<table>
<tr><td>NAME OF THE COURSE</td><td colspan="5">BUSINESS ORGANISATION</td></tr>
<tr><td>Code</td><td>ECM102</td><td>Year of study</td><td colspan="3">2</td></tr>
<tr><td>Course teacher</td><td>Ivan Matić, PhD,
full professor
Marina Lovrinčević, PhD
full professor</td><td>Credits (ECTS)</td><td colspan="3">5</td></tr>
<tr><td rowspan="2">Associate teachers</td><td rowspan="2"></td><td rowspan="2">Type of instruction (number of hours)</td><td>L</td><td>S</td><td>E</td><td>F</td></tr>
<tr><td>26</td><td></td><td>26</td><td></td></tr>
<tr><td>Status of the course</td><td>Mandatory</td><td>Percentage of application of e-learning</td><td colspan="3">25%</td></tr>
<tr><td colspan="6">COURSE DESCRIPTION</td></tr>
<tr><td>Course objectives</td><td colspan="5">To provide students with in practice applicable knowledge from the domain of organising fundamental activities in conducting business.</td></tr>
<tr><td>Course enrolment requirements and entry competences required for the course</td><td colspan="5">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).</td></tr>
<tr><td>Learning outcomes expected at the level of the course (4 to 10 learning outcomes)</td><td colspan="5">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).</td></tr>
<tr><td>Course content broken down in detail by weekly class schedule (syllabus)</td><td colspan="5">
<table>
<tr><td></td><td colspan="2">Lectures</td><td colspan="2">Exercises / Seminars</td></tr>
<tr><td></td><td>Topic</td><td>Hrs</td><td>Topic</td><td>Hrs</td></tr>
<tr><td>1.</td><td>Introduction to course – course organisation, ways of working
Introduction to business organisation – term, meaning
Video material – students’ discussion
Self-evaluation quiz – Merlin platform</td><td>2</td><td>Principles of organisation
Case study – students’ analysis and critical reflection on identified principles of organisation</td><td>2</td></tr>
<tr><td>2.</td><td>Theories of organisation
Video material – students’ discussion
Self-evaluation quiz – Merlin platform</td><td>2</td><td>Systems and activities in organisation
Practical assignment – identification of systems and dimensions of organisation</td><td>2</td></tr>
<tr><td>3.</td><td>Organisation and management</td><td>2</td><td>Organisation of material</td><td>2</td></tr>
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		of business resources Video material – students' discussion Self-evaluation quiz – Merlin platform		resources On-line article – students' discussion Practical assignment – proposition of decisions and actions related to organization and alignment of business resources	
	4.	Tasks' decomposition and grouping On-line article – students' discussion Self-evaluation quiz – Merlin platform	2	Examples from practice of tasks' decomposition and grouping – video materials Practical assignment – tasks' decomposition and grouping and job design	2
	5.	Business organisation through outsourcing Video material – students' discussion Self-evaluation quiz – Merlin platform	2	Types and risks of outsourcing Case study – students' analysis and critical reflection on identified various outsourcing dimensions and characteristics	2
	6.	Organisation of activities within research and development function Self-evaluation quiz – Merlin 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	2
	7.	Organisation of activities within procurement function Self-evaluation quiz – Merlin platform	2	Example of application of EOQ model of inventory management Practical assignment – application of EOQ model of inventory management	2
		1st test – mid-semester course evaluation			
	9.	Organisation of activities within production function – production system, production types and plans, technological preparation of production Self-evaluation quiz – Merlin 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 Practical assignment – identification and classification of various aspects of organisation of activities within production function	2

	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	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	2
	11.	Example of resolving the problem of production capacity management Practical assignment - resolving the problem of production capacity management	2	Example of resolving the problem of choosing the economic batch quantity Practical assignment - resolving the problem of choosing the economic batch quantity	2
	12.	Example of operative planning and control of production assembly line Practical assignment - operative planning and control of production assembly line	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 – Merlin 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 Self-evaluation quiz – Merlin platform	2
	14.		2		2
		2nd test – end-semester course evaluation			

Format of instruction	X lectures ☐ seminars and workshops X exercises ☐ on line in entirety X partial e-learning ☐ field work	X independent assignments X multimedia ☐ laboratory ☐ work with mentor ☐ (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	Class attendance		Research		Participation and practical work in class	1,5

credits for each activity so that the total number of ECTS credits is equal to the ECTS value of the course)	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 => 25% of share in course grade o 2 tests during the semester (min level 50%) => 65% 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.

	Title	Number of copies in the library	Availability via other media
Required literature (available in the library and via other media)	• Authorized lectures' handouts and class materials on course's Merlin page.	0	Merlin
	• Gonan Božac, M. (ur.) (2024). *Menadžment.* Sveučilište Jurja Dobrile u Puli, Pula; selected chapters and topics.	3	
	• Brčić, R., Hernaus, T., … Matić, I., … (2018): *Koraci uspješnog organiziranja*, Školska knjiga, Zagreb; selected chapters and topics..	5	
	• Gitman, L. J., McDaniel, C., & Shah, A. (2018). *Introduction to business*. Rice University; selected chapters and topics.	0	Internet
Optional literature (at the time of submission of study programme proposal)	• Collins, K. (2012). *An introduction to business.* Creative Commons by-nc-sa 3.0 • Jones, G. (2013): *Organization Theory, Design and Change, 7th Ed.*Pearson Prentice Hall, Upper Saddle River, NJ, USA. • Sikavica, P. (2011): *Organizacija*, Školska knjiga, Zagreb.		
Quality assurance methods that ensure the acquisition of exit competences	• Screening students' class attendance achievements, active participations in class and successfulness of carrying-out other obligations (teacher) • Monitoring of class execution (vice-dean for education) • Analysis of studying successfulness according to all program's courses (vice-dean for education) • Students survey on quality of teacher and classes for every course in the program (UNIST, Centre for quality improvement) • 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)		
Other (as the proposer			

wishes to add)	