

NAME OF THE COURSE		MANAGEMENT				
Code	ECA101	Year of study	2 (professional)			
Course teacher	Nikša Alfirević, PhD Željko Mateljak, PhD	Credits (ECTS)	6			
Associate teachers	Željko Mateljak, PhD	Type of instruction (number of hours)	L	S	E	F
			26		26	
Status of the course	Compulsory	Percentage of application of e-learning	40%			
COURSE DESCRIPTION						
Course objectives	After completing this course, students will be able to use the fundamental concepts and functions of management (planning, organizing, human resource management, leadership and control).					
Course enrolment requirements and entry competences required for the course	None					
Learning outcomes expected at the level of the course (4 to 10 learning outcomes)	<p>Learning outcomes (LOs):</p> <ol style="list-style-type: none"> 1. Evaluate the managerial activities, functions, skills and roles, organizational environment, ethics and managerial social responsibility. 2. Analyze the modes and tools of managerial planning, with the application of the strategic plan. 3. Design a proposal for the organizational structure, with the help of organizational charts and the fundamental forms of organizational structures. 4. Differentiate planning, recruitment, selection and training of human resources, performance evaluation and compensation management. 5. Analyze the characteristics of leadership, motivation, interpersonal processes and teamwork. 6. Interpret the concept, process and aspects of managerial control, with the application of fundamental controlling methods and techniques. 					
Course content broken down in detail by weekly	Lectures		Exercises			
		Topic	Hours	Topic	Hours	
	1	Introduction to management: managers' functions, activities and roles.	2	Managerial activities, functions, skills and roles.	2	
	2	Environment of an organization. Methods for analyzing the environment.	2	External and internal organizational environment. PEST analysis.	2	
	3	Ethics and social responsibility of management.	2	Ethics and social responsibility of management.	2	
	4	Fundamental determinants of managerial planning. Definition and scope of managerial planning and plans.	2	Managerial planning.	2	
	5	Organizational strategy and strategic planning. Strategic management.	2	Strategy and strategic management. SWOT analysis.	2	
	6	Fundamentals of managerial decision-making.	2	Managerial decision-making. 1 st self-evaluation test	2	
7	Fundamentals of organizing. Designing the internal organization.	2	Designing an organizational chart.	2		

class schedule (syllabus)				1 st written exam		
	8	1 st Knowledge test		1 st test		
	9	Forms of organizational structure. Theoretical characteristics of different organizational structures.	2	Application of organizational structures. Development and restructuring of organizations.	2	
	10	Introduction to human resources management. Planning, recruiting and selection of human resources.	2	Planning human resources, recruitment and selection.	2	
	11	Performance review. Compensation management.	2	Introductory application of employee compensation and compensation management.	2	
	12	Leadership. Definition, models, characteristics. Contemporary leadership.	2	Leadership styles.	2	
	13	Motivation: definition and theoretical approaches. Redesigning individual jobs for motivation. Empowerment and other contemporary motivational programs.	2	Employee motivation and empowerment. 2 nd self-evaluation test	2	
	14	Fundamentals of managerial controlling. Definition and stages of controlling. Levels of control. Tools and systems for managerial control. Performance indicators.	2	Controlling in management. 2 nd written exam	2	
	15	2 nd Knowledge test		2 nd test		
Format of instruction	x lectures x seminars and workshops x exercises <input type="checkbox"/> <i>on line</i> in entirety x partial e-learning <input type="checkbox"/> field work		x independent assignments <input type="checkbox"/> multimedia <input type="checkbox"/> laboratory <input type="checkbox"/> work with mentor x hosting from practice			
Student responsibilities	<p>The student is obliged to attend and regularly follow the classes, perform the set tasks and, within the agreed deadlines, submit them for evaluation. During the semester, records are kept of class attendance. The condition for signing with full-time students is passing the I. and II. self-evaluation test, which are periodically conducted through the Moodle system and attendance of at least 50% of total classes. The condition for taking the student exam is the right to sign.</p> <p>The condition for signing with part-time students is the passing of I. and II. self-evaluation test, which is periodically conducted through the Moodle system and attending a minimum of 25% of total classes. The condition for taking the student exam is the right to sign.</p>					
Screening student work (name the proportion of ECTS credits for each activity so that the total number of ECTS credits is equal to the ECTS value of the course)	Class attendance	1 ECTS	Research		Practical training	
	Experimental work		Report		Written axam during exercises	2 ECTS*
	Essay		Seminar essay		Group work during lectures and exercises (Other)	
	Tests	3 ECTS**	Oral exam		Written test of managerial tools	

					and techniques (Other)	
	Written exam		Project		(Other)	
Grading and evaluating student work in class and at the final exam	<p>* In the exercises, students solve the tasks through two written exams related to the exercises, according to the above schedule. The condition for taking the second written test (tasks) is the achieved minimum score of 40% from the first written exam (tasks). Students should, on average, achieve a minimum of 50% from both written exams (assignments) in order for the written part of the exam (assignments) to be positively evaluated. Positively evaluated works of both written exams (assignments) of students replace the written part of the exam (assignments) on the exam period. The average achieved result from two written exams (assignments) or the result from a written exam (assignments) on exam deadlines makes 40% of the total grade of the course.</p> <p>** During the semester, two tests will be organized. The condition for taking the 1st test is taking the 1st and 2nd self-evaluation test with an average result of at least 50%. To join 2nd test is a condition for taking the 3rd and 4th self-evaluation test with an average result of at least 50% and a positive grade of the 1st test of at least 40%. Students should, on average, achieve a minimum of 50% from both tests (theory) in order for the theoretical part of the exam to be positively evaluated. Positive evaluation of both tests replaces the work of students replacing the theoretical part of the exam at the exam period, where students can choose the form of evaluation (written or oral). The average achieved result from two tests (theory) or a written exam (theory) on exam deadlines makes up 60% of the total grade of the course.</p> <p>Students take exams and theory in written terms during exam deadlines.</p> <p>The realization of an individual form of evaluation is expressed as a percentage (on a scale from 0% to 100%).</p> <p>The total realization of all forms of evaluation is calculated as a weighted arithmetic mean of individual forms of evaluation. The threshold required for the exam to be considered passed is 50% of the weighted arithmetic mean of the individual forms of evaluation.</p> <p>Marks, describing the LO achievement, are associated with the following values of the overall weighted average score:</p> <ul style="list-style-type: none"> • 50-58% - satisfactory (2) • 59-71% - good (3) • 72-84% - very good (4) • 85-100% -excellent (5). 					
	Required literature (available in the library and via other media)	Title			Number of copies in the library	
1. Klepić, Z., Alfirević, N., Rahimić, Z. (ur.): Menadžment, Sveučilište u Mostaru, Ekonomski fakultet Sveučilišta u Splitu, Ekonomski fakultet Univerziteta u Sarajevu, Mostar – Split - Sarajevo, 2020.						
2. Matic, I., Pavić, I., Mateljak, Ž.: Menadžment – priručnik za nastavu, Ekonomski fakultet Split, Split, 2009.						

Optional literature (at the time of submission of study programme proposal)	1. Buble, M.: Osnove menadžmenta, Sinergija, Zagreb, 2006.		
Quality assurance methods that ensure the acquisition of exit competences	<ul style="list-style-type: none"> • Monitoring student's class attendance (teacher) • Class quality supervisions (Vice-Dean) • Analysis of student success (Vice-Dean) • Student survey on the quality of teachers and teaching (University of Split, Centre for Quality Improvement) • All LOs are evaluated as previously described. The evaluation content and methodology are reassessed periodically, as to assess if they are relevant for achievement of LOs. 		
Other (as the proposer wishes to add)			