in this area are analyzed independently and in a timely manner, drafting normative acts (regulations, decisions, bureaus), decisions, decisions and other individual acts in this area, submissions and simple labor contracts, etc.</p>					
2.9. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the	Attendance	1,5	Written exam	2 (without colloquiums)	Project	
	Experimental work		Research		Practical work	

credit score of the course)	Essay		Report		Continuous examination	
	Colloquium	2 (without written exam)	Seminar paper	0,7	Other	
	Class activity	0,3	Oral exam	0,5	Other	
2.10. Grading and evaluating students' work during classes and on the exam	<p>Linking Learning Outcomes and Knowledge Checks: All students are required to make practical work, using compulsory legal literature and legal sources, with the autonomy in using other sources, jurisprudence and comments. Students are obliged to present a concrete court decision by analyzing the factual dream and the solving of the solution, and to formulate a self-employment agreement with the recognition of the fundamental institutes ie the rights and obligations from the employment relationship or other acts and / or decisions in the field of employment. Student exposure is a form of knowledge checking that primarily verifies learning outcomes under 1, 4, 5 and 6.</p> <p>During the course of the course, students can write two colloquia for the purpose of checking the knowledge of the part of the material to which the colloquy relates. Students who place both colloquia with a minimum grade are eligible to enroll in the assessment obtained on the basis of the results of the colloquium and seminar work without the need for examinations. They are obliged to apply for the exam in the regular exam period. Students who fail to complete the course through a colloquium will have a final exam in which they must achieve a minimum of 50% + 1 point on a written exam. Only students with 50% points on a written exam are invited to pass the exam, ie those who want a higher grade than those earned on a written exam.</p> <p>The final evaluation of student work is checked on a written exam. The written exam consists of a review of basic theories and institutes of labor and social law, the reproduction of theoretical explanations and the standpoint of judicial practice on individual institutes of labor and social law, comparison of different systems of labor relations and social security and their respective legal institutes, demonstration of the ability to apply relevant sources of law to resolve certain less complex legal issues and problems and to evaluate certain legal solutions with respect to their legal foundation.</p>					
2.11. Compulsory literature (available in the library and via other media)	Title				Number of copies in the library	Availability via other media
	Zlatović, D., Malenica, I., Novo hrvatsko radno pravo, 2. izdanje Libertin naklada, Rijeka, 2016.					
	Zakon o radu					
	Zakon o europskim radničkim vijećima					
	Zakon o reprezentativnosti udruga poslodavaca i sindikata					
	Zakon o sudjelovanju radnika u odlučivanju u europskom društvu (SE) i europskoj zadruzi (SCE)					
	Zakon o državnim službenicima					
Zakon o službenicima i namještenicima u lokalnoj i područnoj (regionalnoj) samoupravi						

	Zakon o roditeljnim i roditeljskim potporama; Zakon o posredovanju pri zapošljavanju i pravima za vrijeme nezaposlenosti; Zakon o mirovinskom osiguranju; Zakon o obveznom zdravstvenom osiguranju		
2.12. Additional literature (at the moment of changes and/or amended of study programme)	Učur, M.Đ., Socijalno pravo, Informator, Zagreb, 2000. Potočnjak, Ž., Radni odnosi državnih službenika, Pravni fakultet u Zagrebu, Zagreb, 2013. Učur, M., Zlatović, D., Moslavac, B., Malenica, I., Čupurdija, M., Veliki komentar Zakona o radu, Libertin naklada, Rijeka, 2018. Blanpain, R., European Labour Law, 12th ed., Kluwer Law Int., 2010.		
2.13. Quality assurance methods that ensure the acquisition of knowledge, skills and competences	The control of students' work quality and the acquisition of necessary knowledge and skills will be ensured through interactive work. By keeping track of attendance and student activity during classes and provided information on students` progress through short colloquiums and homework, information for further guidance to students will be provided in order to increase the efficiency of their work. Students will be informed about their rights and obligations as well as the methods of work and the required literature. Indicators of quality assurance system: Student survey, monitoring of annual data from the Croatian employment service on the annual state of student employment, surveys from employers and Alumni association.		

1. GENERAL INFORMATION			
1.1. Course lecturer	Divna Goleš, Master of Economics, Senior lecturer	1.7. Credit score (ECTS)	3
1.2. Course title	ECONOMICS OF NON-PROFIT ORGANISATION	1.8. Forms of teaching (number of hours Lecturing + Practical exercises + Seminars + e learning)	30L+15P
1.3. Assistants and/or associates	-	1.9. Level of e- learning application (1 st , 2 nd , 3 rd level), percentage of online course performance (max. 20%)	1 st level – materials are available On-line, 0%
1.4. Study programme (specialist, undergraduate, graduate)	Professional Undergraduate Studies of Management	10.12. Number of course revisions	2.

1.5. Course status (obligatory, optional)	Optional	10.13. Modernization	Yes			
1.6. Year of study	2.	1.12. Percentage estimate of course changes and/or supplements	Less than 20% <input checked="" type="checkbox"/> More than 20 % <input type="checkbox"/>			
2. COURSE DESCRIPTION						
2.1. Course objectives	The aim of the collegium is to familiarize students with the basic concepts of economics from the aspect of rational behavior of non-profit organizations whose primary objective is to ensure general interests and the common needs of the wider social community or a specific target group.					
2.2. Terms of course entry and required competences	No terms.					
2.3. Learning outcomes on the study programme level	To apply and link economic terms in more complex written and oral communication in Croatian and foreign languages To organize and lead team work, and critically judge the opinions and attitudes of team members To individually and responsibly search relevant literature for reaching solutions and conclusions in Croatian and foreign languages. To analyze and link basic concepts and apply content related to the area of economics, management, accounting, and finance To develop team and interpersonal teamwork skills, master communication skills and presentation skills of set topics and tasks (case studies, projects, seminars) using advanced software tools for document creation, presentation and budget implementation.					
2.4. Expected learning outcomes on the course level	To comment on the role and importance of organizations that work for the common good To argue the specifics of certain management functions in the non-profit sector. To evaluate the work program of a non-profit organization on the given example. To present an access work in which one non-profit business has been elaborated.					
2.5. Course content according to detailed curriculum schedule	Introduction to the economics of non-profit organizations. Economics as social science, the characteristics of non-profit organizations. Organizations that work for the common good. Overview of the legal framework of non-profit organizations. Businesses of non-profit organizations. Assessment of needs and priorities of non-profit organizations. Development of business behavior of non-profit organizations - management of non-profit organizations. Develop business behavior of non-profit organizations-marketing non-profit organizations. Creating a program of non-profit organizations. Asset, financing and accounting of non-profit organizations. Making a proposal for budgeting the cost of implementing the work program. Make a proposal for a project funding grant. Quality Management Systems of Non Profit Organizations. Example: Croatian national tourist board.					
2.6. Teaching methods	<input type="checkbox"/> lectures <input type="checkbox"/> seminars and workshops <input type="checkbox"/> practical exercises <input type="checkbox"/> distance education <input type="checkbox"/> mixed e-learning <input type="checkbox"/> field teaching	<input type="checkbox"/> independent tasks <input type="checkbox"/> multimedia and network <input type="checkbox"/> laboratory <input type="checkbox"/> mentoring <input type="checkbox"/> teamwork	2.7. Comments:			
	All teaching materials, instructions and notices will be published on e-learning.					
2.8. Students` obligations	For the proper performance of the obligations and been given a signature from the professor, students are required to: -student is obliged to attend the classes (lectures and seminars) of a minimum 70% -student is obliged to prepare and present a seminar paper.					
2.9. Monitoring student work	Attendance	1	Written exam	1 (No colloquium)	Project	

(enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the credit score of the course)	Experimental work		Research		Practical work	
	Essay		Report		Continuous examination	0,5 (students active work on case studies is scored and by the collecting the points replaces the oral part of the exam)
	Colloquium	1 (two successfully passed colloquium replace the written part of the exam)	Seminar paper		Other (access work)	0,5
	Class activity		Oral exam	0,5	Other	
2.10. Grading and evaluating students` work during classes and on the exam	ASSESSMENT METHOD					
	Class attendance	70-76%	77-84%	85-92%	93-100%	
		2 points	3 points	4 points	5 points	
	Access work	2	3	4	5	
		6 points	10 points	12 points	15 points	
	Written exam	2	3	4	5	
		25 points	30 points	35 points	40 points	
	Oral exam	2	3	4	5	
		25 points	30 points	35 points	40 points	
	FINAL GRADE/ASSESSMENT	2	3	4	5	
50-64%		65-79%	80-89%	90-100%		
2.11. Compulsory literature (available in the library and via other media)	Title				Number of copies in the library	Availability via other media
	1. Alfirević N., and associates, Osnove marketinga i menadžmenta neprofitnih organizacija, Školska knjiga, Zagreb, 2013. (selected chapters)				2	
	2. Dobre R., Ekonomika poduzeća, VŠTM, Šibenik, 2005.(selected chapters)				10	

	3. Handouts from lectures and practices		e-learning
2.12. Additional literature (at the moment of changes and/or amended of study programme)	1. Group of authors, Računovodstvo neprofitnih organizacija, VI izmijenjena i dopunjena naklada, RRIF, Zagreb, 2011. 2. Meler M., Neprofitni marketing, Ekonomski fakultet Osijek, Osijek, 2003. 3. Legislation (NN)	2	
2.13. Quality assurance methods that ensure the acquisition of knowledge, skills and competences	The control of students' work quality and the acquisition of necessary knowledge and skills will be ensured through interactive work. By keeping track of attendance and student activity during classes and provided information on students' progress through short colloquiums and homework, information for further guidance to students will be provided in order to increase the efficiency of their work. Students will be informed about their rights and obligations as well as the methods of work and the required literature. Indicators of quality assurance system: Student survey, monitoring of annual data from the Croatian employment service on the annual state of student employment, surveys from employers and Alumni association.		

11. GENERAL INFORMATION			
1.1. Course lecturer	Tanja Radić Lakoš, MSc., senior lecturer	1.7. Credit score (ECTS)	4
1.2. Course title	Use of DDD methods and HACCP standard in hotel industry	1.8. Forms of teaching (number of hours Lecturing + Practical exercises + Seminars + e learning)	(30+0+15+0)
1.3. Assistants and/or associates	-	1.9. Level of e- learning application (1 st , 2 nd , 3 rd level), percentage of on line course performance (max. 20%)	1st
1.4. Study programme (specialist, undergraduate, graduate)	undergraduate	11.10. Number of course revisions	3
1.5. Course status (obligatory, optional)	optional	11.11. Modernization	Yes
1.6. Year of study	2.	1.12. Percentage estimate of course changes and/or supplements	Less than 20% <input checked="" type="checkbox"/> More than 20 % <input type="checkbox"/>

2. COURSE DESCRIPTION		
2.1. Course objectives	The aim of the course is to acquire basic knowledge in the field of hygiene and sanitation in food production. Since the production of healthy food is the topic of food manufacturers the goal is to enable students to take into account the following factors of food production: prevention of microbiological contamination of food, efficient cleaning procedures, use of sanitary facilities, good manufacturing practice, maintenance of process facilities, hygiene of personnel, hygienic food handling.	
2.2. Terms of course entry and required competences	-	
2.3. Learning outcomes on the study programme level	<p>LO3: To individually and responsibly search relevant literature for reaching solutions and conclusions in Croatian and foreign languages</p> <p>LO5: To use planning, organizing, management and control methods on practical examples, analyze the problem and propose appropriate solutions to problem situations</p> <p>LO13: To analyze new roles of organizations, systems, processes, products and services and quality standards in companies and propose valorization of new trends in companies and organizations</p> <p>LO15: To propose and evaluate the importance of food, nutrition and hygienically correct food production and preparation in tourism</p>	
2.4. Expected learning outcomes on the course level	<p>Students are expected to be able to:</p> <ol style="list-style-type: none"> 1. Demonstrate knowledge and understanding of the content of course that define and describe the underlying concepts with good hygienic and production practice (in food production), 2. analyze and compare the importance of hygiene and sanitation in food, hospitality and hotel industry, 3. to predict the consequences of poor and inefficient cleaning, disinfection, disinsection and deratization and provide an example of measures for the implementation of personal hygiene, hygiene in the production process and environmental hygiene 4. Discuss and critically evaluate how to prevent food contamination by physical, chemical and biological hazards, 5. Establish the process and actively contribute to the protection of food from potential hazards; 6. select and recommend appropriate commercial cleaning, disinfection, disinsection and deratization agents 7. The student will use materials and tools to search for scientific and professional literature in the mother and in the foreign language. 	
2.5. Course content according to detailed curriculum schedule	Introduction lecture. Define concepts of DDD and HACCP, and concepts related to it. Legislative framework for the introduction of the HACCP system. HACCP system. CP / CCP. HACCP plan. Organization of food processing plant. Hygiene of water. Purification of drinking water and waste water. Sanitation. Personal Hygiene. Hygiene of handling and preparation of food. Models of food contamination. Obtaining and preventing food poisoning. Allergens in food. Microorganisms - food poisoning agents. Intestinal parasites. Epidemic. Disinfection. Disinsection. Deratization. Field training - (tour of the hotel industry - bait-laying, cleaning and sanitation in the facility). Field Training - (Application of HACCP system in hotel industry). Preparation and repetition for the exam.	
2.6. Teaching methods	<input checked="" type="checkbox"/> lectures <input checked="" type="checkbox"/> seminars and workshops <input type="checkbox"/> practical exercises <input type="checkbox"/> distance education <input type="checkbox"/> mixed e-learning <input checked="" type="checkbox"/> field teaching	<input type="checkbox"/> independent tasks <input checked="" type="checkbox"/> multimedia and network <input type="checkbox"/> laboratory <input type="checkbox"/> mentoring <input type="checkbox"/> other
	2.7. Comments: In seminars, students will solicit case studies, write seminar papers and solve problematic tasks using brain strokes, t-tables, etc. in a single, double, or multiple trial session, and then use the method of discussion.	
2.8. Students` obligations	For all full-time students the attendance at lectures (lectures and seminars) of at least 70%. Part-time students have the obligation to attend lectures at least 50%. All students must create, present and positively colloquy seminar paper.	

2.9. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the credit score of the course)	Attendance	1	Written exam		Project	
	Experimental work		Research		Practical work	
	Essay		Report		Continuous examination	
	Colloquium		Seminar paper	1	Other	
	Class activity		Oral exam	2	Other	
2.10. Grading and evaluating students' work during classes and on the exam	The student's work on the course is evaluated during the course and at the final exam. The student will receive the right to sign through the regular attendance and the preparation of the seminar work. Active participation in teaching (short summary, homework assignment, problem solving) brings 10% of the final grade. Making and presenting seminar work brings 10% of the final grade, and the oral part of the exam is 80% of the final grade.					
2.11. Compulsory literature (available in the library and via other media)	Title				Number of copies in the library	Availability via other media
	Krajcar, S. Dezinfekcija, dezinsekcija, deratizacija, Zagreb, 2001. (selected chapters)				5	
Turčić, V. HACCP i higijena namirnica, Zagreb, 2000.				2		
Krešić, G. Trendovi u prehrani, FMTU, Opatija, 2012. (selected chapters)				5		
2.12. Additional literature (at the moment of changes and/or amended of study programme)	Vodič dobre higijenske prakse za ugostitelje HACCP vodič - Praktična provedba načela HACCP sustava za ugostitelje Nacionalno zdravstveno vijeće. Kodeks Jamstvo neškodljivosti namirnica u ugostiteljstvu HACCP sustavom. Zagreb, 1997.				5	yes yes yes
2.13. Quality assurance methods that ensure the acquisition of knowledge, skills and competences	The control of students' work quality and the acquisition of necessary knowledge and skills will be ensured through interactive work. By keeping track of attendance and student activity during classes and provided information on students' progress through short colloquiums and homework, information for further guidance to students will be provided in order to increase the efficiency of their work. Students will be informed about their rights and obligations as well as the methods of work and the required literature. Indicators of quality assurance system: Student survey, monitoring of annual data from the Croatian employment service on the annual state of student employment, surveys from employers and Alumni association.					

IV. SEMESTER

12. GENERAL INFORMATION			
1.1. Course lecturer	Ivana Beljo, dipl.ing.mat	1.7. Credit score (ECTS)	6
1.2. Course title	Bussiness statistics	1.8. Forms of teaching (number of hours Lecturing +Practical exercises + Seminars + e learning)	30L + 30P
1.3. Assistants and/or associates	Ana Perišić, dipl.ing.mat., univ.spec.oec.	1.9. Level of e- learning application (1 st , 2 nd , 3 rd level), percentage of on line course performance (max. 20%)	1 st level , on line course performance On-line, 0%
1.4. Study programme (specialist, undergraduate, graduate)	Undergraduate professional study programme of Management	12.10. Number of course revisions	1.
1.5. Course status (obligatory, optional)	obligatory	12.11. Modernization	YES
1.6. Year of study	2.	1.12. Percentage estimate of course changes and/or supplements	Less than 20% x More than 20 % □
2. COURSE DESCRIPTION			
2.1. Course objectives	Train students to be able to comprehend, effectively understand and recognize fundamental statistical procedures and methods; provide theoretical and practical knowledge which enables students to develop and apply acquired knowledge, independently and/or within a team.		
2.2. Terms of course entry and required competences	-		
2.3. Learning outcomes on the study programme level	<p>To collect, calculate and graphically display statistical data from the field of economics and business by using advanced software tools and further comment and analyze them</p> <p>To use planning, organizing, management and control methods on practical examples, analyze the problem and propose appropriate solutions to problem situations.</p> <p>To interpret business and financial reports and propose solutions to improve financial performance and profitability.</p> <p>To interpret, solve and / or graphically present solutions in the fields of math, statistics and information technology and apply their methods and techniques in analyzing economic problems by using advanced software tools.</p>		
2.4. Expected learning outcomes on the course level	<p>To define fundamental terms of descriptive statistics, to prepare tabular and graphical data representation of statistical data, to calculate and to interpret measures of central tendency and measures of dispersion, to perform correlation and regression analysis, to comment the results and to draw a conclusion about the relationship between variables; to identify time series type, to calculate and to interpret the values of dynamics indicators; to estimate the linear trend equation and to apply it for forecasting future values of the time series; to set the statistical hypothesis and to conduct the chi</p>		

	square test.					
2.5. Course content according to detailed curriculum schedule	<p><u>Lectures:</u> Fundamental statistical terms (4 h), grouping data and graphical data representation (2 h), measures of central tendency (2 h), measures of central tendency (2 h), measures of dispersion (2 h), standardized value (1 sat), time series (3 h), indices (4 h), trend (3 h), correlation and regression (2 h), Chi-square test (2 h), random variable distribution (3 h)</p> <p><u>Practical:</u> Fundamental statistical terms (4 h), grouping data and graphical data representation (2 h), measures of central tendency (2 h), measures of central tendency (2 h), measures of dispersion (2 h), standardized value (1 sat), time series (3 h), indices (4 h), trend (3 h), correlation and regression (2 h), chi-square test (2 h), random variable distribution (3 h)</p>					
2.6. Teaching methods	x lectures <input type="checkbox"/> seminars and workshops X practical exercises <input type="checkbox"/> distance education <input type="checkbox"/> mixed e-learning <input type="checkbox"/> field teaching	X independent tasks <input type="checkbox"/> multimedia and network <input type="checkbox"/> laboratory <input type="checkbox"/> mentoring <input type="checkbox"/> other	2.7. Comments:			
2.8. Students` obligations	Regular students are required to attend classes at least 70%, which is also a requirement for obtaining the lecturer`s signature. For students with part-time status, a minimum presence of 50% is required. The obligation of each student is to regularly inform oneself about the course. All notices about maintenance or eventual postponement of teaching will be published on the web site of the Polytechnic of Šibenik and the e-learning page of the course, where all the information on the course as well as the teaching materials and the list of literature are also available.					
2.9. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the credit score of the course)	Attendance	0,5	Written exam	3.5(without colloquium)	Project	
	Experimental work		Research		Practical work	
	Essay		Report		Continuous examination	0.5
	Colloquium	3,5 (without written exam)	Seminar paper		Other	
	Class activity	0,5	Oral exam	1	Other	
2.10. Grading and evaluating students` work during classes and on the exam	During the semester, students have the possibility to partially take written exams through colloquia (twice during the semester). In order to have access to the oral exam, students need to achieve at least 50% on each colloquium. Also, students have a possibility to retake one colloquium. Students who did not pass at least one colloquia (or retaken colloquia) need to take part in the written exam. In this case, in order to have access to the oral exam, students need to achieve at least 50% on written exam. The final grade is formed after the oral exam by aggregating scores achieved in the written exam/colloquia, oral exam and during classes.					

	Title	Number of copies in the library	Availability via other media
2.11. Compulsory literature (available in the library and via other media)	Dumičić, K. i suradnici (2011) Poslovna statistika. Zagreb: Element (odabrana poglavlja) Šošić I., Primijenjena statistika, Školska knjiga, Zagreb, 2004.	5 12	
2.12. Additional literature (at the moment of changes and/or amended of study programme)	Teaching materials Boban, M. i Mečev, D. (2011.) Poslovna statistika, Veleučilište u Šibeniku, recenzirana skripta		e-learning page e-learning page
2.13. Quality assurance methods that ensure the acquisition of knowledge, skills and competences	The control of students' work quality and the acquisition of necessary knowledge and skills will be ensured through interactive work. By keeping track of attendance and student activity during classes and provided information on students' progress through short colloquiums and homework, information for further guidance to students will be provided in order to increase the efficiency of their work. Students will be informed about their rights and obligations as well as the methods of work and the required literature. Indicators of quality assurance system: Student survey, monitoring of annual data from the Croatian employment service on the annual state of student employment, surveys from employers and Alumni association.		

13. GENERAL INFORMATION			
1.1. Course lecturer	Anita Grubišić	1.7. Credit score (ECTS)	6
1.2. Course title	Managerial accounting	1.8. Forms of teaching (number of hours Lecturing +Practical exercises + Seminars + e learning)	45L + 15P
1.3. Assistants and/or associates	Guest lecturers	1.9. Level of e- learning application (1 st , 2 nd , 3 rd level), percentage of on line course performance (max. 20%)	1. level – materials available On-line, 0%
1.4. Study programme (specialist, undergraduate, graduate)	Undergraduate	13.10. Number of course revisions	1.
1.5. Course status (obligatory, optional)	Obligatory	13.11. Modernization	Yes
1.6. Year of study	II.	1.12. Percentage estimate of course changes and/or supplements	Less than 20% x More than 20 % □

2. COURSE DESCRIPTION	
2.1. Course objectives	Accounting, asset accounting and amortization, accounting for liabilities and equity, cost accounting, income accounting, business performance accounting, property inventory and debt inventory, acquisition and consolidated reports, financial statements, financial indicators, understanding financial reports, managerial accounting, accounting ethics , budgeting and cost management. Exercises include solving characteristic groups of tasks as preparation for a colloquium and a written part of the exam.
2.2. Terms of course entry and required competences	Passed exam Fundamentals of accounting.
2.3. Learning outcomes on the study programme level	<p>To apply and link economic terms in more complex written and oral communication in Croatian and foreign languages</p> <p>To individually and responsibly search relevant literature for reaching solutions and conclusions in Croatian and foreign languages.</p> <p>To analyze and link basic concepts and apply content related to the area of economics, management, accounting, and finance</p> <p>To interpret business and financial reports and propose solutions to improve financial performance and profitability</p> <p>To use software packages to manage business units, processes, and organizations</p>
2.4. Expected learning outcomes on the course level	Properly interpret the concept, purpose, function and goal of managerial accounting. Study the development of managerial accounting with a special emphasis on financial accounting and cost accounting as the basis for the formulation of information on managerial accounting. Analyze the underlying financial statements prescribed by the Accounting Act. Determine the types of costs from the perspective of manager accounting. Analyze and interpret budgeting as a basis for managing revenues, costs, profits and cash flows of the company. Study and interpret the results of the company's decentralization at the centers of responsibility. Analyzing correctly interpreted management accounting information and suggest solutions to improve business performance and profit.

2.5. Course content according to detailed curriculum schedule

LECTURES			SEMINARS / EXERCISES		
Week	Hour	Thematic unit	Week	Hour	Thematic unit
1	3	Introduction lecture, Concept and Content of Managerial Accounting, Differences in Managerial and Financial Accounting.	1	1	
2	3	Functioning of Financial Accounting System and Linkage to Managerial Accounting. Financial statements in terms of accounting management.	2	1	Financial statements in terms of accounting management.
3	3	Influence of inventory calculation method. Amortization. Revaluation. Depreciation.	3	1	Influence of inventory calculation method. Amortization. Revaluation. Depreciation.
4	3	Analysis of business performance indicators based on data from financial statements. Horizontal and vertical analysis.	4	1	Analysis of business performance indicators based on data from financial statements. Horizontal and vertical analysis
5	3	Analysis of the relationship between balance positions and positions in the income statement. Analysis of the direction of motion performance.	5	1	Analysis of the relationship between balance positions and positions in the income statement. Analysis of the direction of motion performance.
6	3	Cash flow report and estimated performance of cash management.	6	1	Test 1.
7	3	Croatia's tax system. Value Added Tax Act. The Law on Profit Tax. The Income Tax Act. Specificities of law and application in accounting of companies, accountancy of tradesmen and freelancers.	7	1	Croatia's tax system. Value Added Tax Act. The Law on Profit Tax. The Income Tax Act. Specificities of law and application in accounting of companies, accountancy of tradesmen and freelancers.
8	3	Specificity of laws and application in accounting for non-profit organizations and budget users.	8	1	Test 2.
9	3	Increase in net book value of the company by direct investments and issuance of shares. Specifications of the accounting of bonds and shares.	9	1	Increase in net book value of the company by direct investments and issuance of shares. Specifications of the accounting of bonds and shares.
10	3	Increase the net book value of the company from the profit. Loss and its impact on the impairment of the trading company.	10	1	Increase the net book value of the company from the profit. Loss and its impact on the impairment of the trading company.
11	3	Impact on financial statements: acquisition and disposal of securities, prepayments in the VAT system, value adjustment of receivables, positive and negative exchange rate differences.	11	1	Impact on financial statements: acquisition and disposal of securities, prepayments in the VAT system, value adjustment of receivables, positive and negative exchange rate differences. Test 3.
12	3	Term Definition of Costs and Cost Management. Expense Management Development. Cost Divisions. Methods of separation of fixed and variable costs.	12	1	Term Definition of Costs and Cost Management. Expense Management Development. Cost Divisions. Methods of separation of fixed and variable costs.
13	3	Budgeting as a basis for managing revenues, costs, gains and cash flows. Standard planning and control costs. Cost and Revenue Analysis.	13	1	Budgeting as a basis for managing revenues, costs, gains and cash flows. Standard planning and control costs. Cost and Revenue Analysis.
14	3	Making business decisions based on information on managerial accounting. Decentralizing the organization to profit centers. Information System of managerial accounting.	14	1	Making business decisions based on information on managerial accounting. Decentralizing the organization to profit centers. Information System of managerial accounting.

2.6. Teaching methods	<input type="checkbox"/> lectures <input type="checkbox"/> seminars and workshops <input type="checkbox"/> practical exercises <input type="checkbox"/> distance education <input type="checkbox"/> mixed e-learning <input type="checkbox"/> field teaching	<input type="checkbox"/> independent tasks <input type="checkbox"/> multimedia and network <input type="checkbox"/> laboratory <input type="checkbox"/> mentoring <input type="checkbox"/> assignments	2.7. Comments:			
2.8. Students` obligations	Class attendance (according to the Rulebook on Studying) and creation of assignments are a condition for signing					
2.9. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the credit score of the course)	Attendance	1	Written exam	2	Project	
	Experimental work		Written exam (practical)		Practical work	
	Essay		Report		Continuous examination	0,5
	Colloquium	4	Seminar paper		Case studies	
	Class activity	0,5	Oral exam	2	Other	
2.10. Grading and evaluating students` work during classes and on the exam	The student is exempted from the written part of the exam if he / she passes the colloquium.					
2.11. Compulsory literature (available in the library and via other media)	Title				Number of copies in the library	Availability via other media
	1.Grubišić, A.; Analiza poslovanja, skripta, Veleučilište u Šibeniku, 2010.					Yes
	2. Belak, V., Menadžersko računovodstvo, RRIF, Zagreb, 1995.					
2.12. Additional literature (at the moment of changes and/or amended of study programme)	1. Žager, L. I dr., Analiza financijskih izvještaja, Masmmedia, Zagreb, 2008. 2. Eric W. Noreen, Peter C. Brewer, Ray H. Garrison, MANAGERIAL ACCOUNTING FOR MANAGERS, 2nd ed by The McGraw-Hill, 2011				2	Yes
2.13. Quality assurance methods that ensure the acquisition of knowledge, skills and competences	The control of students' work quality and the acquisition of necessary knowledge and skills will be ensured through interactive work. By keeping track of attendance and student activity during classes and provided information on students` progress through short colloquiums and homework, information for further guidance to students will be provided in order to increase the efficiency of their work. Students will be informed about their rights and obligations as well as the methods of work and the required literature. Indicators of quality assurance system: Student survey, monitoring of annual data from the Croatian employment service on the annual state of student employment, surveys from employers and Alumni association.					

14. GENERAL INFORMATION			
1.1. Course lecturer	Jelena Šišara, univ.spec.oec. senior lecturer	1.7. Credit score (ECTS)	6
1.2. Course title	Theory and organization of tourism	1.8. Forms of teaching (number of hours Lecturing +Practical exercises + Seminars + e learning)	45L+15S
1.3. Assistants and/or associates		1.9. Level of e- learning application (1 st , 2 nd , 3 rd level), percentage of on line course performance (max. 20%)	1 st Level, lecturing materials are available on-line, 0%
1.4. Study programme (specialist, undergraduate, graduate)	undergraduate	14.10. Number of course revisions	1
1.5. Course status (obligatory, optional)	obligatory	14.11. Modernization	Yes
1.6. Year of study	2.	1.12. Percentage estimate of course changes and/or supplements	Less than 20% x More than 20 % □
2. COURSE DESCRIPTION			
2.1. Course objectives	To introduce students to tourism as a socio-economic phenomenon. Understand impact of tourism on the economic, social and ecological environment of the receptive country. To distinguish specific forms of tourism.		
2.2. Terms of course entry and required competences	No conditions. Course Tourism Marketing is in correlation with the same courses in all Polytechnics and Universities in Croatia.		
2.3. Learning outcomes on the study programme level	To apply and link economic terms in more complex written and oral communication in Croatian and foreign languages To organize and lead team work, and critically judge the opinions and attitudes of team members To individually and responsibly search relevant literature for reaching solutions and conclusions in Croatian and foreign languages To develop team and interpersonal teamwork skills, master communication skills and presentation skills of set topics and tasks (case studies, projects, seminars) using advanced software tools for document creation, presentation and budget implementation To assess cause and effect connections of influence of the economic development process and multiplicative influence of tourism on social changes and environment and suggest options and strategies for improving and developing them		
2.4. Expected learning outcomes on the course level	1. To explain and critically evaluate tourism as a special economic category, 2. To assess the placement and scope of tourism in the structure of the national economy, 3. To comment organizations of the social and private tourism sector, 4. To interpret and link the economic functions of tourism, 5. To suggest selective types of tourism for a concrete example, 6. To assess resources in tourism and to analyze space as a component of tourism development and to analyze natural and social tourism resources according to the degree of activity,		

2.5. Course content according to detailed curriculum schedule	<p>Lectures (3 hours): Introduction to the course. Definition of terms of tourists and tourism; Initial incentives for tourism development; Motives of travel; Types and forms of tourism; Historical development of tourism; Historical development of tourism in the Republic of Croatia; Development of organizational forms in tourism; Levels of tourism organization; Organizational structure of tourism of selected countries; Organization of Tourism Organization in the Republic of Croatia and its Historical Development; Organization of tourism in the Republic of Croatia at the national and social level; International Tourism Organization; Conceptual definition of resources in economy and tourism; Space as a component of tourism development. The role of tourism resources in the development of tourism; Natural resources as tourism resources in the development of tourism; Natural resources as tourist attractions; Social resources as tourist attractions; Interdependence of tourism and traffic; basic features of traffic in tourism; Transport infrastructure in the function of tourism development; Approaches to the development of traffic in the destination, representation of certain types of transport in tourism; Interdisciplinary approach to tourism research; Priorities for the development of the Croatian transport system for tourism purposes; Hospitality Services, Travel Agents; I. Colloquium; Non-economic (social) functions of tourism; Leisure in Tourism; Leisure time facilities; Social (humanistic) functions of tourism; connectivity of social and economic functions of tourism.; Concept and definition of tourist destination; Attractiveness of tourist destination. Managing a tourist destination; Definition and function of destination management; Function of organization in a tourist destination; Lifecycle of a tourist destination; Planning and sustainable development of tourism; Planning in Tourism; Sustainable tourism development; Tourism policy in the organizational tourism system; Definition and fundamental determinants of tourism policy; Characteristics of the previous tourism policy in the Republic of Croatia. Tourism policy and sustainable development of tourism; the determinants of a new tourist policy in the Republic of Croatia; II. Colloquium, Final conclusions and signatures.</p> <p>Seminars (1 Hour): Introduction to Seminars; assignments of the topic of seminar papers. analysis and interpretation of seminar papers, presentations of seminar papers.</p>				
2.6. Teaching methods	<input type="checkbox"/> lectures <input type="checkbox"/> seminars and workshops <input type="checkbox"/> practical exercises <input type="checkbox"/> distance education <input type="checkbox"/> mixed e-learning <input type="checkbox"/> field teaching	<input type="checkbox"/> independent tasks <input type="checkbox"/> multimedia and network <input type="checkbox"/> laboratory <input type="checkbox"/> mentoring <input type="checkbox"/> other: case study	2.7. Comments:		
2.8. Students` obligations	<p>Attendance (lectures and seminars): at least 70%. Students who are not able to fully attend the classes have to write the Practical paper, that they should submit to the lecturer up to 14th week of semester (by mail to: jelena@vus.hr).</p> <p>It is recommended that students participate actively in classes: participation in discussions, case studies, etc.</p> <p>Seminar paper and Practical paper have to be written on computer and follow pre-defined content.</p> <p>All papers should be sent to an e-mail (jelena@vus.hr)</p> <p>Students who are unable to attend classes regularly, due to their status, should consult with the lecturer at the time of consultation or by e-mail (jelena@vus.hr).</p> <p>In addition, the obligation of each student is to be regularly informed about the course. It is desirable to ask other students and/or lecturer about the course. All information about the maintenance or eventual postponement of the course will be published on the e-learning page of the course, where all the information about the course as well as all the necessary materials are present.</p>				
2.9. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the	Attendance	1,5	Written exam	2	Project
	Experimental work		Research		Practical work 1,5 (only when student is not able to fully attend classes)

credit score of the course)	Essay		Report		Continuous examination	
	Colloquium	3,5 (the colloquium replace written and oral exam)	Seminar paper	1	Other	
	Class activity		Oral exam	1,5	Other	
2.10. Grading and evaluating students' work during classes and on the exam	<p>All students can choose between two exam options, which are explained below.</p> <p>Option A. Passing the exam through the colloquium In order to achieve the right of passing the exam through a colloquium, students are expected to actively participate in teaching classes (case studies, exercises and short assignments),</p> <p>Option B. Regular exam (written and oral exam) If students do not choose to actively engage in teaching, or fail to pass the colloquium then they have to go on a regular exam. The requirement for a regular exam is a positively evaluated seminar paper and attendance to lectures and seminars.</p>					
2.11. Compulsory literature (available in the library and via other media)	Title				Number of copies in the library	Availability via other media
	Šišara, J., Teorija i organizacija turizma, (2016.), Veleučilište u Šibeniku, Šibenik Čavlek, N., Bartoluci, M., Prebežac, D., i dr. (2011) Turizam – ekonomske osnove i organizacijski sustav, Školska knjiga, Zagreb.					e-learning
2.12. Additional literature (at the moment of changes and/or amended of study programme)	Hitrec, T., Hendija, Z., (2008.), Politika, organizacija i pravo u turizmu. Zagrebačka škola za menadžment, Zagreb.					
2.13. Quality assurance methods that ensure the acquisition of knowledge, skills and competences	<p>Control of students' quality and acquiring the necessary knowledge and skills will be ensured:</p> <ul style="list-style-type: none"> - through interactive work on teaching classes, - conducting records on the attendance and activities of students in teaching classes, - based on the results of the students on the colloquium and the exams, information will be provided for further instruction to students in order to increase the efficiency of their work. - The students will be referred to their rights, obligations, methods of teaching and the necessary literature. <p>Quality assurance system indicators: Student Survey, monitoring of annual data from the HZZZ about the annual employment status of students, Employers and Alumni association Survey.</p>					

15. GENERAL INFORMATION			
1.1. Course lecturer	Ana Vukičević, Ph.D.	1.7. Credit score (ECTS)	6
1.2. Course title	ENTREPRENEURSHIP	1.8. Forms of teaching (number of hours Lecturing +Practical exercises + Seminars + e learning)	45 L+ 30 S
1.3. Assistants and/or associates	NO	1.9. Level of e- learning application (1 st , 2 nd , 3 rd level), percentage of on line course performance (max. 20%)	1. level - materials available on – line, 0 %
1.4. Study programme (specialist, undergraduate, graduate)	undergraduate	15.10. Number of course revisions	1.
1.5. Course status (obligatory, optional)		15.11. Modernization	x
1.6. Year of study		1.12. Percentage estimate of course changes and/or supplements	Less than 20% <input checked="" type="checkbox"/> More than 20 % <input type="checkbox"/>
2. COURSE DESCRIPTION			
2.1. Course objectives	Introduce students with the small and medium entrepreneurship sector; recognize advantages and shortcoming of entrepreneurship and to recognize the value of entrepreneurship for economy. Moreover, to develop the entrepreneurship competencies in student's trough individual compilation of business plan.		
2.2. Terms of course entry and required competences	None		
2.3. Learning outcomes on the study programme level	To design and economically valorize entrepreneurial ideas, events, projects, products and services in the team and present them To analyze and link basic concepts and apply content related to the area of economics, management, accounting, and finance To interpret business and financial reports and propose solutions to improve financial performance and profitability		
2.4. Expected learning outcomes on the course level	Students are expected to: analyze and individually write business plan and to recognize positive and negative sides of entrepreneurship; moreover to analyze financial reports and to valorize good business ideas and to develop entrepreneurship competencies and to recommend further steps in entrepreneurship education.		

2.5. Course content according to detailed curriculum schedule

LECTURES			SEMINARS/WORKSHOPS		
Weeks	Hours	Theme	Week	Hours	Theme
1	3	Introduction lecture	1	2	Writing and presentation of Business plan – information
2	3	Entrepreneur and entrepreneurship	2	2	Business idea
3	3	Entrepreneurship characteristics	3	2	Market of business plan
4	3	Entrepreneurship infrastructure	4	2	Technological part of business plan
5	3	Legal constitution	5	2	Management of business plan
6	3	Small entrepreneurship	6	2	Marketing of business plan
7	3	Family entrepreneurship	7	2	Financial part of business plan
8	3	Innovative and service entrepreneurship	8	2	Financial part of business plan
9	3	Commerce entrepreneurship	9	2	Financial part of business plan
10	3	Entrepreneurship management	10	2	Financial part of business plan
11	3	Entrepreneurship strategies	11	2	Effectiveness of business plan
12	3	Franchising	12	2	Business plan presentation
13	3	Business plan	13	2	Business plan presentation
14	3	Entrepreneurship reality	14	2	Business plan presentation

	15	3	World best entrepreneurs	15	2	Business plan presentation
2.6. Teaching methods	<input checked="" type="checkbox"/> lectures <input type="checkbox"/> seminars and workshops <input type="checkbox"/> practical exercises <input type="checkbox"/> distance education <input type="checkbox"/> mixed e-learning <input type="checkbox"/> field teaching		<input checked="" type="checkbox"/> independent tasks <input type="checkbox"/> multimedia and network <input type="checkbox"/> laboratory <input type="checkbox"/> mentoring <input type="checkbox"/> other		2.7. Comments:	
2.8. Students` obligations	Requirements for all full-time students od minimum 70 % attendance at seminars and lectures. Part – time student don`t have attendance obligations but need to consult the professor during the office times or by e-mail (ana_u@vus.hr) It is advised to students to be active in lectures and tin workshops. Every student obligation is to inform themselves about lectures – all information about changes in date or time of lectures will be announced od e-learning page of the course that also maintains all course information and lecture materials.					
2.9. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the credit score of the course)	Attendance		Written exam	0.5	Project	
	Experimental work		Research	2	Practical work	
	Essay		Report		Continuous examination	
	Colloquium	1	Seminar paper	2	Other	
	Class activity		Oral exam	0.5	Other	
2.10. Grading and evaluating students` work during classes and on the exam						
2.11. Compulsory literature (available in the library and via other media)	Title				Number of copies in the library	Availability via other media
	1. Kuvačić, N. Poduzetnička biblija, Split, 2005.				3	no
2.12. Additional litearature (at the moment of changes and/or amended of study programme)						

2.13. Quality assurance methods that ensure the acquisition of knowledge, skills and competences	<p>The control of students' work quality and the acquisition of necessary knowledge and skills will be ensured through interactive work. By keeping track of attendance and student activity during classes and provided information on students` progress through short colloquiums and homework, information for further guidance to students will be provided in order to increase the efficiency of their work. Students will be informed about their rights and obligations as well as the methods of work and the required literature.</p> <p>Indicators of quality assurance system: Student survey, monitoring of annual data from the Croatian employment service on the annual state of student employment, surveys from employers and Alumni association.</p>
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16. GENERAL INFORMATION			
1.1. Course lecturer	Ivana Bratić	1.7. Credit score (ECTS)	3
1.2. Course title	Business English IV	1.8. Forms of teaching (number of hours Lecturing +Practical exercises + Seminars + e learning)	30 (Lecturing) + 15 (exercises)
1.3. Assistants and/or associates	/	1.9. Level of e- learning application (1 st , 2 nd , 3 rd level), percentage of on line course performance (max. 20%)	2nd
1.4. Study programme (specialist, undergraduate, graduate)	Undergraduate professional study of management /IT management	16.10. Number of course revisions	3rd
1.5. Course status (obligatory, optional)	Optional	16.11. Modernization	YES
1.6. Year of study	2 nd year	1.12. Percentage estimate of course changes and/or supplements	Less than 20% <input checked="" type="checkbox"/> x More than 20 % <input type="checkbox"/> □
2. COURSE DESCRIPTION			
2.1. Course objectives	<p>The objective of Business English 4 course is to upgrade the learned grammatical structures with a new vocabulary from a business environment related to the world of economy, global trends and intercultural differences. Furthermore; the stress is on developing the competence of reading and understanding the professional texts, communicating, and writing business letters in English.</p> <p>The aim of the course is to introduce students to multicultural diversity at the European and global level and to develop the skills necessary to prepare them for the future business environment; public speaking skills, active listening, negotiating, telephoning.</p>		
2.2. Terms of course entry and required competences	/		
2.3. Learning outcomes on the study programme level	<p>After successfully mastering of Business English 4 course, students will be able to:</p> <ol style="list-style-type: none"> 1. Compare and link economic and business terms in more complex written and oral communication in Croatian and English 2. Develop interpersonal and teamwork skills, master the communication skills and presentation skills in English 		

	<p>3. Analyse basic concepts related to the area of economics, management, accounting and finance in English and be able to link and be able to translate them properly in Croatian language</p> <p>4. Explore, individually and responsibly, through the relevant literature in Croatian and English language different solutions</p> <p>5. Properly structure and write a formal business letter in English</p> <p>6. Translate documents or text of business-economic character from English into Croatian and vice versa</p>											
<p>2.4. Expected learning outcomes on the course level</p>	<p>After successfully mastering of Business English 4 course, students will be able to:</p> <ol style="list-style-type: none"> 1. Express themselves correctly in English and explain the terminology from the field of economy and business 2. Critically express and explain their opinion in English regarding one of the topics dealt during the course 3. Give a review of the subject-specific findings by performing brainstorming activities on a predetermined topic 4. Do a research by investigating a topic using the relevant English literature as well as publicly expose it in English 5. Design, create and present in English a Power point presentation 6. Learn and apply the techniques of active listening 7. Apply the techniques of business negotiation process <p>Practical and Generic Skills:</p> <p>After the students successfully master the course of Business English 4, they will be able to specify and to explain basic grammar tenses in English. They will know how to recognize them in the text and properly translate them in written and oral form.</p> <p>They will be able to interpret, in English, the concepts and lexis from business legal world as well as to recognize them within the text as a part of the syntactic structure. They will also be able to translate that vocabulary in the context of Croatian language.</p> <p>Students will also learn how they can improve their listening activity as well as the skill of telephoning. They will learn the basics of business negotiation paying attention to a business etiquette.</p>											
<p>2.5. Course content according to detailed curriculum schedule</p>	<table border="1" data-bbox="544 1043 2168 1374"> <thead> <tr> <th data-bbox="544 1043 869 1114">LECTURES Thematic unit</th> <th data-bbox="869 1043 1167 1114">EXERCISES Thematic unit</th> <th data-bbox="1167 1043 2168 1114">EXPECTED LEARNING OUTCOMES ON THE COURSE LEVEL</th> </tr> </thead> <tbody> <tr> <td data-bbox="544 1114 869 1222">1. Management styles</td> <td data-bbox="869 1114 1167 1222">Different aspects of Management styles (discussion)</td> <td data-bbox="1167 1114 2168 1222">Students will be able to explain the differences between the different types of management. They will learn adjectives that refer to quality in management system and will also be able to paraphrase new vocabulary in English language.</td> </tr> <tr> <td data-bbox="544 1222 869 1374">2. How to make a good presentation</td> <td data-bbox="869 1222 1167 1374">How to start a presentation with an impact Signposting a presentation</td> <td data-bbox="1167 1222 2168 1374">Students will know how to create successful presentation which implies knowing; how to leave a good impact on listeners, what to avoid, and how to start a presentation, how to organise it in meaningful units, how to put themselves „in the listeners' shoes“.</td> </tr> </tbody> </table>			LECTURES Thematic unit	EXERCISES Thematic unit	EXPECTED LEARNING OUTCOMES ON THE COURSE LEVEL	1. Management styles	Different aspects of Management styles (discussion)	Students will be able to explain the differences between the different types of management. They will learn adjectives that refer to quality in management system and will also be able to paraphrase new vocabulary in English language.	2. How to make a good presentation	How to start a presentation with an impact Signposting a presentation	Students will know how to create successful presentation which implies knowing; how to leave a good impact on listeners, what to avoid, and how to start a presentation, how to organise it in meaningful units, how to put themselves „in the listeners' shoes“.
LECTURES Thematic unit	EXERCISES Thematic unit	EXPECTED LEARNING OUTCOMES ON THE COURSE LEVEL										
1. Management styles	Different aspects of Management styles (discussion)	Students will be able to explain the differences between the different types of management. They will learn adjectives that refer to quality in management system and will also be able to paraphrase new vocabulary in English language.										
2. How to make a good presentation	How to start a presentation with an impact Signposting a presentation	Students will know how to create successful presentation which implies knowing; how to leave a good impact on listeners, what to avoid, and how to start a presentation, how to organise it in meaningful units, how to put themselves „in the listeners' shoes“.										

3. Team building Listening activity; An interview with a founder of a team building company	Resolving conflict Students' presentations	The student will be able to explain what the team is like, how successful teams work, which is the role of leader in the team and which type of communication problems people at work most often encounter and how to avoid such a problem. Each student will individually, or in a group of two, present a topic in the form of Presentation to the rest of the group.	
4. Case study: Motivating the sales team	Case study: Motivating the sales team	Students will know how to handle a "case study" activity. Within a group of 3 to 5 students, they will find a solution to a problem and discuss the ways in which that problem can be solved.	
5. Raising finance Reading: No more easy money	Students' presentations	The student will be able to explain the term "finance" in English as well as the other terminology treated within the teaching unit. Each student will individually, or in a group of two, present a topic in the form of presentation to the rest of the group.	
6. Negotiating	Students' presentations	Students will be able to explain basic concepts related to the process of negotiation, Each student will individually, or in a group of two, present a topic in the form of presentation to the rest of the group.	
7. REVISION C	REVISION C	Students are required to deal with the new vocabulary and expressions, in terms of; filling the sentence with the correct words, identifying synonyms for new vocabulary, adequately translating sentences in English language as well as giving opinions on one of the topics given within the course duration.	
8. Customer service Reading: Customer service is changing the world	Complaints Students' presentations	Students discuss the factors and importance of customer service. They will learn new idioms and vocabulary related to the term "customer service". Through watching interviews with a top manager of one famous restaurant, students also practice the ability of listening with understanding. Students hold presentations of their ideas or a specific tourist product.	
9. Active listening	Dealing with customer complaints	Students will learn which techniques are used to improve their active listening ability, how to put themselves in the „listeners shoes“ , how to control conversation. They will know to explain the changes that have occurred over the last few years regarding consumer service issue.	

	10. Crisis management	Dealing with crisis Listening Reading	Students are encouraged to work in the group and discuss various ways of dealing with crises. Through language lessons they adopt new expressions and new vocabulary. Through listening exercises and answering questions, they practice the listening skill.
	11. Mergers and acquisitions Describing mergers and acquisitions	Reading activity: Acquiring a green business	Students will know to define and use in written and spoken language the term „mergers“ and „acquisitions“.
	12. Making acquisitions Listening activity	Expressing prediction and probability	Through listening activity and answering questions, students practice the understanding of audio-visual material. As part of the language examination, through a series of offered tasks, students are asked to use terms related to expressing probability. In this way they continually enrich their vocabulary with new language structures.
	13. Case study „Rinnovar International“	Case study	Students will learn how to handle a „case study“ activity. They will learn to analyse, Evaluate and express their opinion concerning the advantages and disadvantages of companies which decide to enlarge to other markets. They will learn to write a short report about the activities done.
	14. Telephoning	Telephoning (simulation)	Students will learn how to conduct telephoning activity in English.
	15. REVISION D	REVISION D	Students are required to deal with the new vocabulary and expressions, in terms of; filling the sentence with the correct words, identifying synonyms for new vocabulary, adequately translating sentences in English language as well as giving opinions on one of the topics given within the study.
2.6. Teaching methods	x lectures x seminars and workshops X practical exercises <input type="checkbox"/> distance education <input type="checkbox"/> mixed e-learning <input type="checkbox"/> field teaching	x independent tasks x multimedia and network <input type="checkbox"/> laboratory <input type="checkbox"/> mentoring <input type="checkbox"/> other	2.7. Comments: Teaching is conducted in the form of lectures ex-cathedra in combination with interactive teaching and independent learning. Interactive teaching implies active participation of students in teaching process in terms of analysing, discussing and individual

					text processing. By analysing and processing the text, vocabulary and expert phraseology are adopted, and by solving grammar exercises, students master the grammar as a prerequisite for creating a more complete vision of the structure of the English sentence. Students are encouraged to participate actively in teaching. Their creativity is also encouraged in order to master the grammatical and syntactic structure of the English language.	
2.8. Students` obligations	Regular students are required to attend lessons for at least 70% of teaching hours. Extraordinary students have the obligation to attend lessons in the amount of at least 50% of teaching hours. If students do not meet the requirement to attend the course, they will be deprived of their signature at the end of the semester. Likewise, students who attend regular classes will have the opportunity to attend the colloquia, while non-regular students will not have such a chance.					
2.9. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the credit score of the course)	Attendance	0,25	Written exam	1 (without colloquia)	Project	
	Experimental work		Research		Practical work	
	Essay	0,25	Report		Continuous examination	0,25
	Colloquium	1 (without the written exam)	Seminar paper		Other	
	Class activity	0,25	Oral exam	1	Other	
2.10. Grading and evaluating students` work during classes and on the exam	<p>Linking Learning Outcomes with Knowledge Verifications:</p> <p>As stated above in the Section 2.7, since teaching is conducted in combination with interactive teaching and independent learning, which implies the active participation of students in the classroom, the evaluation by the teacher is already carried out during the lesson itself in terms of the active participation of the student.</p> <p>The active participation of students in the course Business English IV is mostly reflected in the individual presentations of themes in English (participation to a project work), in the individual writing of formal emails in English, by doing language exercises which are handed out to students at the beginning of each lesson where students refresh their previous knowledge. The same principle is repeated after every new unit is introduced; students are given the handouts for analysing and filling in if necessary. Later, reading or spoken verification follows. By doing this method, after every lesson, the lecturer can have an insight in students' active participation.</p> <p>Therefore, the way of checking their language competences is through essays, tasks, reading activity, translation and language exercises.</p> <p>In addition to this monitoring of student activities, as a formal way of examining knowledge, two colloquia are organized, through which the students (if they get a minimum score) have the opportunity to pass a written part of the exam in Business English IV and to access the oral exam.</p> <p>The oral part implies the verbal examination written and answering questions related to the legal vocabulary that was processed during the course.</p>					

	Title	Number of copies in the library	Availability via other media
2.11. Compulsory literature (available in the library and via other media)	Upper Intermediate English Course Book MARKET LEADER (Third edition) , D. Falvey, D. Cotton, S. Kent, Pearson Longman (2011)	1	DA
2.12. Additional literature (at the moment of changes and/or amended of study programme)	1. Upper Intermediate English Practice File MARKET LEADER (Third edition), Pearson Longman 2. Essential Business Grammar and Usage, Business English, MARKET LEADER, Peter Strutt, Pearson Longman 3. Fifty ways to improve your business English, Ken Taylor, Summertime Publishing Limited, 2006	1 1 1	DA DA DA
2.13. Quality assurance methods that ensure the acquisition of knowledge, skills and competences	The control of students' work quality and the acquisition of necessary knowledge and skills will be ensured through interactive work. By keeping track of attendance and student activity during classes and provided information on students` progress through short colloquiums and homework, information for further guidance to students will be provided in order to increase the efficiency of their work. Students will be informed about their rights and obligations as well as the methods of work and the required literature. Indicators of quality assurance system: Student survey, monitoring of annual data from the Croatian employment service on the annual state of student employment, surveys from employers and Alumni association.		

5. GENERAL INFORMATION			
1.1. Course lecturer	Goran Crnica	1.7. Credit score (ECTS)	3
1.2. Course title	Business German 4	1.8. Forms of teaching (number of hours Lecturing +Practical exercises + Seminars + e learning)	30L+15P
1.3. Assistants and/or associates		1.9. Level of e-learning application (1 st , 2 nd , 3 rd level), percentage of online course performance (max. 20%)	3
1.4. Study programme (specialist, undergraduate, graduate)	Undergraduate professional study of management /IT management	5.10. Number of course revisions	2
1.5. Course status (obligatory, optional)	Optional	5.11. Modernization	Yes

1.6. Year of study	1 st	1.12. Percentage estimate of course changes and/or supplements	Less than 20% <input checked="" type="checkbox"/>	X <input type="checkbox"/>		
			More than 20 % <input type="checkbox"/>	<input type="checkbox"/>		
2. COURSE DESCRIPTION						
2.1. Course objectives	The aim of the teaching process and the course is the upgrade of language structures, lexis and grammar. Special attention is given to perfecting the techniques of listening, speech, reading and writing in the field of tourism and management. The students are intended to communicate independently using professional vocabulary. Teaching a foreign language is aimed at introducing students into new systems of communication and enabling their easier and more direct inclusion in world events and exploring the elements of culture and civilization of German-speaking peoples. Foreign language learning is in line with the aspiration to preserve the richness of diversity of multilingual Europe as well as encouraging the development of a culture of dialogue and civilisation.					
2.2. Terms of course entry and required competences						
2.3. Learning outcomes on the study programme level	<ul style="list-style-type: none"> - (1) To apply and link economic terms in more complex written and oral communication in Croatian and foreign languages - (3) To individually and responsibly search relevant literature for reaching solutions and conclusions in Croatian and foreign languages 					
2.4. Expected learning outcomes on the course level	<ul style="list-style-type: none"> - to use some of the general language competences at level A2-B1 of the Common European Framework of Reference for Languages (CEFR) - to identify grammatical structures and vocabulary in texts and tasks, and to apply them correctly - to understand basic business vocabulary - to listen to and read short texts in areas worked on during the course - to analyse, interpret and critically assess expert texts worked on during the course - to analyse and evaluate the attitudes presented by students, and to express your own views - to write emails and summaries on course topics - to communicate on the basic level in German on a course topic 					
2.5. Course content according to detailed curriculum schedule	LECTURES			SEMINARS / EXERCISES		
	Tjedan	Sati	Tematska jedinica	Tjedan	Sati	Tematska jedinica
	1	2	Das ist Kroatien	1	1	Artikelgebrauch

	2	2	Kroatische Nationalparks	2	1	Präposition mit Dativ
	3	2	Zagreb, die Hauptstadt Kroatiens	3	1	Passiv
	4	2	Opatija, die Wiege des Kroatischen Tourismus	4	1	Relativpronomen
	5	2	Dubrovnik	5	1	Temporalsätze
	6	2	Split	6	1	Komparativsätze
	7	2	Zadar	7	1	Kausalsätze
	8	2	Šibenik - Wiederholung	8	1	Vergleichssätze - Test zur Selbstbewertung
	9	2	Pula	9	1	Infinitiv mit zu
	10	2	Bestandteile des Geschäftsbriefs, Rundschreiben	10	1	Infinitiv ohne zu
	11	2	Anfrage	11	1	Wunschsätze
	12	2	Anfrage, Angebot	12	1	Temporalsätze
	13	2	Reservierung, Allotment	13	1	Relativsätze

	14	2	Abrechnung	14	1	Dass-Sätze		
	15	2	Reklamation - Wiederholung	15	1	Konditionalsätze - Test zur Selbstbewertung		
2.6. Teaching methods	<input checked="" type="checkbox"/> lectures <input type="checkbox"/> seminars and workshops <input checked="" type="checkbox"/> practical exercises <input type="checkbox"/> distance education <input type="checkbox"/> mixed e-learning <input checked="" type="checkbox"/> field teaching		<input type="checkbox"/> independent tasks <input checked="" type="checkbox"/> multimedia and network <input type="checkbox"/> laboratory <input type="checkbox"/> mentoring <input type="checkbox"/> other		2.7. Comments:			
2.8. Students` obligations	Regular students are required to attend classes at least 70%, which is also a requirement for obtaining the lecturer`s signature. For students with part-time status, a minimum presence of 50% is required. The obligation of each student is to regularly inform oneself about the course. All notices about maintenance or eventual postponement of lectures or exercises will be published on the web site of the Polytechnic of Šibenik and the e-learning page of the course, where all the information on the course as well as the teaching materials and the list of literature are also available.							
2.9. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the credit score of the course)	Attendance	0,5	Written exam	1	Project			
	Experimental work		Research		Practical work			
	Essay		Report		Continuous examination			
	Colloquium		Seminar paper		Homework	0,5		
	Class activity	0,5	Oral exam	0,5	Other			
2.10. Grading and evaluating students` work during classes and on the exam	The students` acquired knowledge is checked during course classes. Special attention is paid to evaluation during the teaching process itself, with special attention to the active participation of the students in the classroom and to homework. The final exam consists of a written and oral part.							

2.11. Compulsory literature (available in the library and via other media)	Title	Number of copies in the library	Availability via other media
	1. Blažević, Nevenka: Deutsch in Hotellerie und Tourismus, Školska knjiga, Zagreb, 1998.	10	X
2.12. Additional literature (at the moment of changes and/or amended of study programme)	www.goethe.de	10	X (elearning, handouts)
2.13. Quality assurance methods that ensure the acquisition of knowledge, skills and competences	<p>The control of students' work quality and the acquisition of necessary knowledge and skills will be ensured through interactive work. By keeping track of attendance and student activity during classes and provided information on students` progress through short tests and homework. Information for further guidance to students will be provided in order to increase the efficiency of their work. Students will be informed about their rights and obligations as well as the methods of work and the required literature.</p> <p>Indicators of quality assurance system: Student survey, monitoring of annual data from the Croatian employment service on the annual state of student employment, surveys from employers and Alumni association.</p>		

17. GENERAL INFORMATION			
1.1. Course lecturer	Ivana Bratić	1.7. Credit score (ECTS)	3
1.2. Course title	Business Italian IV	1.8. Forms of teaching (number of hours Lecturing +Practical exercises + Seminars + e learning)	30 (Lecturing) + 15 (exercises)
1.3. Assistants and/or associates	/	1.9. Level of e- learning application (1 st , 2 nd , 3 rd level), percentage of on line course performance (max. 20%)	2nd
1.4. Study programme (specialist, undergraduate, graduate)	Undergraduate professional study of management /IT management	17.10. Number of course revisions	3rd
1.5. Course status (obligatory, optional)	Optional	17.11. Modernization	YES

1.6. Year of study	2 nd year	1.12. Percentage estimate of course changes and/or supplements	Less than 20% <input checked="" type="checkbox"/> More than 20 % <input type="checkbox"/>
2. COURSE DESCRIPTION			
2.1. Course objectives	<p>The objective of Business Italian 4 course is to upgrade the learned grammatical structures with a new vocabulary from a business environment related to the world of economy, global trends and intercultural differences. Furthermore; the stress is on developing the competence of reading and understanding the professional texts, communicating, and writing business letters in English.</p> <p>The aim of the course is to introduce students to multicultural diversity at the European and global level and to develop the skills necessary to prepare them for the future business environment; public speaking skills, active listening, negotiating, telephoning.</p>		
2.2. Terms of course entry and required competences	/		
2.3. Learning outcomes on the study programme level	<p>After successfully mastering of Business Italian 4 course, students will be able to:</p> <ol style="list-style-type: none"> 1. Compare and link economic and business terms in more complex written and oral communication in Croatian and English 2. Develop interpersonal and teamwork skills, master the communication skills and presentation skills in English 3. Work in a team and give a critical express opinion in Italian. 4. Analyse basic concepts related to the area of economics, management, accounting and finance in English and be able to link and be able to translate them properly in Croatian language 5. Explore, individually and responsibly, through the relevant literature in Croatian and English language different solutions 6. Translate documents or text of business-economic character from English into Croatian and vice versa 		
2.4. Expected learning outcomes on the course level	<p>After successfully mastering of Business Italian 4 course, students will be able to:</p> <ol style="list-style-type: none"> 1. Describe and apply in Italian the complex grammatical structures 2. Properly explain the difference (notice the similarities and differences) in the use of Italian applied vocabulary 3. Paraphrase the main business terms (learnt during the course duration) in Italian language 4. Express their critical opinion in Italian referring one of the themes dome during the semester 5. Work in team and do a research activity upon certain topic 6. Design, create and publicly expose a Power Point presentation in Italian <p>Practical and Generic Skills:</p> <p>After the students successfully master the course of Business Italian 4, they will be able to specify and to explain basic grammar tenses in Italian language. They will know how to recognize them in the text and properly translate them in written and oral form.</p> <p>They will be able to interpret, in Italian, the concepts and lexis from business world and tourism as well as to recognize them within the text as a part of the syntactic structure. They will also be able to translate that vocabulary in the context of Croatian language as well as to speak about the cultural and</p>		

tourism issues in Italian.

Moreover, they will know how to organise a team work and role play when working on a project. It implies; the elaboration of materials collected in Italian language, dividing it into meaningful units like for example; the creation of a tourist offer of certain place or country.

2.5. Course content according to detailed curriculum schedule

LECTURES Thematic unit	EXERCISES Thematic unit	EXPECTED LEARNING OUTCOMES ON THE COURSE LEVEL
1. Introduzione del soggetto dello studio	Esercizi, lettura e comprensione	Students become familiar with the course materials. Reading and understanding exercises, answering questions, listening to audio-visual material with tourist content, and submitting essays as a check
2. Le presentazioni negli incontri di lavoro	La cultura italiana (esercizi di ascolto e comprensione)	The student will know in which way to access the formal briefings in Italian business environment. Through activities such as "roleplay" students will know how to present themselves in and begin conversation in Italian language.
3. Come rapportarsi nell'ambito lavorativo	Conversazione	Student will learn communication processes through number of situations Roleplayed during their lesson.
4. Appuntamenti d'affari	Come iniziare e finire un contatto telefonico	Students will learn the basic rules regarding the conducting of phone talks in Italian.
5. Impiegato di agenzia di viaggi	Come presentare una destinazione turistica	Students will be able to present one tourist destination in Italian.
6. Il passato remoto	Esercizi, lettura, scrittura	Student will learn the form and the function of Passato Remoto. They will know to recognise it in written materials as well as to use it in Italian sentences.
7. Il congiuntivo presente (La forma e uso)	Gli esercizi con il congiuntivo presente	Students will be able to use Il Congiuntivo Presente in written and spoken language. They will know to recognise it in written materials as well as to use it in Italian sentences.
8. Il congiuntivo passato	Gli esercizi con il congiuntivo passato e il congiuntivo presente	Students will be able to form and use correctly in written and spoken form Sentences with Present and Past Subjunctive (Il Congiuntivo presente e Passato). They will know to explain the difference that the subjunctive leaves in a sentence.
9. Il congiuntivo	Gli esercizi con il congiuntivo:	Students will be able to use the Imperfect Subjunctive within the sentences in Italian.

	imprefetto	presente, passato e il congiuntivo imprefetto	
	10. La verifica I	La verifica I	Students are required to be able to solve grammar exercise from the written text.
	11. Prenotazioni	Come prenotare un viaggio turistico o chiedere le informazioni su un soggiorno all'estero	Students will be able to write a formal request (business letter) for a tourist trip. They will be able to use applied vocabulary and formal sentence structure.
	12. La descrizione del prodotto turistico	Esercizi, l'ascolto e la scrittura	Students will be able to write an essay and present a tourist product, to express their opinions and observations.
	13. Le presentazioni I Esercizi	Esercizi	Students will be able to prepare and give a presentation in Italian language.
	14. Le presentazioni II	Esercizi	Students will be able to prepare and give a presentation in Italian language.
	15. La reverifica II	La verifica II	Students are required to hand in presentations and essays done during the course. After that, oral examination follows regarding the topics covered during the course.
2.6. Teaching methods	x lectures <input type="checkbox"/> seminars and workshops X practical exercises <input type="checkbox"/> distance education <input type="checkbox"/> mixed e-learning x field teaching	x independent tasks <input type="checkbox"/> multimedia and network <input type="checkbox"/> laboratory <input type="checkbox"/> mentoring <input type="checkbox"/> other	2.7. Comments:
			Teaching is conducted in the form of lectures ex-cathedra in combination with interactive teaching and independent learning. Interactive teaching implies active participation of students in teaching process in terms of analysing, discussing and individual text processing. By analysing and processing the text, vocabulary and expert phraseology are adopted, and by solving grammar exercises, students master the grammar as a prerequisite for creating a more complete vision of the structure of the English sentence. Students are encouraged to participate actively in teaching. Their creativity is also encouraged in order to master the grammatical and syntactic structure of the English language.
2.8. Students` obligations	Regular students are required to attend lessons for at least 70% of teaching hours. Extraordinary students have the obligation to attend lessons in the amount of at least 50% of teaching hours. If students do not meet the requirement to attend the course, they will be deprived of their signature at the end of the semester.		

	Likewise, students who attend regular classes will have the opportunity to attend the colloquia, while non-regular students will not have such a chance.					
2.9. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the credit score of the course)	Attendance	0,50	Written exam	1 (without colloquia)	Project	
	Experimental work		Research		Practical work	0,50
	Essay	0,50	Report		Continuous examination	0,50
	Colloquium	1 (without the written exam)	Seminar paper		Other	
	Class activity	0,25	Oral exam	1	Other	
2.10. Grading and evaluating students` work during classes and on the exam	<p>Linking Learning Outcomes with Knowledge Verifications:</p> <p>As stated above in the Section 2.7, since teaching is conducted in combination with interactive teaching and independent learning, which implies the active participation of students in the classroom, the evaluation by the teacher is already carried out during the lesson itself in terms of the active participation of the student.</p> <p>The active participation of students in the course Business Italian IV is mostly reflected in the individual presentations of themes in Italian (participation to a project work), in the individual writing in Italian, by doing language exercises which are handed out to students at the beginning of each lesson where students refresh their previous knowledge. The same principle is repeated after every new unit is introduced; students are given the handouts for analysing and filling in if necessary. Later, reading or spoken verification follows. By doing this method, after every lesson, the lecturer can have an insight in students' active participation.</p> <p>Therefore, the way of checking their language competences is through essays, tasks, reading activity, translation and language exercises. In addition to this monitoring of student activities, as a formal way of examining knowledge, two colloquia are organized, through which the students (if they get a minimum score) have the opportunity to pass a written part of the exam in Business Italian IV and to access the oral exam.</p> <p>The oral part implies the verbal examination written and answering questions related to the legal vocabulary that was processed during the course.</p>					
2.11. Compulsory literature (available in the library and via other media)	Title				Number of copies in the library	Availability via other media
	L'ITALIANO IN AZIENDA, Giovanna Pelizza, Marco Mezzadri; GUERRA EDIZIONI, 2003					DA

2.12. Additional literature (at the moment of changes and/or amended of study programme)	<p>1. L'Italiano per gli affari, Bonacci Editore, 2000</p> <p>2. Dizionario italiano- croato, M. Deanović, J. Jernej, Školska knjiga Zagreb</p>		
2.13. Quality assurance methods that ensure the acquisition of knowledge, skills and competences	<p>The control of students' work quality and the acquisition of necessary knowledge and skills will be ensured through interactive work. By keeping track of attendance and student activity during classes and provided information on students` progress through short colloquiums and homework, information for further guidance to students will be provided in order to increase the efficiency of their work. Students will be informed about their rights and obligations as well as the methods of work and the required literature.</p> <p>Indicators of quality assurance system: Student survey, monitoring of annual data from the Croatian employment service on the annual state of student employment, surveys from employers and Alumni association.</p>		

18. GENERAL INFORMATION			
1.1. Course lecturer	Jelena Šišara, univ.spec.oec. senior lecturer	1.7. Credit score (ECTS)	6
1.2. Course title	Marketing management	1.8. Forms of teaching (number of hours Lecturing +Practical exercises + Seminars + e learning)	45L+15S
1.3. Assistants and/or associates		1.9. Level of e- learning application (1 st , 2 nd , 3 rd level), percentage of on line course performance (max. 20%)	1 st Level, lecturing materials are available on-line, 0%
1.4. Study programme (specialist, undergraduate, graduate)	undergraduate	18.10. Number of course revisions	1
1.5. Course status (obligatory, optional)	optional	18.11. Modernization	Yes
1.6. Year of study	2.	1.12. Percentage estimate of course changes and/or supplements	Less than 20% <input checked="" type="checkbox"/> X More than 20 % <input type="checkbox"/> □
2. COURSE DESCRIPTION			
2.1. Course objectives	To offer to students the latest theoretical and practical knowledge in the field of marketing management, enabling them to gain insight into modern marketing tendencies as a contemporary business practice and acquire marketing analysis skills through examples of modern business practices and insight into the marketing management process.		
2.2. Terms of course entry and required competences	No conditions. Course is in correlation with the same courses in all Polytechnics and Universities in Croatia.		

2.3. Learning outcomes on the study programme level	6. To apply and link economic terms in more complex written and oral communication in Croatian and foreign languages 7. To organize and lead team work, and critically judge the opinions and attitudes of team members 8. To individually and responsibly search relevant literature for reaching solutions and conclusions in Croatian and foreign languages 9. To develop team and interpersonal teamwork skills, master communication skills and presentation skills of set topics and tasks (case studies, projects, seminars) using advanced software tools for document creation, presentation and budget implementation 10. To develop business plan and development activities for tourism enterprise, and propose e-marketing tools in tourism						
2.4. Expected learning outcomes on the course level	1. To explain and critically evaluate basic concepts and characteristics of marketing management. 2. To evaluate and critically argue the defined marketing policy in a concrete example; 3. To formulate a marketing strategy; 4. To analyze changes in the micro and macro marketing market environment, perform strength and weakness analysis, and portfolio analysis of business entities; 5. To develop a marketing plan for a specific economic entity. 6. On practical examples analyze the problem and to propose appropriate solutions.						
2.5. Course content according to detailed curriculum schedule	Lectures (3 hours): Introduction lectures, understanding of marketing management, role of marketing in strategic planning, marketing strategy, marketing plan, brand value management, product and service management, price management, distribution management, promotion management, market change management. Seminars (1 hour): Introduction to Seminars and Project Tasks, Analysis of case studies by topic of lectures, preparation of project assignment, presentation of project papers.						
2.6. Teaching methods	<input type="checkbox"/> lectures <input type="checkbox"/> seminars and workshops <input type="checkbox"/> practical exercises <input type="checkbox"/> distance education <input type="checkbox"/> mixed e-learning <input type="checkbox"/> field teaching	<input type="checkbox"/> independent tasks <input type="checkbox"/> multimedia and network <input type="checkbox"/> laboratory <input type="checkbox"/> mentoring <input type="checkbox"/> other: case study	2.7. Comments:				
	Attendance (lectures and seminars): at least 70%. Students who are not able to fully attend the classes have to write the Practical paper, that they should submit to the lecturer up to 14 th week of semester (by mail to: jelena@vus.hr). It is recommended that students participate actively in classes: participation in discussions, case studies, project paper, etc. Students should write and present project paper and should be evaluated positively. Project paper and Practical paper have to be written on computer and follow pre-defined content. All papers should be sent to an e-mail (jelena@vus.hr) Students who are unable to attend classes regularly, due to their status, should consult with the lecturer at the time of consultation or by e-mail (jelena@vus.hr). In addition, the obligation of each student is to be regularly informed about the course. It is desirable to ask other students and/or lecturer about the course. All information about the maintenance or eventual postponement of the course will be published on the e-learning page of the course, where all the information about the course as well as all the necessary materials are present.						
2.9. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the	Attendance	1,5	Written exam	2	Project	1	
	Experimental work		Research		Practical work	1,5 (only when student is not able to fully attend classes)	

credit score of the course)	Essay		Report		Continuous examination	
	Colloquium	3,5 (the colloquium replace written and oral exam)	Seminar paper		Other	
	Class activity		Oral exam	1,5	Other	
2.10. Grading and evaluating students' work during classes and on the exam	<p>All students can choose between two exam options, which are explained below.</p> <p>Option A. Passing the exam through the colloquium In order to achieve the right of passing the exam through a colloquium, students are expected to:</p> <ul style="list-style-type: none"> - actively participate in teaching classes (case studies, exercises and short assignments), - make a team project assignment (instructions below). <p>The team project assignment involves the creation of a marketing plan in a group of 3-4 students. The team have to report their composition and theme of the marketing plan at the second week of semester. By applying the theory outlined in the lectures, students write a marketing plan that includes:</p> <p>CONTENT</p> <ol style="list-style-type: none"> 1. EXECUTIVE SUMMARY 2. ANALYSIS OF THE SITUATION <ol style="list-style-type: none"> 2.1. Market Summary 2.2. SWOT analysis 2.3. Competition analysis 2.4. Analysis of product offerings 2.5. Distribution Analysis 3. MARKETING STRATEGIES <ol style="list-style-type: none"> 3.1. Goals 3.2. Target markets 3.3. Positioning 3.4. Strategy 3.5. Tactics 4. FINANCING 5. CONTROL <p>LITERATURE LIST LIST OF TABLES / ILLUSTRATION ATTACHMENTS</p> <p>The project memorandum as well as all other information about project are on the e-learning page of the course. The projects will be presented in the 14th and 15th week of semester, in order to create a short presentation in PowerPoint for up to 5 minutes. Note: If a student does not pass the first colloquium, he or she has no right to go to another exam, but can finish and present the project task and in this case do not have to write a Practical Work.</p>					

	<p>Option B. Regular exam (written and oral exam) If students do not choose to actively engage in teaching, or fail to pass the colloquium then they have to go on a regular exam. The requirement for a regular exam is a positively evaluated project paper and/or practical paper (Deadline for submission of practical paper is the last week of semester - via e-mail jelena@vus.hr):</p> <ol style="list-style-type: none"> 1. Theoretical introduction (1 page) 2. The main part - the application of theoretical principles in practical example (7 - 8 pages) 3. Conclusion (1 page) 4. Literature 		
2.11. Compulsory literature (available in the library and via other media)	Title	Number of copies in the library	Availability via other media
2.12. Additional literature (at the moment of changes and/or amended of study programme)	<ol style="list-style-type: none"> 1. Gardijan, P., (2008.) Marketinški menadžment, Veleučilište u Šibeniku 2. Kotler, P., (2001) Upravljanje Marketingom, Analiza, Planiranje, Primjena i Kontrola, Zagreb, Informator 	<p>10</p> <p>3</p>	
2.13. Quality assurance methods that ensure the acquisition of knowledge, skills and competences	<p>Control of students' quality and acquiring the necessary knowledge and skills will be ensured:</p> <ul style="list-style-type: none"> - through interactive work on teaching classes, - conducting records on the attendance and activities of students in teaching classes, - based on the results of the students on the colloquium and the exams, information will be provided for further instruction to students in order to increase the efficiency of their work. - The students will be referred to their rights, obligations, methods of teaching and the necessary literature. <p>Quality assurance system indicators: Student Survey, monitoring of annual data from the HZZZ about the annual employment status of students, Employers and Alumni association Survey.</p>		

19. GENERAL INFORMATION			
1.1. Course lecturer	Dijana Mečev	1.7. Credit score (ECTS)	4
1.2. Course title	PUBLIC SECTOR ECONOMICS	1.8. Forms of teaching (number of hours Lecturing +Practical exercises + Seminars + e learning)	45L + 15L
1.3. Assistants and/or associates	Jelena Žaja	1.9. Level of e- learning application (1 st , 2 nd , 3 rd level), percentage of on line course performance (max. 20%)	1 st level – materials available on-line, 0%
1.4. Study programme (specialist, undergraduate, graduate)	Undergraduate	19.10. Number of course revisions	1.
1.5. Course status (obligatory, optional)	Optional	19.11. Modernization	Yes
1.6. Year of study	II	1.12. Percentage estimate of course changes and/or supplements	Less than 20% <input checked="" type="checkbox"/> More than 20 % <input type="checkbox"/>
2. COURSE DESCRIPTION			
2.1. Course objectives	<p>Introduce students with theories and researches related to the public sector economics and enable them to:</p> <ul style="list-style-type: none"> - understand and analyze public sector performance and related economic and social controversies; - understand and analyze not only the economic but also the social, political and cultural aspects of the public sector, and how they affect the economy and the everyday life of an individual. 		
2.2. Terms of course entry and required competences	No conditions.		
2.3. Learning outcomes on the study programme level	<p>To apply and link economic terms in more complex written and oral communication in Croatian and foreign languages. To organize and lead team work, and critically judge the opinions and attitudes of team members. To individually and responsibly search relevant literature for reaching solutions and conclusions in Croatian and foreign languages. To develop team and interpersonal teamwork skills, master communication skills and presentation skills of set topics and tasks (case studies, projects, seminars) using advanced software tools for document creation, presentation and budget implementation. To analyze and link basic concepts and apply content related to the area of economics, management, accounting, and finance.</p>		
2.4. Expected learning outcomes on the course level	<p>Define all categories and features important to the public sector. Critically evaluate and recognize the complex factors of public sector activity. Group and describe the categories of public sector determinants. Categorize ways of solving economic and social problems through measures of the public sector economics. Analyze the problems and measures of the public sector economics..</p>		
2.5. Course content according to detailed curriculum schedule	<p><u>Lectures:</u> Introduction to the course and the way of work (1 hour), public sector (3 hours), public choice theory (3 hours), public consumption (3 hours), public goods (3 hours), public revenues (3 hours), public expenditures (3 hours), tax terminology (3 hours), national taxes (3 hours), county taxes (2 hours),</p>		

	city or municipal taxes (2 hours), health insurance (3 hours), pension insurance (3 hours), cost benefit analysis (3 hours), public debt (3 hours), state bankruptcy (2 hours). <u>Practical exercises:</u> Public sector (1 hour), public choice theory (1 hour), public consumption (1 hour), public goods (1 hour), public revenues (1 hour), public expenditures (1 hour), tax terminology (1 hour), state taxes (1 hour), county taxes (1 hour), local government taxes (1 hour), health insurance (1 hour), pension insurance (1 hour), cost benefit analysis (1 hour), public debt (1 hour), state bankruptcy (1 hour).					
2.6. Teaching methods	x lectures	x independent tasks		2.7. Comments:		
	x seminars and workshops	<input type="checkbox"/> multimedia and network <input type="checkbox"/> laboratory <input type="checkbox"/> mentoring <input type="checkbox"/> other				
	x practical exercises					
	<input type="checkbox"/> distance education					
	<input type="checkbox"/> mixed e-learning					
	x field teaching					
2.8. Students` obligations	For all regular students it is obligatory to attend classes (lectures and exercises) of at least 70% and for part-time students 50%. It is the obligation of all students to prepare and present seminar paper. It is recommended that students participate actively in classes, which includes participation in discussions, case studies, etc. The obligation of each student is to be regularly informed about the course. All announcements about the course and eventual postponement of the lessons will be published on the e-learning page of the course, where all the information on the course as well as the teaching materials and the list of literature are included.					
2.9. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the credit score of the course)	Attendance	1,5	Written exam	2*	Project	
	Experimental work		Research		Practical work	
	Essay	1	Report		Continuous examination	
	Colloquium		Seminar paper	0,5	Problem solving task	1
	Class activity		Oral exam		Other	
2.10. Grading and evaluating students` work during classes and on the exam	Over the course of the semester students write essays and problem-solving tasks. The final grade is based on the results obtained by writing an essay and problem-solving tasks (*which completely replaces the written part of the exam) and by making and presenting the seminar paper, or by taking written exam and making and presenting the seminar paper.					
2.11. Compulsory literature (available in the library and via other media)	Title			Number of copies in the library	Availability via other media	
	Rosen, H.S. (1999) Javne financije, Institut za javne financije, Zagreb. Šimurina, N. i sur. (2012) Javne financije u Hrvatskoj, Ekonomski fakultet Zagreb (selected chapters).			5	YES	
	Ministarstvo financija, Porezna uprava (2012) Hrvatski porezni sustav. Zagreb: MFIN, PU				YES	

<p>2.12. Additional literature (at the moment of changes and/or amended of study programme)</p>	<p>Materials from lectures and exercises.</p>		<p>Available on the e-learning page of the course.</p>
<p>2.13. Quality assurance methods that ensure the acquisition of knowledge, skills and competences</p>	<p>The control of students' work quality and the acquisition of necessary knowledge and skills will be ensured through interactive work. By keeping track of attendance and student activity during classes and provided information on students` progress through short colloquiums and homework, information for further guidance to students will be provided in order to increase the efficiency of their work. Students will be informed about their rights and obligations as well as the methods of work and the required literature. Indicators of quality assurance system: Student survey, monitoring of annual data from the Croatian employment service on the annual state of student employment, surveys from employers and Alumni association.</p>		

V. SEMESTER

20. GENERAL INFORMATION							
1.1. Course lecturer	Željko Deković	1.7. Credit score (ECTS)	6				
1.2. Course title	FINANCIAL MANAGEMENT	1.8. Forms of teaching (number of hours Lecturing +Practical exercises + Seminars + e learning)	45L+30P				
1.3. Assistants and/or associates	Jelena Žaja	1.9. Level of e- learning application (1 st , 2 nd , 3 rd level), percentage of on line course performance (max. 20%)	1. level – materials available On-line, 0%				
1.4. Study programme (specialist, undergraduate, graduate)	Undergraduate	20.10. Number of course revisions	1.				
1.5. Course status (obligatory, optional)	Obligatory	20.11. Modernization	yes				
1.6. Year of study	3.	1.12. Percentage estimate of course changes and/or supplements	<table style="width: 100%; border: none;"> <tr> <td style="width: 80%;">Less than 20%</td> <td style="text-align: right;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>More than 20 %</td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> </table>	Less than 20%	<input checked="" type="checkbox"/>	More than 20 %	<input type="checkbox"/>
Less than 20%	<input checked="" type="checkbox"/>						
More than 20 %	<input type="checkbox"/>						
2. COURSE DESCRIPTION							
2.1. Course objectives	<p>- Introduce students with basic concepts of modern financial management through lectures, classroom discussions, business cases and project task solving so that after completing the course each student knows how to approach basic financial management issues and where to look for additional information to solve complex issues that appear in practice in everyday business.</p> <p>- To introduce students to the concept of corporate finance, its role in the company's business and to expand their basic knowledge in the field of:</p> <ul style="list-style-type: none"> • time preferences of money; • measurement of financial risk in function of capital cost; • money markets and capital markets, flows of funds in business processes and the interdependence of property and liabilities management and ways of financing them; • analysis of financial operations of business entities; • elements of financial and investment planning; • basis of financial efficiency of investment projects; • financing securities transactions with a special focus on bonds and shares and assessing the justification for investing in financial instruments in the money and capital market; • financing business with own capital; • fundamental laws of debt utilization, capital structure and dividend policy. 						
2.2. Terms of course entry and required competences	<p>No conditions.</p> <p>Course Financial Management is in correlation with the same courses in all Polytechnics and Universities in Croatia.</p>						

2.3. Learning outcomes on the study programme level	<p>To organize and lead team work, and critically judge the opinions and attitudes of team members. To individually and responsibly search relevant literature for reaching solutions and conclusions in Croatian and foreign languages. To analyze and link basic concepts and apply content related to the area of economics, management, accounting, and finance. To interpret business and financial reports and propose solutions to improve financial performance and profitability.</p>					
2.4. Expected learning outcomes on the course level	<p>It is expected that the student after completing the course Financial Management will be able to:</p> <ul style="list-style-type: none"> - Define the basic concepts and tasks of financial management; - Explain the time preference of money; - Measure the return and financial risk of the securities portfolio and explain the relation between risk and return; - Interpret the financial relations of the enterprise with the environment: population, state, foreign countries, financial institutions and the financial market; - Explain the fundamental features and specifics of financial management in hotel business entities; - Explain the financial leverage rule and its impact on the profitability of business entities; - Make horizontal and vertical analysis of financial statements and analysis of financial indicators on a business entity example; - Apply methods of net present value, return period, internal rate of return, profitability index, and assess the eligibility of investment in an investment project; - Evaluate the value of equity and debt securities through the relevant models (value for the holding period, present value dividend models, valuation of coupon bonds, bonds without coupons, determination of bond returns). 					
2.5. Course content according to detailed curriculum schedule	LECTURE			PRACTICAL EXERCISE		
	Week	Hours	Thematic unit	Week	Hours	Thematic unit
	1	3	Introduction to the course and the teaching plan. Introductory lecture - basic concepts and determinants of financial management	1	2	Introductory exercises
	2	3	Risk, Balance as a source of financial information	2	2	Risk
	3	3	Financial reports	3	2	Analysis of financial statements
	4	3	Objectives, purpose and methods of analysis of financial reports	4	2	Financial report analysis with financial indicators
	5	3	Indicators of financial analysis, examples and interpretations	5	2	Financial report analysis of financial indicators (continued)
	6	3	Rules and principles of financing, liquidity and solvency	6	2	Making of a project assignment
	7	3	Short-term asset management	7	2	Working capital
	8	3	Financial planning and methods of assessing the profitability of capital	8	2	Repetition for colloquium

			investments			
	9	3	Business banking and estimating creditworthiness of an enterprise	9	2	1. Colloquium
	10	3	Securities, promissory notes and checks	10	2	Capital investment assessment methods
	11	3	Financial insurance and short term financing	11	2	Capital investment assessment methods (continued)
	12	3	Mid-term and long-term financing - concepts and practical application	12	2	Sources of financing and cost of capital; Deposit multiplication
	13	3	Characteristics and specifics of financial management in hotel business entities	13	2	Valuation of Bonds
	14	3	Equity financing	14	2	Valuation of Shares
	15	3	Funding Securities; Allocation of signatures	15	2	2. Colloquium
2.6. Teaching methods	x lectures <input type="checkbox"/> seminars and workshops x practical exercises <input type="checkbox"/> distance education <input type="checkbox"/> mixed e-learning <input type="checkbox"/> field teaching		x independent tasks <input type="checkbox"/> multimedia and network <input type="checkbox"/> laboratory x mentoring x case study		2.7. Comments: 	
2.8. Students` obligations	<p>The attendance requirement for full-time students is 70% or less, for part-time students 50%. <i>It is recommended that students participate actively in classes, which includes participation in discussions, solving case studies, creating a practical assignment etc.</i></p> <p>Positively graded project assignment. <i>The project task must be written on the computer and must follow pre-defined content.</i> <i>All papers are sent to an e-mail (zeljko.dekovic@vus.hr ; jzaja@vus.hr)</i> <i>Students who are unable to attend classes due to the status of an part-time student should consult with the professor at the time of consultation or by e-mail (zeljko.dekovic@vus.hr; zeljko.dekovic@otpbanka.hr)</i></p> <p>In addition, the obligation of each student is to be regularly informed about the course. It is encouraged to ask other students or professors about the course. All information about the courses or possible postponement of the lecture will be published on the e-learning page of the course, where all the information on the course as well as all the necessary materials are available.</p>					
2.9. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the	Attendance	1,5*/1,5**		Written exam	2**	
	Experimental work			Research		
	Project			Practical work	0,5*	
					0,5**	

credit score of the course)	Essay		Report		Continuous examination	
	Colloquium	4*	Seminar paper		Other	
	Class activity		Oral exam	2**	Other	
2.10. Grading and evaluating students' work during classes and on the exam	<p>Students can choose from two options for taking the course:</p> <p>Option A. Placement of exams through colloquia In order to achieve the right of passing the exam through a colloquium, students are expected to:</p> <ul style="list-style-type: none"> - actively participate in class (case studies, exercises and short assignments), - make a project assignment (instructions below). <p>The project assignment is made in teams of 3 members.</p> <p>Description of the project task The work consists of 3 parts and is based on the data of one company that each team will get. It's a business that has growth potential. For the company the following needs to be done:</p> <ol style="list-style-type: none"> 1. Financial analysis and business risk analysis (for the last 3 years of business operations), based on the analysis made in lectures / exercises. 2. Propose a potential project that the company could launch, briefly describe it, and make a projection of the profit and loss account and project cash flow for the next 7-10 years for 3 scenarios (optimistic, realistic, pessimistic). 3. Calculate the net present value, internal rate of return and discounted return time (for each scenario). <p>Deadline for submission of projects The projects are submitted electronically to the e-mail address jzaja@vus.hr Deadline is 2 weeks before the last lecture – 14. week</p> <p>Literature You can use all the literature that is placed on e-learning.</p> <p>Note: If a student does not pass the first colloquium, he/she has no right to go to second colloquium, but he/she may complete the Project assignment and in this case does not need to write Practice assignment.</p> <p>Option B. Take the regular examination (written and oral exam) If the students do not choose to actively engage in teaching and make a project assignment, or fail to pass the exam then they go out on a regular examination deadline. The requirement for a regular examination period is the preparation of practical work (if the students have written and received a positive assessment from the project task then do not write practical work) the 10-station range of the following content (the deadline for submitting this work is the last week of teaching - via e-mail (zeljko.dekovic@vus.hr ; zeljko.dekovic@otpbanka.hr):</p> <ol style="list-style-type: none"> 1. Theoretical introduction (1 page) 2. The main part - the application of theoretical principles in a practical example (7 - 8 pages) 3. Conclusion (1 page) 4. Literature 					

	Title	Number of copies in the library	Availability via other media
2.11. Compulsory literature (available in the library and via other media)	1. Vidučić Lj., Pepur S., Šimić M., Financijski menadžment, IX izdanje, RRIF Plus d.o.o., Zagreb, 2015. (odabrana poglavlja)	5	
	2. Deković, Ž., Analiza financijskog poslovanja hotelijerskih poduzeća, Veleučilište u Šibeniku, Šibenik, 2016. (odabrana poglavlja).	0	Yes
	3. Deković, Ž., Žaja J., Zbirka zadataka iz financijskog menadžmenta, Veleučilište u Šibeniku, Šibenik, 2018.	0	Yes
2.12. Additional literature (at the moment of changes and/or amended of study programme)	1. Van Horne, J. C., Wachowicz, J.M.: Osnove financijskog menadžmenta, IX. Izdanje, Mate d.o.o., Zagreb, 2002.	3	
	2. Brealley, R., Myers, S., Marcus, A.: <i>Fundamentals of Corporate Finance</i> , McGraw Hill, 2008.	0	
	3. <i>Financial Management: Concepts and Applications</i> , Plus NEW, MyFinance Lab with Pearson eText -- Access Card Package, Stephen Foerster, Prentice Hall, 2014.	0	
2.13. Quality assurance methods that ensure the acquisition of knowledge, skills and competences	<p>Quality control of students' work and acquiring the necessary knowledge and skills will be ensured:</p> <ul style="list-style-type: none"> - through interactive work in class, - by conducting records on the attendance and activities of students in class, - based on the results of the students on colloquia and exams, instructions will be provided to students in order to increase the efficiency of their work. - Students will be informed of their rights and obligations, methods of work and the required literature. 		

*ECTS OPTION A

**ECTS OPTION B

21. GENERAL INFORMATION			
1.1. Course lecturer	Ana Vukičević, Ph.D.	1.7. Credit score (ECTS)	6
1.2. Course title	SERVICE MANAGEMENT	1.8. Forms of teaching (number of hours Lecturing +Practical exercises + Seminars + e learning)	45L + 30S
1.3. Assistants and/or associates	none	1.9. Level of e- learning application (1 st , 2 nd , 3 rd level), percentage of on line course performance (max. 20%)	1. level- materials available online, 0%
1.4. Study programme (specialist, undergraduate, graduate)	undergraduate	21.10. Number of course revisions	1.

1.5. Course status (obligatory, optional)	obligatory	21.11. Modernization	x			
1.6. Year of study	3.	1.12. Percentage estimate of course changes and/or supplements	Less than 20% x More than 20 % □			
2. COURSE DESCRIPTION						
2.1. Course objectives	Kvalitaitve presentation of conceptual work frames that lead towards strategic decision-making. Understanding and introduction with service management practice of domestic and world known organizations.					
2.2. Terms of course entry and required competences	none					
2.3. Learning outcomes on the study programme level	To analyze new roles of organizations, systems, processes, products and services and quality standards in companies and propose valorization of new trends in companies and organizations To use planning, organizing, management and control methods on practical examples, analyze the problem and propose appropriate solutions to problem situations					
2.4. Expected learning outcomes on the course level	Students are expected to: analyze processes of service management and new roles of planning, controlling, implementation and enhancement; moreover to critically analyze business models and innovation methods.					
2.5. Course content according to detailed curriculum schedule	LECTURES			SEMINARS/WORKSHOPS		
	Week	Hours	Theme	Week	Hours	Theme
	1	3	Definition of service	1	1	Writing and presenting seminars – basic information
	2	3	Service management – definition	2	1	Seminar presentation
	3	3	Types of service systems	3	1	Seminar presentation
	4	3	Service enhancement and measurement	4	1	Seminar presentation

	5	3	Introduction to innovation management	5	1	Seminar presentation
	6	3	Innovation as management process	6	1	Seminar presentation
	7	3	Keeley & Pikkell – types of innovation	7	1	Seminar presentation
	8	3	Quinn & Walters – types of innovation	8	1	Seminar presentation
	9	3	Innovation strategy and risks	9	1	Seminar presentation
	10	3	TQM and business excellence	10	1	Seminar presentation
	11	3	EFQM, Malcolm Baldrige excellence model	11	1	Seminar presentation
	12	3	Japan excellence model	12	1	Seminar presentation
	13	3	Business excellence in Croatia	13	1	Seminar presentation
	14	3	Case studies	14	1	Seminar presentation
	15	3	Closing arguments	15	1	Seminar presentation
2.6. Teaching methods	x lectures x seminars and workshops <input type="checkbox"/> practical exercises <input type="checkbox"/> distance education <input type="checkbox"/> mixed e-learning <input type="checkbox"/> field teaching			<input type="checkbox"/> independent tasks <input type="checkbox"/> multimedia and network <input type="checkbox"/> laboratory <input type="checkbox"/> mentoring <input type="checkbox"/> other		2.7. Comments:
2.8. Students` obligations	Requirements for all full-time students of minimum 70 % attendance at seminars and lectures. Part – time student don't have attendance obligations but need to consult the professor during the office times or by e-mail (ana_u@vus.hr) It is advised to students to be active in lectures and in workshops. Every student obligation is to inform themselves about lectures – all information about changes in date or time of lectures will be announced on e-learning page of the course that also maintains all course information and lecture materials.					

2.9. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the credit score of the course)	Attendance		Written exam	2	Project	
	Experimental work		Research	0.5	Practical work	
	Essay		Report		Continuous examination	
	Colloquium	2	Seminar paper	0.5	Other	
	Class activity		Oral exam	1	Other	
2.10. Grading and evaluating students' work during classes and on the exam	Requirements for all full-time students of minimum 70 % attendance at seminars and lectures. Part – time student don't have attendance obligations but need to consult the professor during the office times or by e-mail (ana_u@vus.hr) It is advised to students to be active in lectures and in workshops. Every student obligation is to inform themselves about lectures – all information about changes in date or time of lectures will be announced on e-learning page of the course that also maintains all course information and lecture materials.					
2.11. Compulsory literature (available in the library and via other media)	Title				Number of copies in the library	Availability via other media
	Žilić. I.: Inoviranje, menadžment usluga i poslovna izvrsnost u organizacijama, udžbenik, Veleučilište u Šibeniku, 2015. –available in pdf. file at e-learning				-	-
2.12. Additional literature (at the moment of changes and/or amended of study programme)						
2.13. Quality assurance methods that ensure the acquisition of knowledge, skills and competences	The control of students' work quality and the acquisition of necessary knowledge and skills will be ensured through interactive work. By keeping track of attendance and student activity during classes and provided information on students' progress through short colloquiums and homework, information for further guidance to students will be provided in order to increase the efficiency of their work. Students will be informed about their rights and obligations as well as the methods of work and the required literature. Indicators of quality assurance system: Student survey, monitoring of annual data from the Croatian employment service on the annual state of student employment, surveys from employers and Alumni association.					

22. GENERAL INFORMATION			
1.1. Course lecturer	Jasmina Sladoljev, univ. spec. oec., s. lec.	1.7. Credit score (ECTS)	6
1.2. Course title	MANAGEMENT OF TOURIST AGENCIES AND TOUROPARTATORS	1.8. Forms of teaching (number of hours Lecturing +Practical exercises + Seminars + e learning)	45+0+15+0
1.3. Assistants and/or associates	/	1.9. Level of e- learning application (1 st , 2 nd , 3 rd level), percentage of on line course performance (max. 20%)	
1.4. Study programme (specialist, undergraduate, graduate)	Undergraduate professional management studies Direction: Tourism management	1.10. Number of course revisions	First
1.5. Course status (obligatory, optional)	Obligatory	1.11. Modernization	yes
1.6. Year of study	3.	1.12. Percentage estimate of course changes and/or supplements	Less than 20% <input type="checkbox"/>
2. COURSE DESCRIPTION			
2.1. Course objectives	Introducing students with: <ul style="list-style-type: none"> • the concepts, business processes of travel agencies, tour operators and "wholesalers" • understanding of the market concept of business operations of travel agencies and tour operators, role and importance of constant innovation, improvement of the quality of tourism products, • creative market communication and socially responsible business. 		
2.2. Terms of course entry and required competences	No conditions		
2.3. Learning outcomes on the study programme level	<p>To organize and lead team work, and critically judge the opinions and attitudes of team members</p> <p>To individually and responsibly search relevant literature for reaching solutions and conclusions in Croatian and foreign languages</p> <p>To collect, calculate and graphically display statistical data from the field of economics and business by using advanced software tools and further comment and analyze them</p> <p>To use planning, organizing, management and control methods on practical examples, analyze the problem and propose appropriate solutions to problem situations</p> <p>To analyze and link basic concepts and apply content related to the area of economics, management, accounting, and finance</p> <p>To link basic terms and apply contents related to the area of law for the preparation of legal acts (contracts, rulebook) connected to a company or organization</p> <p>To develop team and interpersonal teamwork skills, master communication skills and presentation skills of set topics and tasks (case studies, projects, seminars) using advanced software tools for document creation, presentation and budget implementation</p> <p>To design and economically valorize entrepreneurial ideas, events, projects, products and services in the team and present them</p> <p>To analyze new roles of organizations, systems, processes, products and services and quality standards in companies and propose valorisation of new</p>		

	<p>trends in companies and organizations To analyze offer and resources (in organization, enterprises, tourism, tourist destination) by taking into account changing environment and using key business indicators at the global, national, regional and local levels, compose development strategies to achieve competitiveness To use software packages to manage business units, processes, and organizations</p>					
2.4. Expected learning outcomes on the course level	<p>During the course students will:</p> <ul style="list-style-type: none"> • have basic knowledge and skills to manage with operations in tourist agencies and tour operators. • be able to develop, create, calculate and process tour package arrangements, • will know how to negotiate and make contract with suppliers, • make decision about the sale price of the arrangement. • improve team and interpersonal skills by developing tourist arrangements and presenting work tasks • analyze the tourist market 					
2.5. Course content according to detailed curriculum schedule	LECTURES			SEMINARS		
	Week	hours	Thematic unit	Week	hours	Thematic unit
	1	3	Historical review of tourism agencies and tour operators	1	1	Defining tasks and detailed student acquaintances with expected learning outcomes after project design (tourist arrangements)
	2	3	The theory of intermediation in tourism; Megatrends in tourism	2	1	Division of students into teams; Selection of projects for competition
	3	3	Definition and legal status of tourist agency; Tasks, jobs, functions and division of travel agencies	3	1	Analysis of tourist movements; Analysis of business operations of tourist agencies
	4	3	Legal framework and relation of travel agencies with other companies; Touroperator – role and function	4	1	Creation of a contract between tourist agency and service provider / citizen
	5	3	Resources in tourist mediation and their allocation; Structure of business assets in tourist mediation.	5	1	Preparing for a Colloquium
	6	3	1 st Colloquium	6	1	1st Colloquium
	7	3	Market concept and business policy in tourism intermediation; Business Enhancement ; Market research; Product policy; Creating a tourist arrangement ; Types of tourist arrangements; realization of tourist	7	1	Creating touristic arrangements in teams

			arrangements			
	8	3	Price policy - principles of formation; Costs in the business of tourist agency business; calculations of tourist arrangements	8	1	Creating a calculation of tourist arrangements in the team
	9	3	Sales policy; Promotional policy	9	1	Projects presentation in a foreign language in team - overseas travel arrangements
	10	3	Tourist arrangement and calculation of tourist arrangements. Organization of economic subjects of tourist mediation.	10	1	Projects presentation in a foreign language in team – overseas travel arrangements
	11	3	Marketing approach to the organization of tourist agencies; Branding	11	1	Projects presentation in a foreign language in team - overseas travel arrangements
	12	3	Business results and economic benchmarks of business performance in tourism business	12	1	Projects presentation in in the team - tourist arrangement - school excursion - competition between the teams
	13	3	Business results and economic benchmarks of business performance in tourism business. Solving Tasks	13	1	Projects presentation in the team - tourist arrangement - school excursion - competition between the teams
	14	3	Global trends in tourist intermediation; Preparing for a Colloquium	14	1	Obrane projekata u timu – turistički aranžman - školska ekskurzija – NATJECANJE IZMEĐU TIMOVA Projects presentations in the team - tourist arrangement - school excursion - competition between the teams
	15	3	Concluding considerations; Signatures	15	1	2 nd Colloquium
2.6. Teaching methods	<input type="checkbox"/> lectures <input type="checkbox"/> seminars and workshops <input type="checkbox"/> practical exercises <input type="checkbox"/> distance education <input type="checkbox"/> mixed e-learning <input type="checkbox"/> field teaching		<input type="checkbox"/> independent tasks <input type="checkbox"/> multimedia and network <input type="checkbox"/> laboratory <input type="checkbox"/> mentoring <input type="checkbox"/> other		2.7. Comments:	
2.8. Students` obligations	<p>Regular students must attend at least 70% on the lectures and exercises. Extraordinary students have a 50% attendance obligation. It is recommended that the students actively participate in the teaching, which includes participation in the discussions, case studies, task development and projects (the basis for establishing the teaching units).</p> <p>Students have the right to take the course through a colloquium and if all colloquia are positive, they are exempted from taking the oral part of the exam. Students who do not attend a colloquium must access to written exam and the oral exam.</p> <p>The student should write and present the project in the team as one of condition for getting the signature. All the papers must sent for review by e-mail (jasmina@vus.hr) Students who are unable to attend regular classes due to the status of part-time students should consult with the teacher at the time of consultation or by e-mail (jasmina@vus.hr) Obligation of each student is to informed about the course. All the lessons of the course will be published on</p>					

	the e-learning page, where is published all the information of the course and all the necessary materials					
2.9. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the credit score of the course)	Attendance	1	Written exam	2 (without colloquium)	Project	
	Experimental work		Research		Practical work	0,75*2= 1,5
	Essay		Report		Continuous examination	
	Colloquium	3	Seminar paper		Other	
	Class activity	0,5	Oral exam	1(without colloquium)	Other	
2.10. Grading and evaluating students` work during classes and on the exam	Evaluation the project work and engagement during the course (solving the case studies, analysis of results on the tourist market, price development of hotel services, preparation of bids, contracts, preparation of reports) and evaluating the colloquium or exam					
2.11. Compulsory literature (available in the library and via other media)	Title				Number of copies in the library	Availability via other media
	1. Vukonić, B., (2003), Tourism Agency, Mikrorad, Zagreb 2. Razović, M., (2015) Tourism agencies and tour operators, lecture script. 3. Teaching materials on e-learning				2	e-learning e-learning
2.12. Additional literature (at the moment of changes and/or amended of study programme)	1. Čavlek, N., Bartoluci, M., Prebežac, D., et al. (2011) Tourism -Economic Fundamentals and Organizational System, School Book Zagreb.				2	
	2. Čavlek, N., (1998) Touroperators and World Tourism, Golden Marketing Zagreb				2	
2.13. Quality assurance methods that ensure the acquisition of knowledge, skills and competences	The control of students' work quality and the acquisition of necessary knowledge and skills will be ensured through interactive work. By keeping track of attendance and student activity during classes and provided information on students` progress through short colloquiums and homework, information for further guidance to students will be provided in order to increase the efficiency of their work. Students will be informed about their rights and obligations as well as the methods of work and the required literature. Indicators of quality assurance system: Student survey, monitoring of annual data from the Croatian employment service on the annual state of student employment, surveys from employers and Alumni association.					

1. GENERAL INFORMATION			
1.1. Course lecturer	Divna Goleš, Master of Economics, Senior lecturer	1.7. Credit score (ECTS)	6
1.2. Course title	QUALITY MANAGEMENT	1.8. Forms of teaching (number of hours Lecturing + Practical exercises + Seminars + e learning)	45L+15S
1.3. Assistants and/or associates	-	1.9. Level of e- learning application (1 st , 2 nd , 3 rd level), percentage of online course performance (max. 20%)	1 st level – materials are available On-line, 0%
1.4. Study programme (specialist, undergraduate, graduate)	Professional Undergraduate Studies of Management	1.10. Number of course revisions	1
1.5. Course status (obligatory, optional)	Optional	1.11. Modernization	Yes
1.6. Year of study	3.	1.12. Percentage estimate of course changes and/or supplements	Less than 20% X More than 20 % □
2. COURSE DESCRIPTION			
2.1. Course objectives	The aim of the collegium is to familiarize students with important terms in the area of Quality Management System and understanding the systems applied to quality management. Furthermore, collegium aims to familiarize, analyse and apply methods and tools that can be used to identify and eliminate non-conformities in the Quality Management System.		
2.2. Terms of course entry and required competences	No terms.		
2.3. Learning outcomes on the study programme level	To organize and lead team work, and critically judge the opinions and attitudes of team members To individually and responsibly search relevant literature for reaching solutions and conclusions in Croatian and foreign language. To develop team and interpersonal teamwork skills, master communication skills and presentation skills of set topics and tasks (case studies, projects, seminars) using advanced software tools for document creation, presentation and budget implementation To analyse new roles of organizations, systems, processes, products and services and quality standards in companies and propose valorisation of new trends in companies and organizations		
2.4. Expected learning outcomes on the course level	To analyze the key concepts and processes that are relevant to the Quality Management System. Review the role and importance of quality policy. To evaluate the importance of the Quality Management System in modern market conditions To connect the reasons for improving the quality domain, the role of quality cost and quality-based system development Choose and critically evaluate the appropriateness of selected methods and tools to solve problems in the Quality Management System To present a seminar paper work with clarity and understanding.		
2.5. Course content according to detailed curriculum schedule	LECTURES: Introduction to the course, the basis of the theory of quality. Interested partners and their integration into the Quality Management System. Application of quality management principles. Strategy, policy, mission, vision and quality goals. Business Systems and Quality Management Systems. Documentation in the Quality Management System. Construction and modelling of business processes. Standards, guidelines and laws in the		

	Quality Management System. Concept of continuous improvement of quality. Implementation of auditing and certification process. Troubleshooting Techniques in the Quality Management System. Norm 9000 ff. TQM Models (Business Excellence Awards), Quality Costs. SEMINARS: The role of seminar teaching, methodology of making and presenting seminar papers. Preparation, search and selection of seminar papers in the field of quality management. Presentation of seminar papers and discussion of the default theme / project.					
2.6. Teaching methods	<input type="checkbox"/> lectures <input type="checkbox"/> seminars and workshops <input type="checkbox"/> practical exercises <input type="checkbox"/> distance education <input type="checkbox"/> mixed e-learning <input type="checkbox"/> field teaching		<input type="checkbox"/> independent tasks <input type="checkbox"/> multimedia and network <input type="checkbox"/> laboratory <input type="checkbox"/> mentoring <input type="checkbox"/> teamwork		2.7. Comments:	
	All teaching materials, instructions and notices will be published on e-learning.					
2.8. Students` obligations	For the proper performance of the obligations and been given a signature from the professor, students are required to: -student is obliged to attend the classes (lectures and seminars) of a minimum 70% -student is obliged to prepare and present a seminar paper.					
2.9. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the credit score of the course)	Attendance	1,5	Written exam	2	Project	
	Experimental work		Research		Practical work	
	Essay		Report		Continuous examination	1,5 (students active work on case studies is scored and by the collecting the points replaces the oral part of the exam)
	Colloquium	2 (two successfully passed colloquium replace the written part of the exam)	Seminar paper	1	Other	
	Class activity		Oral exam	1,5	Other	
2.10. Grading and evaluating students` work during classes and on the exam	ASSESSMENT METHOD					
	Class attendance	70-76%	77-84%	85-92%	93-100%	
		2 points	3 points	4 points	5 points	
	Seminar paper	2	3	4	5	
		6 points	10 points	12 points	15 points	
Written exam	2	3	4	5		

		25 points	30 points	35 points	40 points
	Oral exam	2	3	4	5
		25 points	30 points	35 points	40 points
	FINAL GRADE/ASSESSMENT	2	3	4	5
		50-64%	65-79%	80-89%	90-100%
2.11. Compulsory literature (available in the library and via other media)	Title			Number of copies in the library	Availability via other media
	1. Goleš D., Upravljanje kvalitetom, script, VUŠ, 2011.			3	e-learning
	2. Injac N., Mala enciklopedija kvalitete, I dio, Upoznajmo normu ISO 9000, Oskar, Zagreb, 2002.			7	
	3. Šiško Kuliš M., Grubišić D., Upravljanje kvalitetom, Sveučilište u Splitu, Ekonomski fakultet, Split, 2010. (selected chapters).			2	
	4. Handouts from lectures				e-learning
2.12. Additional literature (at the moment of changes and/or amended of study programme)	1. Lazibat T., Upravljanje kvalitetom, Znanstvena knjiga, Zagreb, 2009.			1	
	2. Injac N., Mala enciklopedija kvalitete, Moderna povijest kvalitete, Oskar, Zagreb, 2001.			6	
	3. Drljača M., Mala enciklopedija kvalitete, Troškovi kvalitete, Oskar, Zagreb, 2004.			3	
	4. Injac N., Mala enciklopedija kvalitete, Informacije, dokumentacija, audit, Oskar, Zagreb, 2002.			5	
	6. Avelini Holjevac I., Upravljanje kvalitetom u turizmu i hotelskoj industriji, Fakultet za turistički i hotelski menadžment, Opatija, 2002.			2	
2.13. Quality assurance methods that ensure the acquisition of knowledge, skills and competences	The control of students' work quality and the acquisition of necessary knowledge and skills will be ensured through interactive work. By keeping track of attendance and student activity during classes and provided information on students' progress through short colloquiums and homework, information for further guidance to students will be provided in order to increase the efficiency of their work. Students will be informed about their rights and obligations as well as the methods of work and the required literature.				
	Indicators of quality assurance system: Student survey, monitoring of annual data from the Croatian employment service on the annual state of student employment, surveys from employers and Alumni association.				

23. GENERAL INFORMATION			
1.1. Course lecturer	Ana Vukičević, Ph.D.	1.7. Credit score (ECTS)	6
1.2. Course title	BUSINESS ORGANIZATION	1.8. Forms of teaching (number of hours Lecturing +Practical exercises + Seminars + e learning)	45L + 30S
1.3. Assistants and/or associates	none	1.9. Level of e- learning application (1 st , 2 nd , 3 rd level), percentage of on line course performance (max. 20%)	1.level – materials available online – 0%
1.4. Study programme (specialist, undergraduate, graduate)	undergraduate	23.10. Number of course revisions	1.
1.5. Course status (obligatory, optional)	optional	23.11. Modernization	x
1.6. Year of study	3.	1.12. Percentage estimate of course changes and/or supplements	Less than 20% x More than 20 % □
2. COURSE DESCRIPTION			
2.1. Course objectives	Introduce students with organizations theories and organizations structures and types of leadership styles.		
2.2. Terms of course entry and required competences	none		
2.3. Learning outcomes on the study programme level	<p>To use planning, organizing, management and control methods on practical examples, analyze the problem and propose appropriate solutions to problem situations</p> <p>To analyze new roles of organizations, systems, processes, products and services and quality standards in companies and propose valorisation of new trends in companies and organizations</p> <p>To understand specific human resource management processes and propose a proper value system in judgment process and assessment of work achievements and performances</p>		
2.4. Expected learning outcomes on the course level	Students are expected to: analyze new roles of organizations: moreover to critically analyze organizations theories and identify modern organization structures; comment problematic of different organizations' structures and to recommend leadership styles ; to analyze and to grade satisfactions and employees' values.		

2.5. Course content according to detailed curriculum schedule

LECTURES			SEMINARS/WORKSHOPS		
Week	Hours	Theme	Week	Hours	Theme
1	3	Introduction to organization theories	1	1	Writing and presentation seminars – information
2	3	Organization behavior	2	1	Seminars presentation
3	3	Perception and individual decision making	3	1	Seminars presentation
4	3	Group behavior	4	1	Seminars presentation
5	3	Team work	5	1	Seminars presentation
6	3	Motivation	6	1	Seminars presentation
7	3	Communication	7	1	Seminars presentation
8	3	Leadership theories	8	1	Seminars presentation
9	3	Organization structures	9	1	Seminars presentation
10	3	Organization culture	10	1	Seminars presentation
11	3	Management of human resources	11	1	Seminars presentation
12	3	Organization changes	12	1	Seminars presentation
13	3	Values and job satisfaction	13	1	Seminars presentation
14	3	Personalities and values	14	1	Seminars presentation
15	3	Business politics	15	1	Seminars presentation

2.6. Teaching methods	x lectures x seminars and workshops <input type="checkbox"/> practical exercises <input type="checkbox"/> distance education <input type="checkbox"/> mixed e-learning <input type="checkbox"/> field teaching	<input type="checkbox"/> independent tasks <input type="checkbox"/> multimedia and network <input type="checkbox"/> laboratory <input type="checkbox"/> mentoring <input type="checkbox"/> other	2.7. Comments:			
2.8. Students` obligations	Requirements for all full-time students od minimum 70 % attendance at seminars and lectures. Part – time student don`t have attendance obligations but need to consult the professor during the office times or by e-mail (ana_u@vus.hr) It is advised to students to be active in lectures and tin workshops. Every student obligation is to inform themselves about lectures – all information about changes in date or time of lectures will be announced od e-learning page of the course that also maintains all course information and lecture materials.					
2.9. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the credit score of the course)	Attendance		Written exam		Project	
	Experimental work		Research	0.5	Practical work	
	Essay		Report		Continuous examination	
	Colloquium	2	Seminar paper	0.5	Other	
	Class activity		Oral exam	1	Other	
2.10. Grading and evaluating students` work during classes and on the exam	Requirements for all full-time students od minimum 70 % attendance at seminars and lectures. Part – time student don`t have attendance obligations but need to consult the professor during the office times or by e-mail (ana_u@vus.hr) It is advised to students to be active in lectures and tin workshops. Every student obligation is to inform themselves about lectures – all information about changes in date or time of lectures will be announced od e-learning page of the course that also maintains all course information and lecture materials.					
2.11. Compulsory literature (available in the library and via other media)	Title			Number of copies in the library	Availability via other media	
	1. Robbins, S.P. i Judge, T.A.: Organizacijsko ponašanje, Mate, 2009..			3	no	3
	2. Sikavica, P., Novak, M.: Modeliranje organizacijske strukture poduzeća, Informator, Zagreb.			3	no	3
						2

2.12. Additional literature (at the moment of changes and/or amended of study programme)				3
				3
	1. Sikavica, P., Novak, M., Poslovno odlučivanje, Informator, Zagreb, 1999.	2	no	2
2.13. Quality assurance methods that ensure the acquisition of knowledge, skills and competences	<p>The control of students' work quality and the acquisition of necessary knowledge and skills will be ensured through interactive work. By keeping track of attendance and student activity during classes and provided information on students' progress through short colloquiums and homework, information for further guidance to students will be provided in order to increase the efficiency of their work. Students will be informed about their rights and obligations as well as the methods of work and the required literature.</p> <p>Indicators of quality assurance system: Student survey, monitoring of annual data from the Croatian employment service on the annual state of student employment, surveys from employers and Alumni association.</p>			

24. GENERAL INFORMATION				
1.1. Course lecturer	Ana-Mari Poljičak, dipl. ing.,s.lec.	1.7. Credit score (ECTS)	4	
1.2. Course title	Traffic in tourism	1.8. Forms of teaching (number of hours Lecturing +Practical exercises + Seminars + e learning)	45L+15S	
1.3. Assistants and/or associates	Darijo Šego, univ. spec. traff., s.lec.	1.9. Level of e- learning application (1 st , 2 nd , 3 rd level), percentage of on line course performance (max. 20%)	1st level - materials available online, 0%	
1.4. Study programme (specialist, undergraduate, graduate)	Undergraduate professional study of management	24.10. Number of course revisions	2	
1.5. Course status (obligatory, optional)	Optional	24.11. Modernization	Yes	
1.6. Year of study	3 rd	1.12. Percentage estimate of course changes and/or supplements	Less than 20%	X
			More than 20 %	□
2. COURSE DESCRIPTION				
2.1. Course objectives	The main objective of the course is to introduce students with the basic characteristics of transport and tourism and their synergy in the transport and production system			

2.2. Terms of course entry and required competences	No prerequisites					
2.3. Learning outcomes on the study programme level	To organize and lead team work, and critically judge the opinions and attitudes of team members. To individually and responsibly search relevant literature for reaching solutions and conclusions in Croatian and foreign languages.					
2.4. Expected learning outcomes on the course level	Identify the difference and critically evaluate the branches of traffic in tourism. Comment on the interdependence of tourism and traffic. Suggest transport solutions in tourist destinations. Choose the appropriate traffic activity as part of the tourist product.					
2.5. Course content according to detailed curriculum schedule	LECTURES: 1. Introduction. Theoretical basis of traffic (3 h); 2. Interdependence of transport and tourism (3 h); 3. Transport branches in the connection of emitting and receptive areas (3 h); 4. Traffic as part of a tourist product. Excursions by buses, car rental. Water traffic, nautical tourism (3 h); 5. Professional visit to the travel agency Pražen putovanja d.o.o. (3 h); 6. Guest lecture in English: Tourism and Railways (Basic knowledge), Glacier Express - the slowest express Train in the World, the Trans-Siberian Railway (Russian tourism offer) - doc. dr. sc. Borna Abramović (6 h); 7. Air traffic as part of a tourist product, charter travel (2 h) 8. Colloquium I (2 h); 9. Professional Visit to Zadar Airport (Split) (6 h); 10. Professional visit of the Dogus Marine in Šibenik (Mandalina) (3 h); Logistics in tourism (3 h); 12. Economics of Exploitation of Traffic Vehicles and Traffic Infrastructure (3 hrs); 13. Parking in tourist destinations (3 h); 14. Colloquium II (2). SEMINARS: 1. Introduction. Assignment of seminar papers (2 h); 3. Public defense / presentation of seminar papers (13 h).					
2.6. Teaching methods	<input checked="" type="checkbox"/> lectures <input checked="" type="checkbox"/> seminars and workshops <input type="checkbox"/> practical exercises <input type="checkbox"/> distance education <input type="checkbox"/> mixed e-learning <input checked="" type="checkbox"/> field teaching		<input type="checkbox"/> independent tasks <input type="checkbox"/> multimedia and network <input type="checkbox"/> laboratory <input type="checkbox"/> mentoring <input type="checkbox"/> other		2.7. Comments:	
					Part of the lectures are performed in the form of field teaching. Six hours of lectures are held in English.	
2.8. Students` obligations	Regular students are required to attend classes (lectures + seminars) at least 70%. For students with part-time status a minimum presence of 50% is required.					
2.9. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the credit score of the course)	Attendance	1,5	Written exam	1(without colloquia)	Project	
	Experimental work		Research		Practical work	
	Essay		Report		Continuous examination	
	Colloquium	1 (without written exam)	Seminar paper	1	Other	
	Class activity		Oral exam	0,5	Other	
2.10. Grading and evaluating students` work during classes and on the exam	Two colloquia are written in the course. At the colloquium can get students who have regularly attended teaching in the amount of 70%. The colloquium is evaluated with a positive score of 2-5. Seminar papers are evaluated and entered in the final grade together with colloquia. Seminar students are required to do by the due date, but not later than the end of the semester. Those who do not pass one or any of the exams go to the written and oral exams. Students who take the written and oral exams receive a final grade based on written and oral success.					

	Title	Number of copies in the library	Availability via other media
2.11. Compulsory literature (available in the library and via other media)	Mrnjavac E.: Promet u turizmu, Fakultet za turistički i hotelski menadžment, Opatija, 2006. (selected chapters)	5	
2.12. Additional literature (at the moment of changes and/or amended of study programme)	Maršanić R.: Parkiranje u turističkim destinacijama, IQPLUS d.o.o., Rijeka 2008. Baričević H.: Promet u turizmu, Visoka škola za turizam, Šibenik, 2003. Lumsdon L. M., Page S. J.: Tourism and Transport, Issues and Agenda for the New Millennium, Routledge, 2003.	2 11 0	Web
2.13. Quality assurance methods that ensure the acquisition of knowledge, skills and competences	The control of students' work quality and the acquisition of necessary knowledge and skills will be ensured through interactive work. By keeping track of attendance and student activity during classes and provided information on students` progress through short colloquiums and homework, information for further guidance to students will be provided in order to increase the efficiency of their work. Students will be informed about their rights and obligations as well as the methods of work and the required literature. Indicators of quality assurance system: Student survey, monitoring of annual data from the Croatian employment service on the annual state of student employment, surveys from employers and Alumni association.		

25. GENERAL INFORMATION			
1.1. Course lecturer	Jasmina Sladoljev, univ. spec. oec., s. lec.	1.7. Credit score (ECTS)	5
1.2. Course title	HOTEL ORGANIZATION AND RECEPTION OPERATION	1.8. Forms of teaching (number of hours Lecturing +Practical exercises + Seminars + e learning)	30+30+0+0
1.3. Assistants and/or associates	/	1.9. Level of e- learning application (1 st , 2 nd , 3 rd level), percentage of on line course performance (max. 20%)	
1.4. Study programme (specialist, undergraduate, graduate)	Undergraduate professional management studies Direction: Tourism management	25.10. Number of course revisions	First
1.5. Course status (obligatory, optional)	Optional	25.11. Modernization	yes

1.6. Year of study	3.	1.12. Percentage estimate of course changes and/or supplements	Less than 20%	x		
2. COURSE DESCRIPTION						
2.1. Course objectives	Introducing students with: <ul style="list-style-type: none"> • the main roles, tasks, activities and responsibilities of hotel manager, reception process, function and role of reception manager, household service manager, hotel restaurant manager and sales manager in hotel • total business organization for every individual departments according to standards in the hotel industry • the way of price formation in hotels, sales department, reservations process, correspondence with the guests, correspondence with tourist agency, decision-making on processes in individual hotel departments, ways of solving certain problems and situations, report making 					
2.2. Terms of course entry and required competences	No conditions					
2.3. Learning outcomes on the study programme level	<p>To organize and lead team work, and critically judge the opinions and attitudes of team members</p> <p>To individually and responsibly search relevant literature for reaching solutions and conclusions in Croatian and foreign languages</p> <p>To collect, calculate and graphically display statistical data from the field of economics and business by using advanced software tools and further comment and analyze them</p> <p>To use planning, organizing, management and control methods on practical examples, analyze the problem and propose appropriate solutions to problem situations</p> <p>To analyze and link basic concepts and apply content related to the area of economics, management, accounting, and finance</p> <p>To link basic terms and apply contents related to the area of law for the preparation of legal acts (contracts, rulebook) connected to a company or organization</p> <p>To develop team and interpersonal teamwork skills, master communication skills and presentation skills of set topics and tasks (case studies, projects, seminars) using advanced software tools for document creation, presentation and budget implementation</p> <p>To design and economically valorize entrepreneurial ideas, events, projects, products and services in the team and present them</p> <p>To analyze new roles of organizations, systems, processes, products and services and quality standards in companies and propose valorisation of new trends in companies and organizations</p> <p>To use software packages to manage business units, processes, and organizations</p>					
2.4. Expected learning outcomes on the course level	<p>After completing the course, the students will know the method of hotel classification, standards in the hotel by departments, the type of hotel in terms of ownership, the way of making organizational structure, knowledge of the main business processes of different departments in the hotel, knowing how to form the price of hotel services, calculate, make offer to tourist agency, make correspondence with the guest in foreign and Croatian language through software solutions, calculate the forecast income, estimate the required number of employees due to the complexity of the process on a daily basis at the hotel (the kitchen department and households), make a report for different department in hotel</p>					
2.5. Course content according to detailed curriculum schedule	LECTURES			SEMINARS		
	Week	hours	Thematic unit	Week	hours	Thematic unit
	1	2	Introductory lectures, introductory courses and student obligations	1	2	Introduction to projects

	2	2	Hotel industry development; Hotel business - concept and features;	2	2	Analysis of facilities from a group of hotels
	3	2	Ordinance on classification and categorization of catering and hospitality facilities; Standards for catering and hospitality, sorting and classification of catering establishments in the group of hotels; Types of services and processes in the hotel	3	2	Creating a hotel service type for a variety of hotels in a group of hotels View forms for categorizing objects from a group of hotels
	4	2	Forms of ownership in hotel management; Types of hotels and organizational structures	4	2	Defining services for a hotel company – for project and practical exercises; Defining the number of rooms and the kind of rooms
	5	2	Quality in hotel business; Price formation policy in hotel industry ; prediction of hotel occupancy for each season (month)	5	2	Forming hotel service prices - for project and practical exercises; prediction of hotel occupancy for each season (month) – practical exercises
	6	2	Functional organization of hotel Hotel staff (jobs) Reception and guest accommodation (functions and reception staff, portraiture function) Food and beverage department mode (catering kitchen and its function, equipment and inventory, work organization, kitchen administration, catering standards) Sales department organizational structure	6	2	Creating organizational structures by departments in the hotel; Making a job application in a foreign language Calculating the required number of workers according to the load and needs of the hotel
	7	2	1st Colloquium	7	2	1st Colloquium
	8	2	Field work			Field work
	9	2	Price policy in hotel business;	8	2	Hotel price analysis in the Republic of Croatia by location, type of hotel and category Hotel price analysis in the selected country in the EU by location, type of hotel and category
	10	2	Sales department at the hotel; Types of contracts;	10	2	Correspondence with guests and tourist agencies; Making a contract with tourist agency
	11	2	Reservations in hotel industry	11	2	Making an offer for an individual guest; Make offer for a tourist agency in a foreign language; Hotel availability forecast;
	12	2	Staff and jobs in the reception department	12	2	Make an assessment of the required personal
	13	2	Business performance management	13	2	Entering a reservation in the program; Calculation of percentage of occupancy;
	14	2	Business performance management	14	2	Creating reports for reception bosses, directors and hotel hosts based on all previous exercises

	15	2	Concluding considerations and signatures		15	2	2nd Colloquium
2.6. Teaching methods	<input type="checkbox"/> lectures <input type="checkbox"/> seminars and workshops <input type="checkbox"/> practical exercises <input type="checkbox"/> distance education <input type="checkbox"/> mixed e-learning <input type="checkbox"/> field teaching		<input type="checkbox"/> independent tasks <input type="checkbox"/> multimedia and network <input type="checkbox"/> laboratory <input type="checkbox"/> mentoring <input type="checkbox"/> other		2.7. Comments:		
2.8. Students` obligations	<p>Regular students must attend at least 70% on the lectures and exercises. Extraordinary students have a 50% attendance obligation. It is recommended that the students actively participate in the teaching, which includes participation in the discussions, case studies, task development and projects (the basis for establishing the teaching units).</p> <p>Students have the right to take the course through a colloquium and if all colloquia are positive, they are exempted from taking the oral part of the exam. Students who do not attend a colloquium must access to written exam and the oral exam.</p> <p>The student should write and present the project in the team as one of condition for getting the signature. All the papers must sent for review by e-mail (jasmina@vus.hr) Students who are unable to attend regular classes due to the status of part-time students should consult with the teacher at the time of consultation or by e-mail (jasmina@vus.hr) Obligation of each student is to informed about the course. All the lessons of the course will be published on the e-learning page, where is published all the information of the course and all the necessary materials</p>						
2.9. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the credit score of the course)	Attendance	0,5	Written exam	2	Project		
	Experimental work		Research		Practical work	1	
	Essay		Report		Continuous examination		
	Colloquium	3	Seminar paper		Other		
	Class activity	0,5	Oral exam	1	Other		
2.10. Grading and evaluating students` work during classes and on the exam	Evaluation the project work and engagement during the course (solving the case studies, analysis of results on the tourist market, price development of hotel services, preparation of bids, contracts, preparation of reports) and evaluating the colloquium or exam						
2.11. Compulsory literature (available in the library and via other media)	Title				Number of copies in the library	Availability via other media	
	Galičić, V., Ivanović, S. Lopic, M., Hotel Sales and Reception Business, Faculty of Tourism and Hotel Management in Opatija, Opatija, 2005.				2		
Carev, D., Hotel Sales and Reception Business, VPS Libertas, Zagreb, 2015.				5			
Teaching materials from e-learning					e-learning		

2.12. Additional literature (at the moment of changes and/or amended of study programme)	Prijia, D., Standard in Tourism and Hospitality, High School for Tourism, 2003. Berc Radišić, B., Cerovic, Z., Cicvarić, A., et al., Work Organization at the Hotel, University of Rijeka, Faculty of hospitality, 1994. Vrtiprah, V., Pavlic, I., Managerial Economy in Hotel Business, University of Dubrovnik, 2005.	2 3	
2.13. Quality assurance methods that ensure the acquisition of knowledge, skills and competences	The control of students' work quality and the acquisition of necessary knowledge and skills will be ensured through interactive work. By keeping track of attendance and student activity during classes and provided information on students` progress through short colloquiums and homework, information for further guidance to students will be provided in order to increase the efficiency of their work. Students will be informed about their rights and obligations as well as the methods of work and the required literature. Indicators of quality assurance system: Student survey, monitoring of annual data from the Croatian employment service on the annual state of student employment, surveys from employers and Alumni association.		

26. GENERAL INFORMATION			
1.1. Course lecturer	Nikolina Gaćina mag.ing., Senior Lecturer	1.7. Credit score (ECTS)	4
1.2. Course title	Nutrition and tourism	1.8. Forms of teaching (number of hours Lecturing +Practical exercises + Seminars + e learning)	45 Lecturing + 15 Seminars
1.3. Assistants and/or associates		1.9. Level of e- learning application (1 st , 2 nd , 3 rd level), percentage of on line course performance (max. 20%)	1. level – Materials are available online, 0%
1.4. Study programme (specialist, undergraduate, graduate)	Professional Undergraduate Studies of Management, direction of study Tourism Management	26.10. Number of course revisions	3.
1.5. Course status (obligatory, optional)	Optional	26.11. Modernization	Yes
1.6. Year of study	III, 5th semester	1.12. Percentage estimate of course changes and/or supplements	Less than 20%
2. COURSE DESCRIPTION			
2.1. Course objectives	Understanding the specific dietary regimes depending on age, health status, physical activity, religion and body weight of an individual or group. Understanding the role of food and especially traditional gastronomy in a tourist offer.		

2.2. Terms of course entry and required competences	No conditions
2.3. Learning outcomes on the study programme level	<ul style="list-style-type: none"> • to organize and work in the team, and critically judge the opinions and attitudes of the team's stakeholders • to independently and responsibly search for relevant literature for decisions and conclusions in the Croatian and foreign language • to use planning, organizing, management and control methods in practical examples to analyse the problem and propose appropriate solutions to problem situations • to develop teamwork and interpersonal skills to work in teams, to master communication skills and presentation skills in given topics and tasks (case studies, projects, seminars) using advanced software tools for creating documents, presentations and implementation of the budget • to establish and economically value entrepreneurial ideas, events, projects, products and services in the team, and present them • to analyse new roles of organizations, systems, processes, products and services, and quality standards in the company, and propose valorisation of new trends in companies and organizations • to suggest and evaluate the importance of food and nutrition, and hygienically correct production and preparation of food in tourism • to analyse supply and resources (in the organization, enterprise, tourism, tourist destination) taking into account the changing environment using key performance indicators at the global, national, regional and local level, and build a strategy for development in order to achieve competitiveness
2.4. Expected learning outcomes on the course level	<p>After successfully mastering the course topics, students will be able to</p> <ul style="list-style-type: none"> • Analyze and comment specific diet of the population in relation to their age (children, adolescents, adults and the elderly) • Analyze and compare the specificity of traditional diets at the global level and apply this knowledge to develop specific menus • To analyze and comment on the specific diet due to the health status, particularly of diseases caused by inadequate nutrition • Analyze and distinguish the advantages of Croatian traditional gastronomy • Analyze and comment on the labelling of Croatian products, authentic Croatian food and drinks • Analyze, compare and plan diets for people with allergies and food intolerance • Analyze, compare and plan diets depending on the different physical activity and body weight • Analyze and compare nutritional specificities depending on the religion and tradition of a particular population
2.5. Course content according to detailed curriculum schedule	<ol style="list-style-type: none"> 16. Introductory lecture, Digestion, Nutrition, Macronutrients, How to write seminar paper and seminar topic selection (3 h lectures, 1 hour seminar) 17. Micronutrients, Functional Food, Traditional Diets (4 hours of lectures), 18. Croatian traditional gastronomy, CRO quality (4 hours of lectures), 19. Food Allergies and Intolerances, Food Declaration, Food for Specific Nutritional Needs (4 hours of lectures), 20. Normative for Meals and Beverages, Seminar presentations (2 hours of lectures, 2 hours of seminars), 21. Food Additives, CPH, Nutrition, Food and Tourism, Seminar presentations (3 hours of lectures, 1 hour of seminar), 22. Nutrition by age groups (4 hours of lectures), 23. Guest lecture, Nutrition of athletes (4 hours of lectures), 24. Anthropometric measurements, Seminar presentations (2 hours of lectures, 2 hours of seminars), 25. Diet therapy, Seminar presentations (3 hours of lectures, 1 hour of seminar), 26. Guest lecture, Project assignment (4 hours of lectures),

	27. Food safety, Project assignment, Seminar presentations (3 lectures, 1 hour seminar), 28. Project Tasks (4 hours of lectures), 29. Colloquium, Seminar presentations (1h of lectures, 3h seminar), 30. Seminar presentations (4 hours of seminars)					
2.6. Teaching methods	<input type="checkbox"/> lectures <input type="checkbox"/> seminars and workshops <input type="checkbox"/> field teaching		<input type="checkbox"/> independent tasks <input type="checkbox"/> multimedia and network <input type="checkbox"/> mentoring		2.7. Comments:	
2.8. Students` obligations	Full-time students must attend 70% of lectures and seminars, while part-time students must attend 50% of lectures and seminars. Full and part-time students must: 6. Take a theme for seminar paper which is fixed to the respective dates of classes 7. One week before seminar paper presentation, students must bring word document of seminar paper for review to course lecturer in electronic or paper form, or send it to the official course lecturer`s e-mail: nikolina@vus.hr (1st reading of the paper); if correction or supplementation is required, the student must correct the seminar paper according to the lecturer's instructions and resend it to second review (2nd reading) 8. After seminar paper approval, students must make a Power Point presentation and sent it for review to the official mail: nikolina@vsu.hr 9. Presentation of seminar paper must be attended in previously agreed term 10. After successful seminar paper presentation, students must create a project assignment on the course					
2.9. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the credit score of the course)	Attendance	2 ECTS	Written exam	0,75 ECTS (without colloquium exam)	Project	0,25 ECTS
	Experimental work		Research		Practical work	
	Essay		Report		Continuous examination	
	Colloquium	1 ECTS (without written and oral exam)	Seminar paper	0,75 ECTS	Other	
	Class activity		Oral exam	0,25 ECTS (without colloquium exam)	Other	
2.10. Grading and evaluating students` work during classes and on the exam	Students have the opportunity to pass the exam through one colloquium or a regular written and oral exam. Regular attendants who have a minimum of 70% lecture attendance as well as part-time students who have a minimum of 50% lecture attendance who reported going to the colloquium, can attend the colloquium. If a student passes a colloquium, the oral exam is not mandatory, only if a student is not satisfied with the overall grade or wants to take the oral exam for higher grade. Students who take the regular written exam must have a minimum of 50% attendance. Overall rating is derived from the compilation: attending classes, evaluated seminar paper, written and oral exam and project evaluation. Regular written exams can be taken by full-time students who have at least 70% attendance at the lectures, and positively developed and presented					

	seminar paper and project assignment, and part-time students who have at least 50% attendance at the lectures, and positively developed and presented seminar paper and project assignment.		
2.11. Compulsory literature (available in the library and via other media)	Title	Number of copies in the library	Availability via other media
	5. Gaćina N (2013): Nutrition and tourism, Internal script - handouts of Polytechnic in Šibenik, Šibenik 6. Gaćina N (2014): Nutrition and touris: Food and tourisma I, Textbook of Polytechnic in Šibenik, Šibenik		e-learning VUŠ
2.12. Additional literature (at the moment of changes and/or amended of study programme)	6. Krešić G (2012): Trends in Nutrition, Faculty of Tourism and Hospitality Management, Opatija 7. Kažinić Kreho L (2009): 21st Century Nutrition for women, Profile, Zagreb 8. Kažinić Kreho L (2009): 21st Century Nutrition, Profile, Zagreb 9. Mateljan G (2008): The healthiest food in the world, Planetoterapija, Zagreb 10. Vranešić D, Alebić I (2006): Food in Magnifying Glass: How to Understand and Apply Nutrition Science?, Profile International, Zagreb	4 2 3 1 4	
2.13. Quality assurance methods that ensure the acquisition of knowledge, skills and competences	<p>The control of students' work quality and the acquisition of necessary knowledge and skills will be ensured through interactive work. By keeping track of attendance and student activity during classes and provided information on students` progress through short colloquiums and homework, information for further guidance to students will be provided in order to increase the efficiency of their work. Students will be informed about their rights and obligations as well as the methods of work and the required literature.</p> <p>Indicators of quality assurance system: Student survey, monitoring of annual data from the Croatian employment service on the annual state of student employment, surveys from employers and Alumni association.</p>		

VI. SEMESTER

27. GENERAL INFORMATION			
1.1. Course lecturer	MA Gina Lugović, s. lecturer	1.7. Credit score (ECTS)	5
1.2. Course title	HUMAN RESOURCE MANAGEMENT	1.8. Forms of teaching (number of hours Lecturing +Practical exercises + Seminars + e learning)	45L + 15S
1.3. Assistants and/or associates	/	1.9. Level of e- learning application (1 st , 2 nd , 3 rd level), percentage of on line course performance (max. 20%)	1 st , materials available online, 0% of course online
1.4. Study programme (specialist, undergraduate, graduate)	Professional Undergraduate Studies of Management Tourism management	27.10. Number of course revisions	1.
1.5. Course status (obligatory, optional)	Obligatory	27.11. Modernization	Yes
1.6. Year of study	3.	1.12. Percentage estimate of course changes and/or supplements	Less than 20% <input checked="" type="checkbox"/> More than 20 % <input type="checkbox"/>
2. COURSE DESCRIPTION			
2.1. Course objectives	<ul style="list-style-type: none"> - Recognize the role of human resources management in a business organization. - Getting acquainted with and mastering knowledge about human resource planning, - the method of assessment of human resources and - methods and techniques of professional selection, - motivating and rewarding employees. 		
2.2. Terms of course entry and required competences	No input competence.		
2.3. Learning outcomes on the study programme level	After successfully mastering the material, students will be able to understand the process of human resources management, <ul style="list-style-type: none"> - apply knowledge in the process of professional selection, - organize and manage work in a team, and critically weigh the opinions and attitudes of stakeholder team, - to propose a proper value system in the judgment process and the assessment of achievements and performance. 		
2.4. Expected learning outcomes on the course level	It is expected that students after completing the course and preparing seminar papers will be able to: <ul style="list-style-type: none"> - Understand the factors of human resource management, - Apply learned knowledge in the process of planning and obtaining human resources for different departments of the organization, - understand and apply methods and techniques of professional selection and motivation to work, - analyze human resource selection and recruitment procedures, 		

- create methods and techniques of education and training of employees,
- evaluate specific processes of human resources management.

2.5. Course content according to detailed curriculum schedule

PREDAVANJA			SEMINARI / VJEŽBE		
Week	Hours	Tematska jedinica	Week	Hours	Thematic unit
1	3	Introduction lecture.	1	1	Division seminars.
2	3	The development of human resources management.	2	1	Presentation of the seminars.
3	3	Determining human resource management.	3	1	Presentation of the seminars.
4	3	Factors for human resource management.	4	1	Presentation of the seminars.
5	3	Strategic human resources management.	5	1	Presentation of the seminars.
6	3	Work analysis.	6	1	Presentation of the seminars.
7	3	Reaching human resources.	7	1	Presentation of the seminars.
8	3	Methods and techniques of professional selection.	8	1	Presentation of the seminars.
9	3	Work efficiency.	9	1	Presentation of the seminars.
10	3	Motivation to work.	10	1	Presentation of the seminars.
11	3	Material and intangible motivation strategies.	11	1	Presentation of the seminars.
12	3	Career development and management.	12	1	Presentation of the seminars.

	13	3	Development and management of managers.		13	1	Presentation of the seminars.
	14	3	Selection of best employee for work, part one.		14	1	Presentation of the seminars.
	15	3	Selection of the best employee for the job, the second part.		15	1	Presentation of the seminars.
2.6. Teaching methods	x lectures x seminars and workshops <input type="checkbox"/> practical exercises <input type="checkbox"/> distance education <input type="checkbox"/> mixed e-learning <input type="checkbox"/> field teaching		<input type="checkbox"/> independent tasks <input type="checkbox"/> multimedia and network <input type="checkbox"/> laboratory <input type="checkbox"/> mentoring <input type="checkbox"/> other		2.7. Comments: Lectures are accompanied by practical exercises conducted by students individually, in pairs or groups up to five students, with the students, if necessary, can prepare workshops and mentoring for individual seminars.		
2.8. Students` obligations	Regular students are required to attend a minimum of 70% of lectures and an extra 30% of lectures. All students are obliged to choose topics, create, present and defend seminar work (seminar work consists of at least 10 pages: cover, content, introduction, work, conclusion, literature from 2000 to 2018, submit in the text and present with ppt, covers theoretical content of the subject as preparation for a written exam and is sent to e-mail gina@vus.hr. Students are advised to go to consultations at the time of consultations or for another term.						
2.9. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the credit score of the course)	Attendance	1	Written exam	2	Project	/	
	Experimental work	/	Research	/	Practical work	/	
	Essay	/	Report	/	Continuous examination	/	
	Colloquium	/	Seminar paper	2	Other	/	
	Class activity	/	Oral exam	/	Other	/	
2.10. Grading and evaluating students` work during classes and on the exam	- Regular attendance. Full-time students attending a minimum of 70% of classes and part-time students at least 30% of classes during the semester. - Positively evaluated seminar papers (based on Croatian and English language literature). - Presentation of seminar papers from selected topic (word and ppt) with positive evaluation. Selected theme. The acquired knowledge is checked during the course by participating in the exercises and by taking two seminars. The requirement to enter the exam is the signature after the established presence in lectures and defense of two seminar papers. The final grade of the student's knowledge is formed as a common evaluation of attendance in lectures, seminar papers and written part of the exam.						

	Title	Number of copies in the library	Availability via other media
2.11. Compulsory literature (available in the library and via other media)	1. Bahtijarević-Šiber, F. (1999). Management ljudskih potencijala. Zagreb: Golden marketing. (Poglavlja: 1. Određenje managementa ljudskih potencijala, 3-21, 24-29; 2. Razvoj managementa ljudskih potencijala, 43-51, 56-60; 3. Faktori managementa ljudskih potencijala, 76-114; Strategijski management ljudskih potencijala, 119-131, 147-151; 5. Planiranje ljudskih potencijala, 180-194; 6. Analiza posla, 242-257; 7. Pribavljanje ljudskih potencijala, 287-329; 8. Temeljne pretpostavke kvalitetne profesionalne selekcije, 331-370; 9. Metode i tehnike profesionalne selekcije, 374-424.	3	-
2.12. Additional literature (at the moment of changes and/or amended of study programme)	1. Sveto, M. (2006). Upravljanje ljudskim potencijalima. IV. izmijenjeno i dopunjeno izdanje. Zagreb: Adeco. (Poglavlja: 4. Ljudski potencijali za Europske integracije, 93-124)	3	-
2.13. Quality assurance methods that ensure the acquisition of knowledge, skills and competences	<p>Quality control of students' work and acquiring the necessary knowledge and skills will be ensured:</p> <ul style="list-style-type: none"> - conducting records on attendance and student activities in lectures, - interactive work on lectures, - the information obtained on the basis of the results of the examinations required to increase the efficiency of the work, - by referring students to rights, obligations, methods of work and the necessary literature. <p>Quality assurance system indicators: Student surveys, Croatian Employment Bureau data on the student's annual employment status, employer surveys and Alumni Association.</p>		

28. GENERAL INFORMATION			
1.1. Course lecturer	Jasmina Sladoljev, univ. spec. oec., s. lec.	1.7. Credit score (ECTS)	6
1.2. Course title	MANAGEMENT OF TOURIST DESTINATION	1.8. Forms of teaching (number of hours Lecturing + Practical exercises + Seminars + e learning)	45+0 +15+0
1.3. Assistants and/or associates	/	1.9. Level of e- learning application (1 st , 2 nd , 3 rd level), percentage of on line course performance (max. 20%)	1 st material is available On-line, 0%
1.4. Study programme (specialist, undergraduate, graduate)	Undergraduate professional study program Direction: Tourism management	1.10. Number of course revisions	second
1.5. Course status (obligatory, optional)	obligatory	28.10. Modernization	yes

1.6. Year of study	3.	1.12. Percentage estimate of course changes and/or supplements	Less than 20% <input type="checkbox"/> More than 20 % <input type="checkbox"/>
2. COURSE DESCRIPTION			
2.1. Course objectives	Introducing students with: <ul style="list-style-type: none"> • with the main roles, tasks, activities and responsibilities of tourist destination managers • the role and importance of management in organizations, processes, people • using specific management tools in a tourist destination • phases and the application of the strategy of tourist destination. 		
2.2. Terms of course entry and required competences			
2.3. Learning outcomes on the study programme level	<p>To organize and lead team work, and critically judge the opinions and attitudes of team members</p> <p>To individually and responsibly search relevant literature for reaching solutions and conclusions in Croatian and foreign languages</p> <p>To collect, calculate and graphically display statistical data from the field of economics and business by using advanced software tools and further comment and analyze them</p> <p>To use planning, organizing, management and control methods on practical examples, analyze the problem and propose appropriate solutions to problem situations</p> <p>To analyze and link basic concepts and apply content related to the area of economics, management, accounting, and finance</p> <p>To link basic terms and apply contents related to the area of law for the preparation of legal acts (contracts, rulebook) connected to a company or organization</p> <p>To develop team and interpersonal teamwork skills, master communication skills and presentation skills of set topics and tasks (case studies, projects, seminars) using advanced software tools for document creation, presentation and budget implementation</p> <p>To design and economically valorize entrepreneurial ideas, events, projects, products and services in the team and present them</p> <p>To analyze new roles of organizations, systems, processes, products and services and quality standards in companies and propose valorisation of new trends in companies and organizations</p> <p>To analyze offer and resources (in organization, enterprises, tourism, tourist destination) by taking into account changing environment and using key business indicators at the global, national, regional and local levels, compose development strategies to achieve competitiveness</p> <p>To use software packages to manage business units, processes, and organizations</p>		
2.4. Expected learning outcomes on the course level	<p>Students will know</p> <p>Define, explain and link concepts related to economy, tourism, tourism system, tourist organization, tourism stakeholders, tourist destinations</p> <p>Collect data on all tourist resources of a particular tourist destination,</p> <p>Make a SWOT analysis to propose the development strategy of the tourist destination and suggest new or modified products in order to extend the increasing demand for a tourist destination</p> <p>Determine marketing guidelines for improving tourist demand;</p>		

2.5. Course content according to detailed curriculum schedule

LECTURES			SEMINARS		
Week	hours	Thematic unit	Week	hours	Thematic unit
1	3	Introduction lecture	1	1	Creating teams for seminars;
2	3	Tourism – classification; Tourism Functions; Tourism as a system; Fundamental factors of tourism	2	1	Getting acquainted with the objectives and tasks of the project; Creating teams / teams for projects and determining tourist destinations;
3	3	Tourist destination and destination system; Trends in tourism;	3	1	Seminar presentation in the team
4	3	Planning as a function of managing in tourist destination; principles and features of planning;	4	1	Seminar presentation in the team
5	3	Planning procedures at the local level; planning of tourist sites;	5	1	Seminar presentation in the team
6	3	Analysis of macro-circles and tourism destination markets; SWOT analysis	6	1	Seminar presentation in the team
7	3	Colloquium	7	1	Colloquium
8	3	Field work	8		Field work
9	3	Strategic management of tourist destination, Planning models and techniques for minimizing the negative effects of tourism	9	1	Projects presentation in the team
10	3	Strategic marketing planning as part of the overall development planning process	10	1	Projects presentation in the team
11	3	Management of the marketing mix of tourist destinations	11	1	Projects presentation in the team
12	3	Organization and management structure of destination	12		Projects presentation in the team
13	3	Monitoring of plans realization	13	1	Projects presentation in the team
14	3	Colloquium	14	1	Projects presentation in the team
15	3	Concluding considerations; Signatures	15	1	Projects presentation in the team

2.6. Teaching methods	<input type="checkbox"/> lectures <input type="checkbox"/> seminars and workshops <input type="checkbox"/> practical exercises <input type="checkbox"/> distance education <input type="checkbox"/> mixed e-learning <input type="checkbox"/> field teaching	<input type="checkbox"/> independent tasks <input type="checkbox"/> multimedia and network <input type="checkbox"/> laboratory <input type="checkbox"/> mentoring <input type="checkbox"/> other	2.7. Comments:		
2.8. Students` obligations	<p>Regular students must attend at least 70% on the lectures and exercises. Extraordinary students have a 50% attendance obligation. It is recommended that the students actively participate in the teaching, which includes participation in the discussions, case studies, task development and projects (the basis for establishing the teaching units).</p> <p>Students have the right to take the course through a colloquium and if all three colloquia are positive, they are exempted from taking the oral part of the exam. Students who do not attend a colloquium must access to written exam and the oral exam.</p> <p>The student should write and present the project in the team as one of condition for getting the signature. All the papers are sent for review by e-mail (jasmina@vus.hr) Students who are unable to attend regular classes due to the status of part-time students should consult with the teacher at the time of consultation or by e-mail (jasmina@vus.hr) Obligation of each student is to informed about the course. All the lessons of the course will be published on the e-learning page, where is published all the information of the course and all the necessary materials</p>				
2.9. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the credit score of the course)	Attendance	1	Written exam	2 (without colloquium)	Project
	Experimental work		Research		Practical work
	Essay		Report		Continuous examination
	Colloquium	3	Seminar paper		Other
	Class activity	0,5	Oral exam	1(without colloquium)	Other
2.10. Grading and evaluating students` work during classes and on the exam	Evaluation of the seminar work and project presentation and engagement during the course of solving case studies and assignments is evaluated.				
2.11. Compulsory literature (available in the library and via other media)	Title			Number of copies in the library	Availability via other media
	1st P. Gardijan, Management of tourist destinations - brand management of tourist destinations, Polytechnic in Sibenik, 2010.			10	
	2. L. Petrić, Managing a tourist destination, principles and practice, Faculty of Economics, Split, Split, 2011.			10	
2.12. Additional literature (at the moment of changes and/or amended of study programme)	1. D. Magaš , Management of tourist organizations and destinations, Adamić , Rijeka, 2003. 2. R. Dobre, Management of tourist destination (script), High School for Tourism Management Šibenik , Šibenik, 2004. 3. Magazines (Tourism, Tourism and Hospitality Management, Journal of travel researsh , Acta Turistica) 4. P. Mason, Tourism impacts , planning and management, Elsevier, Oxford 2006			2 4	

2.13. Quality assurance methods that ensure the acquisition of knowledge, skills and competences	<p>The control of students' work quality and the acquisition of necessary knowledge and skills will be ensured through interactive work. By keeping track of attendance and student activity during classes and provided information on students` progress through short colloquiums and homework, information for further guidance to students will be provided in order to increase the efficiency of their work. Students will be informed about their rights and obligations as well as the methods of work and the required literature.</p> <p>Indicators of quality assurance system: Student survey, monitoring of annual data from the Croatian employment service on the annual state of student employment, surveys from employers and Alumni association.</p>
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1. GENERAL INFORMATION			
1.1. Course lecturer	Jasmina Sladoljev, univ. spec. oec., s. lec.	1.7. Credit score (ECTS)	9
1.2. Course title	PROFESSIONAL PRACTICE	1.8. Forms of teaching (number of hours Lecturing +Practical exercises + Seminars + e learning)	120
1.3. Assistants and/or associates	/	1.9. Level of e- learning application (1 st , 2 nd , 3 rd level), percentage of on line course performance (max. 20%)	1 st level
1.4. Study programme (specialist, undergraduate, graduate)		1.10. Number of course revisions	second
1.5. Course status (obligatory, optional)	Obligatory	1.11. Modernization	yes
1.6. Year of study	3.	1.12. Percentage estimate of course changes and/or supplements	Less than 20% <input type="checkbox"/> More than 20 % <input type="checkbox"/>
2. COURSE DESCRIPTION			
2.1. Course objectives	<p>The basic goal of student practice is gaining professional experience in the field of tourism. Student practice will further enable students to:</p> <ul style="list-style-type: none"> • acquisition of new and additional skills in the field of tourism and hotel; • adaptation to the working environment; • linking theoretical knowledge and practical experience; 		

	<ul style="list-style-type: none"> • Orientation to future employment; - Strengthening the links between the Polytechnic in Sibenik and companies where students conduct professional practice - feedback about knowledge and skills that the present labor market expects, with the aim of improving the teaching process
2.2. Terms of course entry and required competences	All courses must be attended before the beginning of professional training
2.3. Learning outcomes on the study programme level	<p>To apply and link economic terms in more complex written and oral communication in Croatian and foreign languages</p> <p>To organize and lead team work, and critically judge the opinions and attitudes of team members</p> <p>To collect, calculate and graphically display statistical data from the field of economics and business by using advanced software tools and further comment and analyze them</p> <p>To use planning, organizing, management and control methods on practical examples, analyze the problem and propose appropriate solutions to problem situations</p> <p>To analyze and link basic concepts and apply content related to the area of economics, management, accounting, and finance</p> <p>To interpret business and financial reports and propose solutions to improve financial performance and profitability</p> <p>To link basic terms and apply contents related to the area of law for the preparation of legal acts (contracts, rulebook) connected to a company or organization</p> <p>To develop team and interpersonal teamwork skills, master communication skills and presentation skills of set topics and tasks (case studies, projects, seminars) using advanced software tools for document creation, presentation and budget implementation</p> <p>To understand specific human resource management processes and propose a proper value system in judgment process and assessment of work achievements and performances</p> <p>To analyze new roles of organizations, systems, processes, products and services and quality standards in companies and propose valorisation of new trends in companies and organizations</p> <p>To assess cause and effect connections of influence of the economic development process and multiplicative influence of tourism on social changes and environment and suggest options and strategies for improving and developing them</p> <p>To propose and evaluate the importance of food, nutrition and hygienically correct food production and preparation in tourism</p> <p>To analyze offer and resources (in organization, enterprises, tourism, tourist destination) by taking into account changing environment and using key business indicators at the global, national, regional and local levels, compose development strategies to achieve competitiveness</p> <p>To develop marketing plan for a specific economic entity and formulate marketing strategy</p> <p>To use software packages to manage business units, processes, and organizations</p>
2.4. Expected learning outcomes on the course level	Following completion of this practice, students will adopt and apply basic professional knowledge about ways and processes of department and sector in the enterprise, which implies different processes of planning (finance, enterprise development, new product development), organization (tourist activities, definition of organizational structures), leadership (projects, people), control (financial resources, human resources).
2.5. Course content according to detailed curriculum schedule	/

2.6. Teaching methods	<input type="checkbox"/> lectures <input type="checkbox"/> seminars and workshops <input type="checkbox"/> practical exercises <input type="checkbox"/> distance education <input type="checkbox"/> mixed e-learning <input type="checkbox"/> field teaching	<input type="checkbox"/> independent tasks <input type="checkbox"/> multimedia and network <input type="checkbox"/> laboratory <input type="checkbox"/> mentoring <input type="checkbox"/> other	2.7. Comments:			
2.8. Students` obligations	<p>In accordance with the signed Agreement of professional cooperation between the Polytechnic of Šibenik and the company, the student is obliged to undertake a professional practice in an appropriate time period (this practice is compulsory for all regular and extraordinary students). Students who are employed in tourism-related companies and / or work at an operational or tactical level of management are exempted from doing this practice, and they must provide a copy of the employment contract as proof of employment. The student is obliged to conduct the Diary of work in which he write the names of the professional processes (exercises or tasks) he has performed every day.</p>					
2.9. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the credit score of the course)	Attendance		Written exam		Project	
	Experimental work		Research		Practical work	8
	Essay		Report	1	Continuous examination	
	Colloquium		Seminar paper		Other	
	Class activity		Oral exam		Other	
2.10. Grading and evaluating students` work during classes and on the exam	<p>When conducting a professional practice, a student is obliged to lead and write a Diary work on completed tasks / exercises. Student anticipates in advance the time of the Diary work, at the course lecturer. The lecturer of the course evaluates the work journal and then writes the student to the student index, satisfied or not satisfied. In the case of not satisfied, the student is obligated to correct the Diary of work, and come back for review.</p>					
2.11. Compulsory literature (available in the library and via other media)	Title			Number of copies in the library	Availability via other media	

<p>2.12. Additional literature (at the moment of changes and/or amended of study programme)</p>			
<p>2.13. Quality assurance methods that ensure the acquisition of knowledge, skills and competences</p>	<p>The control of students' work quality and the acquisition of necessary knowledge and skills will be ensured through interactive work. By keeping track of attendance and student activity during classes and provided information on students` progress through short colloquiums and homework, information for further guidance to students will be provided in order to increase the efficiency of their work. Students will be informed about their rights and obligations as well as the methods of work and the required literature.</p> <p>Indicators of quality assurance system: Student survey, monitoring of annual data from the Croatian employment service on the annual state of student employment, surveys from employers and Alumni association.</p>		

10. MATRIX OF LEARNING OUTCOMES OF UNDERGRADUATE PROFESSIONAL STUDIES OF MANAGEMENT
- TOURISM MANAGEMENT FOR ACADEMIC YEAR 2018./2019.

	I1	I2	I3	I4	I5	I6	I7	I8	I9	I10	I11	I12	I13	I14	I15	I16	I17	I18	I19
<i>Principles of Economics</i>	+	+	+			+				+			+			+			
<i>Mathematics</i>				+	+		+	+											
<i>Environmental Management</i>			+	+						+				+					
<i>Informatics</i>			+	+				+		+				+					+
<i>Business English I</i>	+	+	+							+									
<i>Business German I</i>	+	+	+		+					+									
<i>Business Italian I</i>	+	+	+							+									
<i>Business Economics</i>	+		+			+	+			+									
<i>Financial Mathematics</i>				+	+		+			+									
<i>Commercial Law</i>	+	+	+						+	+									
<i>Food and beverage technology</i>		+	+							+			+		+				
<i>Business English II</i>	+	+	+			+				+									
<i>Business German II</i>	+	+	+							+									
<i>Business Italian II</i>	+	+	+							+									+
<i>Fundamentals of Accounting</i>	+		+	+		+	+		+										+
<i>Management</i>		+	+		+					+	+	+	+						+
<i>Tourism Marketing</i>	+	+	+							+							+		
<i>Business English III</i>	+		+			+				+									
<i>Business German III</i>	+	+	+							+									
<i>Business Italian III</i>	+	+	+							+									
<i>Economics of non-profit organisation</i>	+	+	+			+				+									
<i>Labour Law</i>	+	+	+						+	+									
<i>Business Communication</i>	+					+				+			+						
<i>Use of DDD methods and HACCP standard in hotel industry</i>			+		+								+		+				
<i>Business Statistics**</i>				+			+	+											
<i>Managerial accounting</i>	+		+			+	+												+
<i>Theory and organization of tourism</i>	+	+	+							+				+					

<i>Entrepreneurship</i>		+	+		+	+	+			+		+							
<i>Business English IV</i>	+	+	+			+				+									
<i>Business German IV</i>	+	+	+							+									
<i>Business Italian IV</i>	+	+	+			+				+									
<i>Marketing management</i>	+	+	+							+								+	
<i>Public Sector Economics</i>	+	+	+			+				+									
<i>Financial Management</i>		+	+			+	+												
<i>Service Management</i>		+	+		+					+		+	+						
<i>Management of tourist agencies and touropartators</i>		+	+	+		+			+	+		+	+	+		+			+
<i>Hotel organization and reception operation</i>		+	+	+	+	+			+	+		+	+			+			+
<i>Business Organization</i>	+	+	+		+						+		+						
<i>Quality Management</i>		+	+							+			+						
<i>Traffic in Tourism</i>		+	+			+				+			+						
<i>Nutrition and Tourism</i>		+	+			+					+		+	+		+	+		
<i>Human resource management</i>		+	+						+	+	+		+						
<i>Management of tourist destination</i>		+	+	+	+	+				+		+	+	+		+			+
<i>Professional Practice</i>	+			+	+	+	+		+	+	+	+		+	+	+	+	+	+
<i>Final thesis</i>	+		+			+						+	+			+			
TOTAL NUMBER OF COURSE BY LEARNING OUTCOME	27	32	39	10	12	19	8	3	7	35	5	8	15	6	3	7	3	2	9