

NAME OF THE COURSE	BUSINESS ORGANISATION						
Code	ECM102	Year of study	2				
Course teacher	Ivan Matić, PhD, full professor Marina Lovinčević, PhD full professor	Credits (ECTS)	5				
Associate teachers		Type of instruction (number of hours)	L	S	E	F	
			26		26		
Status of the course	Mandatory	Percentage of application of e-learning	25%				
COURSE DESCRIPTION							
Course objectives	To provide students with in practice applicable knowledge from the domain of organising fundamental activities in conducting business.						
Course enrolment requirements and entry competences required for the course	Prerequisites are prescribed in Faculty of Economics Statute and in Study and studying rule book. Competencies – basic knowledge related to economy, computer work skills (MS Office).						
Learning outcomes expected at the level of the course (4 to 10 learning outcomes)	Course's learning outcome: 1. To effectively organise fundamental activities of conducting business from the aspect of five basic business functions: research and development, procurement, production, sales, and accounting and finance (level 6/7). Specific learning outcomes: 1. To differentiate fundamental terms, principles and organisational-legal forms of business organisation (level 6). 2. To propose organisation of fundamental activities of research and development (level 6/7). 3. To propose organisation of fundamental activities of procurement (level 6/7). 4. To propose organisation of fundamental activities of production (level 6/7). 5. To propose organisation of fundamental activities of sales (level 6/7). 6. To propose organisation of fundamental activities of accounting and finance (level 6/7).						
Course content broken down in detail by weekly class schedule (syllabus)		Lectures		Exercises / Seminars			
		Topic	Hrs	Topic		Hrs	
	1.	Introduction to course – course organisation, ways of working Introduction to business organisation – term, meaning Video material – students' discussion Self-evaluation quiz – Moodle platform	2	Principles of organisation Case study – students' analysis and critical reflection on identified principles of organisation – Moodle platform		2	
	2.	Theories of organisation Video material – students' discussion Self-evaluation quiz – Moodle platform	2	Systems and activities in organisation Practical assignment – identification of systems and dimensions of organisation – Moodle platform		2	

	3.	Organisation and management of business resources Video material – students’ discussion Self-evaluation quiz – Moodle platform	2	Organisation of material resources On-line article – students’ discussion Practical assignment – proposition of decisions and actions related to organization and alignment of business resources – Moodle platform	2
	4.	Tasks’ decomposition and grouping On-line article – students’ discussion Self-evaluation quiz – Moodle platform	2	Examples from practice of tasks’ decomposition and grouping – video materials Practical assignment – tasks’ decomposition and grouping and job design – Moodle platform	2
	5.	Business organisation through outsourcing Video material – students’ discussion Self-evaluation quiz – Moodle platform	2	Types and risks of outsourcing Case study – students’ analysis and critical reflection on identified various outsourcing dimensions and characteristics – Moodle platform	2
	6.	Organisation of activities within research and development function Self-evaluation quiz – Moodle platform	2	Innovativeness in the world and in Croatia – on-line articles – students’ discussion Case study – students’ analysis and critical reflection on identified various dimensions and characteristics of the organisation of research and development function – Moodle platform	2
	7.	Organisation of activities within procurement function Self-evaluation quiz – Moodle platform	2	Example of application of EOQ model of inventory management Practical assignment – application of EOQ model of inventory management – Moodle platform	2
	<b>1<sup>st</sup> test – mid-semester course evaluation</b>				
	9.	Organisation of activities within production function – production system, production types and plans, technological preparation of production Self-evaluation quiz – Moodle platform	2	Organisation of activities within production function – operative preparation of production, production control, production equipment maintenance Examples from practice of organisation of activities within production function – video material	2

				Practical assignment – identification and classification of various aspects of organisation of activities within production function – Moodle platform	
	10.	Example of resolving the problem of equipment layout within the facility area and in workshops Practical assignment - resolving the problem of equipment layout within the facility area and in workshops – Moodle platform	2	Example of the development of initial product assembly blueprint and initial production scheduling Practical assignment - development of initial product assembly blueprint and initial production scheduling – Moodle platform	2
	11.	Example of resolving the problem of production capacity management Practical assignment - resolving the problem of production capacity management – Moodle platform	2	Example of resolving the problem of choosing the economic batch quantity Practical assignment - resolving the problem of choosing the economic batch quantity – Moodle platform	2
	12.	Example of operative planning and control of production assembly line Practical assignment - operative planning and control of production assembly line – Moodle platform	2	Organisation and management of production facilities and workshops (video material) – students’ analysis and discussion	2
	13.	Organisation of activities within sales function Self-evaluation quiz – Moodle platform	2	Organisation of activities within finance and accounting function Case study – students’ analysis and critical reflection on identified various dimensions and characteristics of the organisation of finance and accounting function – Moodle platform	2
	14.		2		2
		2nd test – end-semester course evaluation			
Format of instruction	X lectures <input type="checkbox"/> seminars and workshops X exercises <input type="checkbox"/> on line in entirety X partial e-learning <input type="checkbox"/> field work		X independent assignments X multimedia <input type="checkbox"/> laboratory <input type="checkbox"/> work with mentor <input type="checkbox"/> (other)		
Student responsibilities	Course signature = in order to obtain course signature student must achieve 50% class attendance, actively participate in lectures and exercises and complete self-evaluation				

	quizzes in predefined time frames. Active participation means that the student has completed min 60% of all self-evaluation quizzes in class. Demonstration of acquired learning outcomes through various class/exam activities (self-evaluation quizzes, case studies, practical assignments, tests, written and oral exams) with the goal of passing the course (required min level for tests and for written and oral exams is 50%).					
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		Research		Participation and practical work in class	1,5
	Experimental work		Report		(Other)	
	Essay		Seminar essay		(Other)	
	Tests	3,5	Oral exam		(Other)	
	Written exam		Project		(Other)	
Grading and evaluating student work in class and at the final exam	Knowledge evaluation (learning outcomes) through: (1) 2 tests or alternatively through written and oral exam, (2) individual and group work on case study analyses and on resolving various practical problems/assignments during the semester or alternatively through written and oral exam, and (3) self-evaluation quizzes Course grade decomposition: o completed self-evaluation quizzes => 10% of share in course grade o individual and group work on case study analyses and on resolving various practical problems/assignments in the domain of designing fundamental aspects of business organisation => 30% of share in course grade o 2 tests during the semester (min level 50%) => 60% of share in course grade Fulfilment of all obligations related to course signature (self-evaluation quizzes) and positively graded student’s work in class (case studies, practical assignments, tests) results in student passing the course in exam pre period. Activities/work aspects, which are not successfully carried-out aspects during the semester by the student, are later subject of evaluation in regular exam periods.					
Required literature (available in the library and via other media)	Title				Number of copies in the library	Availability via other media
	Gitman, L. J., McDaniel, C., & Shah, A. (2018). <i>Introduction to business</i> . Rice University.				0	Internet
	Brčić, R., Hernaus, T., ... Matić, I., ... (2018): <i>Koraci uspješnog organiziranja</i> , Školska knjiga, Zagreb.				3	
	Authorized lectures' handouts and class materials on course's Moodle page				0	Moodle
	Matić, I. (2012): Skripta sa vježbi, Internal material of University of Split – Faculty of Economics				0	Moodle
Optional literature (at the time of submission of study programme proposal)	Collins, K. (2012). <i>An introduction to business</i> . Creative Commons by-nc-sa 3.0 Jones, G. (2013): <i>Organization Theory, Design and Change, 7th Ed.</i> , Pearson Prentice Hall, Upper Saddle River, NJ, USA. Sikavica, P. (2011): <i>Organizacija</i> , Školska knjiga, Zagreb.					
Quality assurance methods that ensure the acquisition of exit competences	<ul style="list-style-type: none"><li>Screening students’ class attendance achievements, active participations in class and successfulness of carrying-out other obligations (teacher)</li><li>Monitoring of class execution (vice-dean for education)</li><li>Analysis of studying successfulness according to all program’s courses (vice-dean for education)</li></ul>					

	<ul style="list-style-type: none"> <li>• Students survey on quality of teacher and classes for every course in the program (UNIST, Centre for quality improvement)</li> <li>• Through exam, which teacher carries-out, all courses' learning outcomes are evaluated. Periodically the content of the exam is evaluated, according to which the appropriateness of the manner of evaluation of learning outcomes is being determined (vice-dean for education)</li> </ul>
Other (as the proposer wishes to add)	